



Resources and Governance Scrutiny Committee

Date: Tuesday, 1 December 2020

Time: 10.00 am

Venue: Virtual meeting: Webcast at <https://youtu.be/DUA5A4Zrrlo>

There will be a private meeting for Members only at 9:00am Tuesday 1 December 2020 via Zoom. A separate invite will be sent to members with joining details.

Advice to the Public

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Under the provisions of these regulations the location where a meeting is held can include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

To attend this meeting it can be watched live as a webcast. The recording of the webcast will also be available for viewing after the meeting has concluded.

Membership of the Resources and Governance Scrutiny Committee

Councillors - Russell (Chair), Ahmed Ali, Andrews, Clay, Davies, Lanchbury, B Priest, Rowles, A Simcock, Stanton, Wheeler and Wright

Agenda

- 1. Urgent Business**
To consider any items which the Chair has agreed to have submitted as urgent.
- 2. Appeals**
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
- 3. Interests**
To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.
- 4. Minutes** 5 - 14
To approve as a correct record the minutes of the meeting held on 3 November 2020.
- 5. Government Spending Review**
Verbal report of the Deputy Chief Executive and City Treasurer

The Deputy Chief Executive and City Treasurer will outline the key headlines following the announcement of the Government's Spending Review.
- 6. Setting of the Council Tax Base and Business Rates Shares for Budget Setting Purposes 2021/22.** 15 - 24
Report of the Deputy Chief Executive and City Treasurer attached

This report advises on the methodology of calculating the City Council's Council Tax base for tax setting purposes and Business Rates income for budget setting purposes for the 2021/22 financial year, together with the timing of related payments and the decision on business rates pool membership. The Chair of the Committee will be requested to exempt various key decisions from call in.
- 7. Discretionary Housing Payments**
Report to follow

8. New Customer Service Centre Delivery Model

Report to follow

9. Overview Report

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Report of the Governance and Scrutiny Support Unit.

This report provides the Committee with details of key decisions that fall within the Committee's remit and an update on actions resulting from the Committee's recommendations. The report also includes the Committee's work programme, which the Committee is asked to amend as appropriate and agree.

Information about the Committee

Scrutiny Committees represent the interests of local people about important issues that affect them. They look at how the decisions, policies and services of the Council and other key public agencies impact on the city and its residents. Scrutiny Committees do not take decisions but can make recommendations to decision-makers about how they are delivering the Manchester Strategy, an agreed vision for a better Manchester that is shared by public agencies across the city.

The Resources and Governance Scrutiny Committee areas of interest include finances, Council buildings, staffing, corporate and partnership governance as well as Council tax and benefits administration.

The Council wants to consult people as fully as possible before making decisions that affect them. Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. Speaking at a meeting will require a video link to the virtual meeting.

Members of the public are requested to bear in mind the current guidance regarding Coronavirus (COVID19) and to consider submitting comments via email to the Committee Officer. The contact details of the Committee Officer for this meeting are listed below.

The Council is concerned to ensure that its meetings are as open as possible and confidential business is kept to a strict minimum. When confidential items are involved these are considered at the end of the meeting and the means of external access to the virtual meeting are suspended.

Joanne Roney OBE
Chief Executive
3rd Floor, Town Hall Extension,
Lloyd Street
Manchester, M60 2LA

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

Michael Williamson
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This agenda was issued on **Monday, 23 November 2020** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Mount Street Elevation), Manchester M60 2LA

Resources and Governance Scrutiny Committee

Minutes of the meeting held on Tuesday, 3 November 2020

Present:

Councillor Russell (Chair) – in the Chair
 Councillors Ahmed Ali, Andrews, Clay, Davies, Lanchbury, B Priest, Rowles,
 A Simcock, Stanton, Wheeler and Wright

Also present:

Councillor Akbar, Executive member for Neighbourhoods
 Councillor Bridges, Executive Member for Children and Schools
 Councillor Leese, Leader
 Councillor Hitchen (Minutes RGSC/20/46 and RGSC/20/47 only)
 Councillor Igbon (Minute RGSC/20/48 only)

RGSC/20/45 Minutes

Decision

The Committee approves the minutes of the meeting held on 6 October 2020 as a correct record

RGSC/20/46 Council's Medium Term Financial Plan and Strategy for 2021/22

The Committee decided to take consideration of this report and the following report (Corporate Core Budget Options 2020/21) together. As such, the Committee considered a report of the Deputy Chief Executive and City Treasurer and City Solicitor that set out the impact of COVID19 and other pressures and changes on the Council's budget for the period 2021/22, including the impact of COVID19 on the capital programme and the implications for the budget and a report that set out the details on the initial savings options proposed by officers to address the estimated initial budget gap of £105m in 2021/22,

The main points and themes within the first report included: -

- The Medium-Term Financial Plan remained challenged by uncertainty, which included the outcome of the Spending Review and post 2021/22 the potential changes to how local government funding was distributed;
- Prior to COVID19 there was an underlying budget gap of c£20m for 2021/22 rising to c£80m by 2024/25;
- Dealing with the impact of COVID19 had resulted in major spending pressures, particularly in social care, but also across all Directorates;
- The forecasted budget shortfall relating to COVID19 pressures and the Budget Position 2021/22 to 2024/25;
- Initial proposals across all Directorates to start addressing the budget gap in advance of the Spending Review and Local Government Financial Settlement;

- The need to undertake an Equality Impact Assessment on the options put forward, particularly those that involve impacts on services for residents and reductions in the Council's workforce;
- Proposed consultation on budget options and timescales; and
- Next Steps.

The main points and themes in the second report included:

- The Corporate Core Directorate had a net budget of £76.9m, with 1,823fte's employees;
- Currently the Corporate Core Directorate had identified officer cut proposals of £7.127m, which broadly equated to a reduction of 130fte's, against which there were c33 vacancies;
- A breakdown of the savings proposals on a service by service basis, including officer options for other service areas outside of the Corporate Core which formed part of the remit of the Committee;
- If further budgets cuts were required, options for an additional £7.3m had been identified, however, this would reduce the Corporate Core headcount by a further 124fte and reduce capacity down to the provision of the bare minimum;
- In order to achieve the reductions, set out in the report, the council would open a limited voluntary redundancy/voluntary early retirement scheme predominately in those areas in the corporate core which were aiming to achieve staffing reductions;
- Consultations had started with Trades Unions on the MPeople processes to ensure that the Council did not lose focus on providing support for the workforce to develop and progress and where relevant to reskill into different roles; and
- The Directorate budget proposals would be subject to further refinement following feedback from Scrutiny Committee and updated prior to being submitted to Executive. A further report would be brought back to Scrutiny in January 2021 that incorporated the feedback from this meeting, the budget consultation, the impact of the Finance Settlement and the outcomes of the VER/VS scheme.

The Leader made brief comments on the first report which included the additional funding of £24m received from Government to tackle COVID19 which would reduce the use of reserves this year to allow greater use of reserves in next year and future years budgets. He clarified that this funding did not address the revenue gap and was a one-off payment. In terms of the Capital Budget there was significant increase in costs around construction schemes related to COVID19 and inflation. This meant the capital programme would be continually reviewed to ensure it related to the priorities set out within the budget. He added that there was a need to be mindful of false economies by delaying schemes to future years which could result in a risk of costs increasing.

The Deputy Chief Executive and City Treasurer commented that the ongoing impact of COVID19 was resulting in a significant gap in the Councils budget position for 2021/22 which was expected to worsen in 2022/23 and whilst it was hoped that over time, the impact of COVID19 would reduce, this would be when the underlying

budget pressures would take effect. Because of this, there was a need to start work now on how this budget gap could be reduced, in advance of the Government's Spending Review, which was anticipated to be announced on 25 November 2020. She emphasised that whilst all efforts would be made to minimise the impact on other Council services and residents, it was likely that there was going to be a need for substantial budget reductions across the council regardless of what funding would be provided through the Spending Review.

What followed was a lengthy and thorough discussion on the proposed budget options. Some of the key points that arose from the Committees discussion were:

- Grave concern was expressed about the continued need for the Council to reduce its budgets year on year due to the withdrawal of financial support from government, including cuts to budgets that provided services to the most vulnerable residents of the city;
- It was felt that the Council was unable to plan its budgets effectively with one-year settlements from Government and it was hoped that Government would provide a sustainable long-term solution to enable the Council to make longer term budget plans;
- Concern was expressed regarding the proposed reduction in funding provided to the Discretionary Housing Payment Scheme and would drive increased cost in other areas, and a question was asked as to whether analysis had been done to calculate what proportion of those who were supported through DHP would become homeless if this was cut, and at what on-costs to the system, including through potential increased Children's Services involvement;
- It was suggested the budget reduction proposals to the DHP were not put forward to the Executive for consideration before greater analysis of the impact of this reduction might have on some of the city's most vulnerable residents and associated impact on other services budgets;
- There was concern in relation to digital exclusion for some of the most deprived residents and communities in the City as the Council moved to more digital interactions with its residents;
- It was queried whether proposals to reduce jobs in service areas that provided essential services to the city's most vulnerable residents was the correct approach;
- It was asked that the Chancellor of the Exchequer provided the Council with the funding it required in order not to make staff redundant and continue to provide the services needed for the City's most vulnerable residents and communities;
- Assurance was sought that the number of proposed redundancies across the Directorate had been mapped against the areas that would be targeted through the proposed Early Retirement/Voluntary Redundancy scheme to ensure the right areas were being targeted;
- Why was the Council's Communications Department only proposing a reduction of three posts when other service areas with a similar level of staff were being required to offer up more staffing reductions;
- There was concern about the proposed loss of posts across Audit and Policy Performance and Reform;

- What would happen if the Council was unable to set a balanced budget;
- Could Officers work on proposals to move traders on Wythenshawe indoor Market to the outdoor market;
- Could any assurance be given that Manchester Fayre would continue to be funded to provide school meals to Manchester Schools;
- Clarification was sought on what would be the level of Council Tax increase needed to bridge the finding gap;
- Further information was sought on the sale and lease back proposals;
- Did the proposals to end the joint venture with NCP relate to all NCP car parks;
- It was suggested that the projected savings from the return of NCP car parks to the Council was overestimated as it was based on those car parks returning to a level of pre-COVID use;
- It was suggested that the wording used in relation to the income generation targets made in bereavement services be revisited and rephrased more appropriately;
- Would Equality Impact Assessments be undertaken on the proposed budget savings; and
- What impact would the proposed savings have on Manchester's Voluntary and Community Sector.

The Director of Customer Services and Transactions advised that in relation to the DHP, the Council received £2.538m government funding. The extra £2m that the Council had put into this scheme had been due to the impact of Universal Credit and Homelessness. There had been some changes that had reduced the amount of DHP spend in the last few years, including changes in the Local Housing Allowance rates and changes to the cost of placing homeless families in dispersed accommodation. She added that up to the present day, the Council, had spent £1.6m of the DHP budget and had committed a further £682,000, totalling £2.285 and it was anticipated that even taking into account the impact of COVID19, of the additional £2 million that the Council had allocated to this scheme, it would only need to spend £800,000. Consequently, it was felt that the Council could meet demand from the funding received from Government alone, but she said that if the amount reduced that some people would have to be denied support who would currently receive it. It was also clarified that the Council was not proposing to close its front line service offer as it moved to more digital interactions and there would still be the opportunity for residents to speak to staff in person and the Director of Customer Services and Transactions highlighted the smarter ways of working that were being offered to residents to enable them to interact with the Council in a more effective way that suited them.

The Deputy Chief Executive and City Treasurer advised that the potential impact of total job losses in the Directorate was 130ftes, with the first phase of officer options offering a reduction of 130ftes of which 33 were vacant posts. An Early Retirement/Voluntary Redundancy scheme would be made available which would be targeted where the reductions needed to be made but would not be closed off to the rest of the Council in order to create some capacity for movement. It was hoped that there would not result in the need for compulsory redundancies.

The Director of PPR advised that the proposed reductions in PPR were put forward as a fair and proportionate contribution to the savings needed and whilst difficult, would be manageable to maintain capacity within the service.

The City Solicitor advised that in relation to the Communications Department proposals it was hoped that through VER/VS there would be an opportunity to restructure the service to deliver further saving efficiencies.

It was explained that the Council had a legal responsibility to set a balance budget and if it was unable to do so then this would result in the need to declare a Section 114 notice. This would require an emergency budget and effectively end local political control.

The Director of Commercial and Operations (Neighbourhoods) confirmed that the Council was working with St Modwins to identify options to extend the outdoor market at Wythenshawe. If possible, this would require capital cost which would need to be analysed to see if they generated value for money, but it was noted that not all traders would be able to operate on an outdoor market. In relation to Manchester Fayre, whilst acknowledging the service the organisation had provided during pandemic, he advised that this was not a statutory council service and the amount of subsidy required going forward was in excess of £600,000 per year. The Council currently lost a school, every eight weeks, who sought an alternative provider which was impacting on the economies of scale of the service and it was no longer possible to provide the service on a cost-effective basis.

The Leader advised that in order to bridge the funding gap through increased contributions via Council Tax, this would require approximately a 70% increase in Council Tax across all bandings and could not be an option as this would place too large a burden on Manchester residents.

The Director of Commercial and Operations (Neighbourhoods) advised that only the NCP carparks that the Council owned would revert to the Council which equated to 13 sites. He acknowledged the point made in relation to the wording around bereavement services.

The Strategy Director (Growth and Development) gave a brief overview of the possible intentions of the sale and lease back proposals as part of a wider corporate estate review.

The Director of PPR clarified that those budget saving options that required an Equality Impact Assessment would have one as part of the final budget saving proposals as well as the impact of these options on other areas. He added that cuts to the Our Manchester VCS funding were not included in the initial tranche of Officer options, but it was anticipated that there would be some reductions in VCSE funding as part of the further set of options. A piece of work had commenced to map the current VCSE funding across the Council and key partners in order to better understand the impact of any proposed cuts.

The City Treasurer confirmed that in addition to individual EIA's, there would be a piece of cross-budget analysis done to look at the overall equality impact of the budget decisions.

Decision

The Committee:

- (1) Requests that the budget savings proposals in relation to the Discretionary Housing Payment Scheme and Customer Services are not put forward to the Executive until the Committee receives further reports at its next meeting in December, which provide an analysis of the impact these proposals will have on the City's most vulnerable residents and other associated Council Services.
- (2) Requests that the Executive take on board all the comments made by the Committee.
- (3) Requests that as part of the discussions with Government, Officers urge the Chancellor of the Exchequer to provide the Council with the funding it requires in order for it to not have to make staff redundant and to be able to continue to provide the services needed for the City's most vulnerable residents and communities.
- (4) Requests for further information on the sale and leaseback proposals contained within the report be provided to Committee Members.

RGSC/20/47 Budget options for 2021/22

This item was covered in the above minute (RGSC/20/46).

RGSC/20/48 Workforce Equality Strategy

The Committee considered a report of the Director of HROD, which set out the strategy for achieving workforce equality in Manchester City Council. The strategy covered some of the protected characteristics under the Equality Act, specifically race, disability, age and sexuality and contained an emphasis on analysis and actions relating to race equality, and in particular, to the review carried out last year of race relations and discrimination within the Council.

Key points and themes in the report included:-

- It was the ambition of the Council to achieve a workforce that would reflect at all levels and in all professional and vocational groups, the diversity of Manchester's working age population;
- Through the strategy, the Council intended to be more diverse at senior levels in the Council, through progression of existing staff and external recruitment, particularly from Manchester;
- The Strategy would enable Managers to be more confident in their understanding and creation of racial equality and have a better understanding of the lived experience of the Council's Black, Asian and ethnic minority staff;
- It was envisaged that the Strategy would enable Black, Asian and ethnic minority employees across the Council to realise their full potential;

- Through the strategy the Council would aim to employ more Asian and particularly Pakistani, and Chinese staff;
- The Council would endeavour to improve its equality data collection in order to have better data on which to make decisions; and
- The Strategy would change the culture of the Council, making it a more inclusive organisation which better valued diversity and focussed on outcomes.

The Executive Member for Children and Schools briefly commented on the report and hoped that the Strategy put some of the Committee's previous discussions around the feedback of the Race Equality Working Group into more context and reassured the Committee as to how much of a priority this was for the Council.

The Director of HROD commented that the action plan within the Strategy provided the building blocks to where the Council needed to concentrate its efforts in improving monitoring; developing Black, Asian and minority ethnic staff; engagement and communication; HR policies; and leadership.

A thorough debate on the issue then took place and some of the key points that arose from the Committees discussions were:-

- The Strategy was a positive starting position for the Council, however some Members felt strongly that Race Equality should be a separate strategy to the Workforce Equality Strategy;
- It was felt that monitoring of race equality with tangible outcomes was needed;
- It was commented that there was a lack of Black employees at senior levels in the Council and the Strategy needed to acknowledge this as this was a key aspect of the Race Review;
- It was felt that there was a need to put active measures in place in terms of addressing race inequalities;
- There was concern that the number of staff identified in any characteristic was very low and the Strategy needed to address this lack of data and improve staff trust in using this data to improve outcomes;
- There was a need to truly embed the change of culture that the Strategy looked to bring about to make any real long term change;
- Clarity was sought on the number of people who had been engaged with from the various protected characteristics in forming and developing the strategy;
- There was concern of the lack of data collected from transgender and non-binary staff;
- Further work was needed in standardising aspects of the strategy as information and data on different protected characteristics was being collected from multiple facets;
- The Council needed to demonstrate it understood what it meant to be a disabled person when trying to identify staff classed as disabled;
- It was hoped that the spirit and approach to addressing race equality would spread to the other protected characteristics;
- There needed to be strengthening in the proposals for leaders and managers to behave in a particular way in order to deliver equality and held accountable, not just gain a better understanding of, as the Strategy referred;

- It was suggested that training awareness of racism was put in place for all staff and Councillors, and Councillors should be afforded the opportunity to be part of the working groups that had been set up;
- It was asked if the Lead Members for the various equality strands had been consulted on the draft;
- It would be appreciated if there was clarity around the quantitative and qualitative data in the final version of the strategy; and
- How was it envisaged that the Council's Senior Management would reflect the city, when it recruited from further afield.

The Director of HROD commented that the separate Race Review and Race Equality Steering Group generated a lot of the recommendations within the Strategy and a Project Manager had been appointed to progress those recommendations associated with race and ethnicity. However, it needed to be acknowledged that there were intersectionalities that needed to also be addressed through the Equalities Strategy. The Executive Member for Children and Schools commented that the Strategy should be viewed as a complementary piece of work to the Race Equality Review and Action Plan addressing the lack of a council wide equality strategy and clarified that it was not intended to subsume the work of the Race Review. The Executive Member for Neighbourhoods commented that the Strategy did not shy away from the issues regarding race inequalities within the Council.

It was commented that the collection and monitoring of data would be critical to any successful progress and the building of trust and understanding from staff would be essential for improvements to be achieved. The Chief Executive added that the power of the strategy was in the conversations that needed to be built with staff in relation to changing the Council's culture and enabling it to be at the progressive forefront.

The Director of HROD explained who had been consulted with from the various protected characteristic groups so far and the Executive Member for Children and Families added that the consultation had not yet completed, and more consultation was planned with a wider staff cohort as well as trade unions, and the Lead Members for the various equality strands.

It was reported that the Council did not hold any data on staff who were transgender but the Director of HROD would be meeting with the LGBT Staff Group to plan a course of action to address this. It was also commented that as the last round of census data was now so old, personal independence claims were used as a way of understanding the disability in the working age population as the best comparison method. Members of the Committee queried this, as PIP payments were dependent on a more significant level of disability than would be covered by the Equality Act definition of disability, which would cover much larger numbers of people. It was suggested by the Committee that the model of disability being used required greater clarity. It was proposed that if it was felt that this was not appropriate Officers could look at what other information was available to compare with the rest of the population.

Members queried the lack of reference to religion and belief as a protected characteristic. It was also explained that it was not possible with the data collected to

draw conclusions for actions against all of the nine protected characteristics, such as religion.

The Chair recommended that Officers collected more information on those protected characteristics where not enough data had been gathered to form any actions, as it was not appropriate to just ignore those characteristics on the basis that the Council had not enough information. Both Executive Members acknowledged that data collection and monitoring would be a critical part of the action plan and in some areas the data collected to date had been inadequate. An undertaking was given to take up the point made around the lack of data collected on Religion.

The Deputy Chief Executive and City Treasurer acknowledged the points that had been made by the Committee but commented that the Strategy would be a starting position for the Council with specific action plans underpinning it that Officers could be held accountable to.

The point raised on strengthening the proposals for leaders and managers to behave in a particular way in order to deliver equality and held accountable was supported by the Executive Members and Officers.

The Chair then sought the Committee's vote as to whether the race equalities aspect should be separated from the Strategy. On putting it to the vote there was not a majority of Committee Members in support of recommending that the race equality aspect be separated from the strategy.

Decisions

The Committee:-

- (1) Requests that Officers take on board the comments made by the Committee in finalising the Strategy.
- (2) Recommends that training on race awareness is provided to all staff and Elected Members.
- (3) Requests that the lead members for the other protected characteristics are engaged with prior to the final iteration of the Strategy being submitted to the Executive for adoption.

RGSC/20/49 Our Manchester Strategy Reset - Engagement Activity and Findings

Further to Minute RGSC/20/ 38 (Our Manchester Strategy Reset – Timescales), the Committee considered a further report of the Director of Policy, Partnership and Reform, that provided an overview of the engagement activity undertaken to inform the Our Manchester Strategy reset, and the findings and emerging priorities from it.

Key points and themes of the report included:-

- Approximately 3,700 people had been directly engaged with and had their views captured, which compared favourably to the original Our Manchester Strategy engagement in 2015 when approximately 2,000 people were directly engaged;

- Resident engagement had included a universal engagement offer, supplemented with targeted engagement to key cohorts of residents who either had traditionally not engaged with digital communication or who had been particularly affected by COVID19;
- A summary of the resident engagement, which covered respondents, neighbourhoods, gender, age, ethnicity and disability;
- The engagement undertaken with businesses and organisations to specifically gather opinions on the priorities, challenges and opportunities Manchester faced over the next five years;
- A summary of the engagement sessions that had been held with 16 partnership boards, including all boards that report into the Our Manchester Forum, to capture their thoughts on what Manchester should prioritise over the next five years;
- The engagement undertaken with the Our Manchester Forum and Council staff;
- A summary of key priority themes identified from the analysis of all the engagement activity undertaken; and
- Detailed next steps.

Some of the key points that arose from the Committees discussions were:-

- It was surprising to see that policing and anti-social behaviour was not a high priority for residents when compared to the consultation on the original strategy;

The Deputy Leader advised that this was probably due to the current circumstance that residents were facing when the consultation on the re-set was undertaken, with health taking a higher priority for people.

Decision

The Committee notes the findings from the Our Manchester Strategy reset engagement activity and the next steps.

RGSC/20/50 Overview Report

The Committee considered a report of the Governance and Scrutiny Support Unit which contained key decisions within the Committee's remit and responses to previous recommendations was submitted for comment. Members were also invited to agree the Committee's future work programme.

Decisions

The Committee:-

- (1) Note the report.
- (2) Note that the Chair will finalise the Work Programme for the next meeting in consultation with Officers.

**Manchester City Council
Report for Information**

Report to: Resources and Governance Scrutiny Committee –
1 December 2020

Subject: Setting of the Council Tax Base and Business Rates Shares for
Budget Setting Purposes 2021/22.

Report of: The Deputy Chief Executive and City Treasurer

Summary

To advise on the methodology of calculating the City Council's Council Tax base for tax setting purposes and Business Rates income for budget setting purposes for the 2021/22 financial year, together with the timing of related payments and the decision on business rates pool membership. The Chair of the Committee will be requested to exempt various key decisions from call in.

Recommendations

Members are asked to:

1. Note that the Deputy Chief Executive and City Treasurer, in consultation with the Executive Member for Finance and Human Resources, has delegated powers to:
 - Set the Council Tax base for tax setting purposes in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2013;
 - Calculate the Business Rates income for budget setting purposes in accordance with the Non-Domestic Rating (Rates Retention) Regulations;
 - Agree the estimated council tax surplus or deficit for 2020/21;
 - Agree the estimated business rates surplus or deficit for 2020/21;
 - Determine whether the Council should be part of a business rate pooling arrangements with other local authorities;
 - Set the dates of precept payments to the Greater Manchester Combined Authority.

 2. Note that the Chair of the Scrutiny Committee will be requested to exempt various key decisions from the call-in procedures.
-

Wards Affected: All wards

Contact Officers:

Name: Carol Culley
Position: Deputy Chief Executive and City Treasurer
Telephone: 0161 234 3406
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Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

- The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- The Non-Domestic Rating (Rates Retention) Regulations 2013.
- The Non-Domestic Rating (Rates Retention) (Amendment) Regulations 2014.
- The Non-Domestic Rating (Rates Retention) (Amendment) Regulations 2016.
- The Non-Domestic Rating (Rates Retention) and (Levy and Safety Net) (Amendment) Regulations 2017.
- The Non-Domestic Rating (Rates Retention) and (Levy and Safety Net) (Amendment) Regulations 2018.
- The Non-Domestic Rating (Rates Retention) and (Levy and Safety Net) (Amendment) and (Levy Account: Basis of Distribution) Regulations 2019.
- The Non-Domestic Rating (Rates Retention, Levy and Safety Net and Levy Account: Basis of Distribution) (Amendment) Regulations 2020.

1.0 Introduction

- 1.1 The Council is required to notify the precepting authorities regarding the council tax and business rates decisions as part of the budget process. These are by prescribed statutory dates.

The decisions are as follows:

- agree both the annual estimated council tax surplus or deficit and set the annual Council tax base by the 15th January,
- agree both the annual estimated business rates surplus or deficit and set the annual Business rates base by the 31st January.

The actual level of the Council tax is subject to further approval and will be set out in the Council Tax Resolution report to March Council.

- 1.2 All the decisions and estimates will need to take account of the known impact of the Covid-19 pandemic and assumptions of the future financial implications. These includes revising assumptions for collection rates and changes in business rates and council tax bases.
- 1.3 The government has announced some flexibility to the spreading over three financial years of the financial impact of specific elements for what will now be a significant Collection fund deficit for Councils. This flexibility to be applied to Collection Fund deficits is applicable to both Council Tax and Business Rates but excludes any brought forward surplus or deficit from 2019/20 plus any deficit due to additional retail, hospitality and leisure reliefs that have been funded by specific additional section 31 grants. This spreading of deficits is a mandatory requirement and does not impact on the underlying council tax and business rates base position. The changes to these regulations will be reflected in the estimated positions.
- 1.4 There is also additional uncertainty as to whether some of the business rates reliefs will continue into the next financial year. The decisions will reflect any updates that are announced.
- 1.5 It is extremely complex to complete the estimates in the current situation. All the decisions will take account of the most up to date information available and will be set out in more detail in the sections that follow.

2.0 Setting of Council Tax Base

- 2.1 Section 31B of the Local Government Finance Act 1992, the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, and amendments introduced by the Local Government Finance Act 2012, require the Council to calculate its tax base for tax setting purposes. This calculation has to be based on data available at 30 November 2020 and the decision must be made between 1 December 2020 and 15 January 2021. The City Council has to notify the precepting authorities of its calculation for 2021/22 by 15 January 2021.

- 2.2 If the calculation has not been agreed by 15 January 2021 the regulations provide that the responsibility for calculating the council's tax base transfers to the precepting authority. They must calculate the tax base on behalf of the City Council, and themselves, on the basis of all the information available. This information will include any recommendations of the Deputy Chief Executive and City Treasurer; it will also include any amount calculated by the Secretary of State for the purposes of distribution of Government funding.

3.0 Basis of Calculation of Tax Base

- 3.1 The calculation of the amount of the council tax base is, in essence, the number of dwellings in an area belonging to each valuation band. The Council tax calculation is referred to as a 'Band D equivalent'. Once the Band D has been calculated and approved the individual bands are calculated in the ratios proportion to Band D.
- 3.2 The adjusted numbers of properties in each of the eight valuation bands A to H are expressed as numbers of Band D equivalents as follows:

Band A	6/9
Band B	7/9
Band C	8/9
Band D	9/9
Band E	11/9
Band F	13/9
Band G	15/9
Band H	18/9

- 3.3 The total number of properties is then adjusted to take account of discounts for disabled occupants, single occupiers and students, increases due to the continuation of the empty homes premiums, reduced amounts payable for exempt dwellings as well as reductions in accordance with the council tax reductions scheme. This is further adjusted by the proportion of the council tax for the year which the Council expects to be able to collect.
- 3.4 The statutory timescale for undertaking the tax base calculation means that the tax base calculation for 2021/22 is based on information that will be more than three months out of date at the time that the bills are issued. Whilst this would not be a problem for most authorities the fluctuating numbers of students and the high turnover of population in Manchester make it difficult to predict how many properties will be exempt, empty or occupied by a single person etc on 1 April 2021 and during the following financial year. There should be more accurate student numbers available as more exemptions are processed by the declaration deadline, as based on previous experience the student discounts are often not requested until the end of the first student term. This calculation is then made more difficult with the inclusion of the Council Tax Support Scheme within the calculation, therefore figures on which the tax base will be calculated represent a 'best estimate' at a point in time.

- 3.5 Prior to the introduction of the Council Tax Support Scheme on 1 April 2013 council tax benefit was classed as income within the Collection Fund and had no effect on the council tax base calculation. The council tax base calculation now takes account of an estimate of the amount of council tax reductions granted. The estimate is based on the assumed number of claimants, but these numbers can be volatile and are increasing significantly during the current Covid-19 pandemic.
- 3.6 The Council Tax Support Scheme, set the maximum level of council tax support for working age households at 82.5% of council tax due. This excludes the additional £150 granted as part of the hardship fund in 2020/21.
- 3.7 The tax base calculation will incorporate assumptions about the potential changes in the following, between 1 December 2020 and 31 March 2022:
- New properties;
 - Properties that are demolished;
 - Exempt properties (including all-student households);
 - Disabled Relief;
 - Single Person Discounts;
 - Empty properties; and
 - Council tax support scheme claimants.
- 3.8 The council tax base for 2020/21 was estimated at 118,864.6 Band D equivalents. The council tax base for 2021/22 will be validated when the tax base is recalculated using the information available to November 2020. Due to the additional uncertainty as a result of the impact of Covid-19 on the number of CTSS claimants and student numbers this will be finalised during December 2020 to ensure the most up to date information is used to support the key decision required. The Deputy Chief Executive and City Treasurer, in consultation with the Executive Member for Finance and Human Resources, has delegated power to agree the tax base for council tax setting purposes.

4.0 Basis of Calculation of Business Rates Base

- 4.1 Since 2017/18 Manchester has been part of the Greater Manchester business rates retention pilot which means that 99% of yield will be retained by the Council and 1% paid to the Greater Manchester Combined Authority, (for the Fire and Rescue element).
- 4.2 The retained business rates income is subject to a safety net and Greater Manchester authorities are protected at 97% of their baseline funding level compared to business rate income, Section 31 grant and any tariff or top up payments. This change in funding has brought a higher level of uncertainty in Council resources and has implications for how the budget is set.
- 4.3 The starting point for the calculation is the estimate of gross business rates payable by business ratepayers in 2021/22. This includes an estimate in the change in rates payable due to businesses added to or removed from the rating list during the year. This is adjusted by the estimated cost of mandatory

reliefs including the net cost of small business rate relief and costs of reliefs to charities, community and amateur sports clubs, partly occupied premises and empty premises. It is further adjusted by discretionary reliefs including the cost of relief to charities, non-profit making bodies and reliefs funded by a Section 31 grant. This gross rate yield after reliefs is then reduced by the estimate of losses in collection and the allowance for the costs of collection.

- 4.4 In addition estimates are made for the effect of appeals against rateable values affecting income due up to 31 March 2022.
- 4.5 In estimating business rates growth potential additions and removals to the rating list will be looked at for the financial year. This will include intelligence gleaned from planning applications. The effect of appeals on the rating list will be a best estimate using known outstanding appeals, an estimate of future appeals expected to be received affecting 2021/22 income, any knock-on effects of known appeals and percentage rates based on the effects of the settlements of historic appeals. This is proving to be very volatile; following the introduction of the reformed appeal process; 'Check, Challenge and Appeal'; for the 2017 Rating list. An amendment could also be made following the check process rather than continuing to become an appeal. There is limited information available from the Valuation Office for the new process; so, authorities are reliant on historical information and trends.
- 4.6 The Council currently continues to facilitate 4 Enterprise Zones where growth above the prescribed baseline is retained locally. Enterprise Zones are supported as they offer business rates relief to encourage new businesses to locate into these specific areas. Changes in the rating list for properties in the enterprise zones are considered and reported separately.
- 4.7 The Non-Domestic Rating (Rates Retention) Regulations require that the Council estimates the shares of business rate income for 2021/22 and notifies Central Government and the Greater Manchester Combined Authority of these amounts by 31 January 2021.
- 4.8 The effect of Covid-19 on gross rates and reliefs plus a significant increase in check challenge and appeals citing material change in circumstances has added additional complexity to the calculation of the base which means that a more detailed review of the data will be needed. Given the requirement to notify Central Government and the Greater Manchester Combined Authority by 31 January 2021 there will be a request to the Committee Chair to exempt the decision from call in. The Deputy Chief Executive and City Treasurer, in consultation with the Executive Member for Finance and Human Resources, has delegated power to agree the estimated business rates income for budget setting purposes.

5.0 Council Tax Surplus / Deficit

- 5.1 Billing authorities are required under section 32 of The Local Government Finance Act 1992 to estimate any surplus/deficit on their collection fund for the

year relating to council tax. Any such estimated surplus or deficit is shared between the billing authority and its major precepting authorities.

- 5.2 The City Council has to notify the precepting authorities (Police and Fire elements of the Greater Manchester Combined Authority), of its estimated Collection Fund surplus or deficit by 15 January 2021.
- 5.3 Due to the requirement to use the most up to date information, including the effect of the COVID-19 pandemic on collection rates and number of council tax support claimants, (i.e. end of December 2020) and to notify precepting authorities by 15 January 2021 there will be a request to the Committee Chair to exempt the decision from call in. The Deputy Chief Executive and City Treasurer, in consultation with the Executive Member for Finance and Human Resources, has delegated power to agree the estimated council tax surplus or deficit.
- 5.4 As part of its response to the pandemic Government has provided additional funding to local authorities in 2020/21, the 'hardship fund' to deliver financial support. The total allocation to Manchester for all measures was £7.458m. This includes using a proportion of the funding to reduce council tax bills by increasing the value of council tax support payments. The grant funding that was used to reduce council tax bills will be transferred to the Collection fund to cover the reduced income in 2020/21.

6.0 **Business Rates Surplus / Deficit**

- 6.1 Billing authorities are required under section 32 of The Local Government Finance Act 1992 to estimate any surplus/deficit on their collection fund for the year relating to business rates. Any such estimated surplus or deficit is shared between the billing authority and the Greater Manchester Combined Authority, (Fire and Rescue element).
- 6.2 The City Council has to inform Central Government (NNDR1 return) and the Greater Manchester Combined Authority by 31 January 2021 of its forecast Business Rates Collection Fund surplus or deficit.
- 6.3 Due to the requirement to use the most up to date information, including the latest estimated collection rates, (i.e. end of December 2020) and to notify Central Government and the Greater Manchester Combined Authority by 31 January 2021 there will be a request to the Committee Chair to exempt the decision from call in. The Deputy Chief Executive and City Treasurer, in consultation with the Executive Member for Finance and Human Resources, has delegated power to agree the estimated business rates surplus or deficit.

7.0 **Pooling of Business Rates**

- 7.1 2020/21 is the seventh year that Manchester has participated in a business rates Pool; membership includes the ten authorities within Greater Manchester, Cheshire East and Cheshire West and Chester. An in-principle confirmation that all 12 authorities wish to participate as members of the Pool

in 2021/22 has been received. Each authority will need approval, through its respective governance arrangements, to make a final decision on whether it wishes to be part of the Pool for 2021/22 within 28 days of the provisional Local Government Finance Settlement. The date for the Finance Settlement has not been confirmed. The Spending Review will be announced on 25 November and will be a one-year budget announcement. The government has changed its plans for a multi-year spending review after Covid-19 has significantly impacted on the certainty of public finances.

- 7.2 The purpose of pooling business rates across the individual authorities is not intended to alter individual authorities' income levels but to retain any levy that might have otherwise been paid by certain of the authorities to Central Government. The levy was applied to the growth above baseline for tariff authorities. The value of this levy is now retained locally by the levy authorities and the Pool. For 2019/20 this equated to a £4.9m benefit of which £2.4m was retained by the Pool.
- 7.3 If any of the authorities, which have already expressed an interest so far decide to withdraw from the Pool then the proposed pool will dissolve for the 2021/22 financial year. The willing remaining authorities would then have the opportunity to create a new Pool.
- 7.4 The decision on whether Manchester City Council should continue to be part of the pooling arrangement is delegated to the Deputy Chief Executive and City Treasurer in consultation with the Executive Member for Finance and Human Resources.

8.0 Timing of Payments

- 8.1 Payment dates for the share of Council Tax payable to the Greater Manchester Combined Authority have to be agreed and notified before 31 January 2021. The payment dates are proposed as the 20th of each month for 2021/22, the same dates as for 2020/21.
- 8.2 The Non-Domestic Rating (Rates Retention) Regulations state that the Council should make payments of business rates shares in accordance with the schedule of instalments. There is an option to agree different dates with the Greater Manchester Combined Authority if required. The payment dates are proposed as the 20th of each month for 2021/22, the same dates as for 2020/21.
- 8.3 From 2017/18, Manchester has been responsible for administering the payments and receipts of top up and tariffs to members of the Greater Manchester and Cheshire Business Rates Pool. MHCLG make top up payments to Manchester in line with the dates in the schedule of instalments and Manchester distribute these to the top up authorities on the same dates. Manchester also received tariff payments from the tariff authorities on the same date, thus avoiding investment implications. On the assumption that Manchester administers the pool in 2021/22 it is expected that the payment arrangements will remain the same.

9.0 Recommendation

9.1 The recommendations appear at the front of this report.

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**Manchester City Council
Report for Information**

Report to: Resources and Governance Scrutiny Committee – 1 December 2020

Subject: Overview Report

Report of: Governance and Scrutiny Support Unit

Summary

This report provides the following information:

- Recommendations Monitor
- Key Decisions
- Work Programme
- Items for information

Recommendation

The Committee is invited to discuss and note the information provided and agree the work programme.

Wards Affected: All

Contact Officer:

Name: Mike Williamson
Position: Team Leader- Scrutiny Support
Telephone: 0161 234 3071
E-mail: m.williamson@manchester.gov.uk

Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

None

1. Monitoring Previous Recommendations

This section of the report contains recommendations made by the Committee and responses to them indicating whether the recommendation will be implemented, and if it will be, how this will be done.

Items highlighted in grey have been actioned and will be removed from future reports.

Date	Item	Recommendation	Action	Contact Officer
3 Sept 2019	RGSC/19/44 Revenue and Benefits Annual Report	To request the Director of Homelessness provide a briefing note on the level of debt owed to the Council through the use of dispersed temporary accommodation and that this includes a comparison with Local Housing Allowance rates on a ward basis.	Information was emailed to Committee Members on 10 November 2020	Mike Wright
3 Sept 2019	RGSC19/48&50 Domestic Violence and Abuse Review	To request that the Director of Homelessness provides Members with information on:- <ul style="list-style-type: none"> • how quickly support was accessible by individuals placed in dispersed accommodation; • when the strategic review was intended to be fully scoped; and • the projected timescale 	Information was emailed to Committee Members on 10 November 2020	Mike Wright Fiona Worrall Nicola Rea

		<p>for the strategic review to be completed and anticipated costs.</p> <ul style="list-style-type: none"> • Who will be involved in the review; and • The budget provision afforded to the review 		
7 Jan 2020	RGSC/20/2 The Council's Updated Financial Strategy and Budget reports 2020/21	To request that Officers and the Executive Member for Finance and Human Resources investigate the feasibility of further investment in additional public conveniences within and across the city and provide a response back to the Committee or the Neighbourhoods Scrutiny Committee, in due course	Due to the impact of COVID19, the Council will be required to revisit its Financial Strategy and Budget. Consequently it will only be appropriate to provide a response to this recommendation, once a revised budget has been agreed.	Carol Culley Cllr Ollerhead
7 Jan 2020	RGSC/20/4 Draft 'Our People Plan 2020/23	To recommend that HROD ask the performance team to do statistical analysis of the relationship between vacancy levels and sickness absence levels within individual teams to explore whether there is a relationship between the two	Whilst a response to this recommendation has been requested, due to the impact of COVID19, there may be a delay in receiving this.	Deb Clarke Shawna Gleeson

6 Oct 2020	RGSC/20/40 Capital Funding for Temporary Accommodation	To request the Director of Homelessness provide monitoring Data on BAME residents and those of Protected Characteristics in temporary accommodation	Information was sent to Committee Members via email on 30 October 2020	Mike Wright
3 Nov 2020	RGSC/20/46 Council's Medium Term Financial Plan and Strategy for 2021/22	To request for further information on the sale and leaseback proposals contained within the report be provided to Committee Members.	A request for information has been sent to the Strategic Director (Growth and Dvelopment)	Louise Wyman
3 Nov 2020	RGSC/20/48 Workforce Equality Strategy	To recommend that training on race awareness is provided to all staff and Elected Members	A response to this recommendation will be provided in due course	Deb Clarke

2. Key Decisions

The Council is required to publish details of key decisions that will be taken at least 28 days before the decision is due to be taken. Details of key decisions that are due to be taken are published on a monthly basis in the Register of Key Decisions.

A key decision, as defined in the Council's Constitution is an executive decision, which is likely:

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

The Council Constitution defines 'significant' as being expenditure or savings (including the loss of income or capital receipts) in excess of £500k, providing that is not more than 10% of the gross operating expenditure for any budget heading in the in the Council's Revenue Budget Book, and subject to other defined exceptions.

An extract of the most recent Register of Key Decisions, published on **20 November 2020**, containing details of the decisions under the Committee's remit is included below. This is to keep members informed of what decisions are being taken and, where appropriate, include in the work programme of the Committee.

Corporate Core					
National Taekwondo Centre 2018/10/19A Enter into a 39 year lease with Sport Taekwondo UK Ltd for areas within the building.	Chief Executive	Not before 1st Nov 2018		Briefing Note and Heads of Terms	Richard Cohen r.cohen@manchester.gov.uk
TC821 - Framework for the supply of Desktop	City Treasurer (Deputy Chief	Not before 1st Apr 2019		Report and Recommendation	Mike Worsley mike.worsley@manchester.gov.

<p>Hardware 2019/03/01A</p> <p>To seek a supplier, in order to award a contract for the supply of desktop hardware technology to support the development and deployment of the ongoing end user device strategy.</p>	Executive)				uk
<p>Collyhurst Regeneration Ref: 15/005</p> <p>The approval of capital expenditure for land and buildings in Collyhurst.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Mar 2019		Business Case	Louise Wyman, Strategic Director (Growth and Development) louise.wyman@manchester.gov.uk
<p>Leisure Services - External Ref: 2016/02/01C</p> <p>The approval of capital expenditure on external Leisure Services land and buildings.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Mar 2019		Business Case	Lee Preston l.preston2@manchester.gov.uk
<p>Capital Investment in schools Ref: 2016/02/01D</p> <p>The approval of capital expenditure in relation to the creation of school places through new builds or expansions.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Mar 2019		Business Case	Amanda Corcoran, Director of Education a.corcoran@manchester.gov.uk

<p>Estates Transformation Ref:2017/06/30D</p> <p>The approval of capital spend to ensure that the operational estate is fit for purpose.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 1st Mar 2019</p>		<p>Business Case</p>	<p>Richard Munns r.munns@manchester.gov.uk</p>
<p>Silver Offices Refurbishment (located at The Sharp Project) Ref: 2017/07/18B</p> <p>Capital expenditure approval for the cost of refurbishment works at part of the facility.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 1st Mar 2019</p>		<p>Reports to the Executive and Full Council dated 28 June 2017</p>	<p>Ken Richards k.richards@manchester.gov.uk</p>
<p>TC969 - Provision of LAN AND WLAN 2019/03/01E</p> <p>MCC requires a delivery partner to refresh the hardware in the Comms Rooms and to design, test and implement a fit for purpose Software Defined LAN and Wifi.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 1st May 2019</p>		<p>Report and Recommendation</p>	<p>Andrew Blore a.blore@manchester.gov.uk</p>
<p>TC986 - SAP support and maintenance (2019/03/01F)</p> <p>To provide support to the SAP team in order to resolve incidents.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 1st May 2019</p>		<p>Report and Recommendation</p>	<p>Mike Worsley mike.worsley@manchester.gov.uk</p>

<p>Wide Area Network provision 2019/03/01L</p> <p>To appoint a supplier to provide our Wide Area Network Solution.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 29th Mar 2019</p>		<p>Report and Recommendation.</p>	<p>Chris Wanley, Director of ICT chris.wanley@manchester.gov.uk</p>
<p>Strategic land and buildings acquisition 2019/06/03C</p> <p>The approval of capital expenditure for the purpose of the strategic acquisition of land and buildings to support the Eastlands Regeneration Framework</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 1st Mar 2020</p>		<p>Checkpoint 4 Business Case & Briefing Note</p>	<p>Richard Cohen r.cohen@manchester.gov.uk</p>
<p>Section 22 Empty Homes Pilot Agreement with Mosscares St Vincent's Housing Group (2019/09/23A)</p> <p>The approval of £2m capital expenditure from the Housing Affordability Fund for Section 22 Empty Homes Pilot Agreement with Mosscares St Vincent's, to acquire, refurbish and sell empty homes/stock surplus to requirement to</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 22nd Oct 2019</p>		<p>Checkpoint 4</p>	<p>Martin Oldfield m.oldfield@manchester.gov.uk</p>

first time buyers/owner occupiers.					
<p>Microsoft Consultancy engagement piece Q20377 (2019/11/05A)</p> <p>To award a contract to allow for the Microsoft engagement and consultancy piece as part of the transition to Microsoft Office 365</p>	City Treasurer (Deputy Chief Executive)	Not before 4th Dec 2019		Report and Recommendation	Chris Wanley, Director of ICT chris.wanley@manchester.gov.uk
<p>Microsoft Licenses TC718 (2019/11/05B)</p> <p>To appoint a Microsoft Licensing Partner to work with the Council and revise its licensing estate.</p>	City Treasurer (Deputy Chief Executive)	Not before 4th Dec 2019		Report and Recommendation	Chris Wanley, Director of ICT chris.wanley@manchester.gov.uk
<p>Wide Area Network (WAN) Replacement (2019/11/19B)</p> <p>To grant the approval of capital expenditure for the procurement and implementation of an updated WAN for Manchester City Council.</p>	City Treasurer (Deputy Chief Executive)	Not before 18th Dec 2019		Checkpoint 4 Buisness Case	Chris Wanley, Director of ICT chris.wanley@manchester.gov.uk

<p>Appointment of a supplier for Measured and Unmeasured Water Charges - TC1030 (2020/01/27A)</p> <p>The purpose of this tender is to appoint one supplier to form a framework water services agreement. The framework agreement will also be made available on the same basis to other AGMA local authorities and any North West based public sector funded organisation.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st May 2020		Report and Recommendation	Robert Kelk, Procurement Manager r.kelk@manchester.gov.uk
<p>Establishment of a multi-supplier framework for the supply of gas TC473 (2020/01/28A)</p> <p>To approve a tender to establish a Multi-supplier framework for the supply of Gas. The framework agreement will also be made available on the same basis to other AGMA local authorities and any North West based public sector</p>	City Treasurer (Deputy Chief Executive)	Not before 1st May 2020		Report and Recommendation	Walter Dooley w.dooley@manchester.gov.uk

funded organisation.					
<p>The acquisition of a Care Facility (2020/02/28A)</p> <p>The approval of capital expenditure from Sustaining Key Initiatives budget to acquire a property to respond to market pressures to retain sufficient services for Manchester people, through market intervention</p>	City Treasurer (Deputy Chief Executive)	Not before 30th Mar 2020		Checkpoint 4 Business Case	Keith Darragh Keith Darragh@manchester.gov.uk
<p>Contract for the Provision of Mortuary and Post Mortem Services (2020/05/14A)</p> <p>To approve the appointment of a provider to deliver the service following a tender exercise on behalf of HM Coroner</p>	City Solicitor	Not before 1st Oct 2020		Report and Recommendation	Mike Worsley mike.worsley@manchester.gov.uk
<p>Long Leasehold disposal of 30-32 Shudehill & 1-3 Nicholas Croft, M4 1FR (2020/05/22A)</p> <p>To approve the acquisition of Freehold of 1-3 Back Turner Street and</p>	Chief Executive	Not before 22nd Jun 2020		Briefing Note July 2019 and August 2019 and Delegated Authority approval	Pippa Grice pippa.grice@manchester.gov.uk

subsequent disposal of Long Leasehold of the same plus 30-32 Shudehill & 1-3 Nicholas Croft					
<p>Oldham Road cycling route (2020/05/28B)</p> <p>The approval of capital expenditure to enable a feasibility study for development of a segregated cycling route along Oldham Road A62 from Thompson Street to Queens Road (intermediate Ring Road).</p>	City Treasurer (Deputy Chief Executive)	Not before 26th Jun 2020		Checkpoint 4 Business Case	Steve Robinson, Director of Operations (Highways) steve.robinson@manchester.gov.uk
<p>Acquisition of Land at Red Bank (2020/06/25A)</p> <p>The approval of capital expenditure for the Acquisition of land on Red Bank, Cheetham to support delivery of the Housing Infrastructure Fund Programme (HIF) in the Northern Gateway. The Land is required to provide access and new road construction to unlock key sites as part of the initial</p>	City Treasurer (Deputy Chief Executive)	Not before 24th Jul 2020		Checkpoint 4 Business Case and briefing note	Nick Mason n.mason@manchester.gov.uk

phases of development.					
<p>Completion of the construction of the Chorlton Cycling & Walking scheme (2020/07/24A)</p> <p>The approval of capital expenditure to complete the construction of the Manchester-Chorlton Cycle Scheme.</p>	City Treasurer (Deputy Chief Executive)	Not before 22nd Aug 2020		Checkpoint 4 Business Case	Steve Robinson, Director of Highway steve.robinson@manchester.gov.uk
<p>Construction of Northern Quarter Walking and Cycling scheme (2020/07/24B)</p> <p>The approval of capital expenditure to construct the Northern Quarter Walking & Cycling Scheme.</p>	City Treasurer (Deputy Chief Executive)	Not before 22nd Aug 2020		Checkpoint 4 Business Case	Steve Robinson, Director of Highway steve.robinson@manchester.gov.uk
<p>Manchester Central Convention Centre Limited - Loan Repayment Deferral (2020/08/06A)</p> <p>Approval to defer loan repayments, principal and interest, due to Manchester City Council from Manchester Central</p>	Chief Executive	Not before 4th Sep 2020		Confidential report	Sarah Narici sarah.narici@manchester.gov.uk

Convention Centre Limited until 31st March 2021.					
<p>TC1005 - Security Services- vary of contract with existing provider (2020/08/14C)</p> <p>Approval to vary the contract with the existing provider.</p>	City Treasurer (Deputy Chief Executive)	Not before 12th Sep 2020			Steve Southern s.southern@manchester.gov.uk
<p>TC701 - PPM and Reactive repairs of public buildings (2020/08/14D)</p> <p>To vary the contract with the existing provider.</p>	City Treasurer (Deputy Chief Executive)	Not before 12th Sep 2020			Steve Southern s.southern@manchester.gov.uk
<p>Early Years & Education System (EYES) - Additional Funding (2020/09/01A)</p> <p>The approval of revenue expenditure for additional costs attributed to the implementation of the Liquidlogic EYES module, funded by a transfer to the revenue budget from the Capital Fund.</p>	City Treasurer (Deputy Chief Executive)	Not before 30th Sep 2020		Checkpoint 4 Business Case	Amanda Corcoran, Director of Education a.corcoran@manchester.gov.uk

<p>TC778 - Cashless Parking (2020/09/08B)</p> <p>To vary the contract with the existing provider.</p>	<p>City Treasurer (Deputy Chief Executive), Chief Executive</p>	<p>Not before 7th Oct 2020</p>		<p>Report and Recommendation</p>	<p>Patricia Wilkinson, Group Manager - Parking & Bus Lane Enforcement p.wilkinson1@manchester.gov.uk</p>
<p>TC043 - Hire of commercial vehicles (2020/09/16A)</p> <p>To seek approval to appoint a number of companies under a framework agreement for the provision of a short to medium term hire of self-drive commercial vehicles to be used by the Fleet Management Services Department.</p> <p>The agreement will be for a three year period with an option to extend for a further two years commencing November 2020</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 15th Oct 2020</p>		<p>Confidential contract report with recommendation</p>	<p>Gary Campin g.campin@manchester.gov.uk</p>
<p>Highways Capital Maintenance Patching Defect Repairs Programme (2020/09/30B)</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 29th Oct 2020</p>		<p>Checkpoint 4 Business Case</p>	<p>Paul Gee, Contracts Manager p.gee@manchester.gov.uk</p>

<p>The approval of capital expenditure for the Highways Capital Maintenance 2020-22 Patching Defect Repairs Programme at locations across the City.</p>					
<p>Framework agreement for the Residential Furniture and Associated Products for Housing Services (2020/10/16A)</p> <p>The appointment of a single provider to provide Residential Furniture and Associated Products for Housing Services.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>Not before 1st Jan 2021</p>		<p>Report and Recommendation</p>	<p>Mike Worsley mike.worsley@manchester.gov.uk</p>
<p>Demolition of the maisonette block on Bridgnorth Road (commonly known as Riverdale Road maisonettes, Higher Blackley) (2020/10/30A)</p> <p>The approval of expenditure to deliver the demolition project - demolition works and compensation/ Home loss.</p>	<p>City Treasurer (Deputy Chief Executive)</p>	<p>30 Nov 2020</p>		<p>Checkpoint 4 Business Case</p>	<p>Martin Oldfield m.oldfield@manchester.gov.uk</p>

<p>Next Steps Accommodation Programme (NSAP) Property Acquisitions (2020/10/30B)</p> <p>The approval of capital expenditure to provide 20 x 1-bedroom accommodation for people who are at risk of sleeping rough</p>	City Treasurer (Deputy Chief Executive)	30 Nov 2020		Checkpoint 4 Business Case	James Greenhedge j.greenhedge@manchester.gov.uk
<p>Council Tax Base 2021/22 (2020/11/09A)</p> <p>To set the 2021/22 Council Tax Base</p>	City Treasurer (Deputy Chief Executive)	Not before 31st Jan 2021	In consultation with the Executive Member for Finance and Human Resources	Council Tax Base report	Julie Hardman julie.hardman@manchester.gov.uk
<p>Business Rates Base 2021/22 (2020/11/09B)</p> <p>To set the 2021/22 Business Rates Base</p>	City Treasurer (Deputy Chief Executive)	Not before 31st Jan 2021	In consultation with the Executive Member for Finance and Human Resources	Business Rates base report	Julie Hardman julie.hardman@manchester.gov.uk
<p>Council Tax 2020/21 Balance (2020/11/09C)</p> <p>To agree the estimated council tax surplus or deficit</p>	City Treasurer (Deputy Chief Executive)	Not before 15th Dec 2020	In consultation with the Executive Member for Finance and Human Resources	Council Tax Balance report	Julie Hardman julie.hardman@manchester.gov.uk

			Resources		
<p>Business Rates 2020/21 Balance (2020/11/09D)</p> <p>To agree the estimated business rates surplus or deficit</p>	City Treasurer (Deputy Chief Executive)	Not before 31st Jan 2021	In consultation with the Executive Member for Finance and Human Resources	Business Rates balance report	Julie Hardman julie.hardman@manchester.gov.uk
<p>Contract for the Provision of insurance coverage for Combined Liability, Motor - Fleet and Non Fleet, Medical Malpractice, Uninsured Loss Recovery, Personal Accident & Travel, School Journeys, Crime, Computer (2020/11/15A)</p> <p>The appointment of Provider to deliver the service.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Feb 2021		Report and Recommendation	Lisa Richards, Insurance and Risk Manager lisa.richards@manchester.gov.uk
<p>Wind Tunnel Project at the Manchester Institute of Health and Performance (2020/11/15B)</p> <p>The approval of capital expenditure to reconfigure the existing performance</p>	City Treasurer (Deputy Chief Executive)	Not before 14th Dec 2020		Checkpoint 4 Business Case	Neil Fairlamb N.Fairlamb@manchester.gov.uk

hall to become the world's leading cycling wind tunnel for elite performance development.					
Highways					
Hire of Highways Maintenance Plant Vehicles and Equipment TC1010 (2019/09/03B) To seek approval to award a Framework to multiple suppliers who can deliver Highways Maintenance Plant Vehicles and equipment.	City Treasurer (Deputy Chief Executive)	Not before 1st Nov 2019		Confidential contract report with recommendation	Brendan Taylor b.taylor1@manchester.gov.uk
Highways Investment Programme - Large Patching Programme (2019/10/02A) The approval of capital expenditure for the purpose of Highways Investment Programme Patching Programme 2019/20 & 2020/21	City Treasurer (Deputy Chief Executive)	Not before 30th Oct 2019		Checkpoint 4 Business Case	Kevin Gillham k.gillham@manchester.gov.uk
Car Park Management Services TC1054	City Treasurer (Deputy Chief	Not before 1st Sep 2020		Report and Recommendation	Danny Holden d.holden1@manchester.gov.uk

(2019/11/04E) To appoint a supplier to provide Car Park Management Services	Executive)				
Provision of Rock Salt (2020/08/14G) To seek approval to award a contract to a supplier for the provision of De-Icing Salt (Rock Salt).	City Treasurer (Deputy Chief Executive)	Not before 12th Sep 2020			Steve Robinson, Director of Highways steve.robinson@manchester.gov.uk
Children and Families					
Extra Care - Russell Road LGBT Project 2019/03/01H The approval of capital expenditure on the City's Extra Care Programme to develop new build extra care units which will be in the ownership of MCC.	City Treasurer (Deputy Chief Executive)	Not before 1st Mar 2019		Checkpoint 4 Business Case	Steve Sheen s.sheen@manchester.gov.uk
Extra Care - Millwright Street Project 2018/03/01I The approval of capital expenditure on the City's Extra Care Programme to develop new build extra	City Treasurer (Deputy Chief Executive)	Not before 1st Mar 2019		Checkpoint 4 Business Case	Steve Sheen s.sheen@manchester.gov.uk

care units which will be in the ownership of MCC.					
Adults Social Care and Health					
<p>TC1041 - TEC Phase 1 - Falls protection / Panic Alarm and GPS Tracking (2019/08/23A)</p> <p>To appoint a supplier to provide falls protection / panic alarms with GPS Tracking.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Oct 2019		Report and Recommendation	Nicky Parker n.parker@manchester.gov.uk
<p>TC1042 - TEC Phase 1 - Movement and Environmental Sensors that analyse and sense those at risk of falling (2019/08/23B)</p> <p>To appoint a supplier to provide movement and environmental sensors that analyse and sense those at risk of falling</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Oct 2019		Report and Recommendation	Nicky Parker n.parker@manchester.gov.uk

<p>TC1043 - TEC Phase 1 - Movement and Environmental Sensors that analyse movement patterns (2019/08/23C)</p> <p>To appoint a supplier to provide movement and environmental sensors that analyse movement patterns.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Oct 2019		Report and Recommendation	Nicky Parker n.parker@manchester.gov.uk
<p>TC1044 - TEC Phase 1 - Movement and sensors that allows remote physio (2019/08/23D)</p> <p>To appoint a supplier to provide movement sensors to allow remote physio</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Oct 2019		Report and Recommendation	Nicky Parker n.parker@manchester.gov.uk
<p>TC1045 - TEC Phase 1 - Falls Prevention (2019/08/23E)</p> <p>To appoint a supplier to provide specialist ICT equipment that prevents falls in the home</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Oct 2019		Report and Recommendation	Nicky Parker n.parker@manchester.gov.uk
<p>TC1046 - TEC Phase 1 - TEC Digital Platform (2019/08/23F)</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Oct 2019		Report and Recommendation	Nicky Parker n.parker@manchester.gov.uk

To appoint a supplier to create a central database to collate and analyse the data received from the TEC devices.					
Education and Skills					
<p>Q20347 Consultant for EYES data Migration. 2019/04/25A</p> <p>Contract is to support Manchester City Council with the migration of their Education Management System away from Capita One towards the Liquidlogic EYES solution.</p>	City Treasurer (Deputy Chief Executive)	Not before 1st Jun 2019		Report and Recommendation	John Nickson j.nickson@manchester.gov.uk

3. Resources and Governance Scrutiny Committee - Work Programme – December 2020

Tuesday 1 December 2020, 10.00am (Report deadline Friday 20 November 2020)				
Item	Purpose	Executive Member	Strategic Director / Lead Officer	Comments
Government Spending Review	To receive a verbal from the Deputy Chief Executive and City Treasurer that outlines the key headlines following the announcement of the Governments Spending Review.	Cllr Leese (Leader)	Carol Culley Janice Gotts	
Setting of the Council Tax base and Business Rates shares for budget setting purposes	To receive a report that details the method of calculating the Council's Council Tax base for tax setting purposes and Business Rates income for budget setting purposes for the 2021/22 financial year	Cllr Leese (Leader)	Carol Culley	
Update on the Council's DHP scheme and the potential impact of anticipated budget cuts	To receive a report that details the potential impact to the Council's Discretionary Housing Payment scheme that will result from the potential budget cuts that the Council is facing in 2021/22 and beyond.	Cllr Leese (Leader)	Julie Price	
Development of a new model for the Customer Service Centre	To receive a report that provides an update on the development of a new model for the Customer Service Centre including how the Council will support residents to access services whilst delivering savings	Cllr Leese (Leader)	Julie Price	
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Mike Williamson	

Tuesday 12 January 2020, 10.00am

**** DUE TO CHRISTMAS BREAK PLEASE CAN AS MANY REPORTS AS POSSIBLE BE SUBMITTED BY TUESDAY 22 DECEMBER ****

(Actual deadline Wednesday 30 December 2020)

Theme – Budget and Governance

Item	Purpose	Executive Member	Strategic Director / Lead Officer	Comments
Revenue & Capital Budget proposals 2021/22 – update	The Committee will consider refreshed budget proposals following consideration of the original Officer proposals at its November 2020 meeting and the consideration of these proposals and comments by Scrutiny by the Executive at its meeting in November 2020.	Cllr Leese (Leader)	Carol Culley Janice Gotts	
Capital Pipeline update	To receive an update report on the financial position of the Council's major Capital Pipeline projects	Cllr Leese (Leader)	Carol Culley Janice Gotts Jared Allen	
The Council's HRA and Housing Investment Reserve and Governance of the potential work to bring Housing ALMO back in house and other Housing PFI schemes	To receive a report on the financial position of the Council's HRA and Housing Investment Reserve. The report will also outline the proposed governance arrangements that would be put in place should the Council decide to bring the Housing ALMO stock back under the control of the Council including any proposals for future tenant involvement and other housing PFI schemes.	Cllr Richards (Exec Member Housing and Regeneration) Cllr Leese (Leader)	Carol Culley Janice Gotts Kevin Lowry Martin Oldfield Louise Wyman Fiona Ledden	
Our Manchester Strategy Reset	To receive the draft reset of the Our Manchester Strategy to allow the Committee to make its comments	Cllr Leese (leader)	James Binks Elizabeth	

	before Executive is requested to approve		Mitchell	
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Mike Williamson	

**Tuesday 9 February 2020, 10.00am
(Report deadline Friday 29 January 2021)**

				Comments
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Mike Williamson	

**Monday 1 March 2020, 10.00am
(Report deadline Thursday 18 February 2021)**

Theme – Budget Meeting				
				Comments
Budget Reports	To receive an update on the Councils Budget options prior to submission to the Executive and Full Council.	Cllr Leese (Leader))	Carol Culley	

	<p>To include an update on the Global Revenue and Monitoring position</p> <p>To include saving proposals for all other Directorates as an appendix</p>			
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**Tuesday 9 March 2020, 10.00am
(Report deadline Friday 26 February 2021)**

				Comments
Refresh of SV Policy	To consider the proposed refresh of the Council's Social Value Policy and what Social Value has been derived during COVID19 lockdown	Cllr Leese (Leader)	Carol Culley Janice Gotts Peter Schofield	
Overview Report	The monthly report includes the recommendations monitor, relevant key decisions, the Committee's work programme and any items for information.	N/A	Mike Williamson	

<p style="text-align: center;">Items to be Scheduled (Items highlighted in grey indicate that these have been included in the work plan of one of the above meetings). (New items added are highlighted in blue)</p>				
Item	Purpose	Executive Member	Strategic Director / Lead Officer	Comments
Future Council - update	To receive a report that provides an update on the work being undertaken as part of the Future Council programme. To include:- <ul style="list-style-type: none"> • Progress with the roll out of new ICT infrastructure and technology; • Strengthening accountability for Managers • Next phase of ICT strategy 	Cllr Leese (Leader)	Carol Culley	Potentially Feb 2021
External Review of Capital Programmes and Projects	To receive a report that covers provides information on:- <ul style="list-style-type: none"> • Work undertaken previously in reviewing the Council's Capital Programme and Projects • What the plan is for further external review • Proposed engagement activity • ToR's of the review; and • Anticipated timescale 	Cllr Leese (Leader)	Carol Culley Janice Gotts Jared Allen	Potentially Feb 2021
Equalities Strategy Implementation update	To consider a progress report following 6 months of the Equalities Strategy being implemented	Cllr Bridges (Exec Member for Children and Families)	Deb Clarke Lorna Williams	
Domestic Violence and Abuse – spend on service	To receive an update that provides financial information on the Domestic Violence and Abuse (DV&A) services procured by the Council	Cllr N Murphy (Deputy Leader)	Carol Culley Mike Wright Nicola Rea	Date to be agreed

				See Minute RGSC/19/50
Highways Safety Capital spend	To receive a report that provides information on proposed investment in Highways Safety. To include planned funding for safety improvements around schools for 2021/22 onwards	Cllr Stogia (Exec Member for Environment, Planning and Transport)	Carol Culley Steve Robinson	
Future Strategy for City Centre Car Parks	To receive a report on the strategy for the return of NCP city centre car parks to the Council's control	Cllr Stogia (Exec Member for Environment, Planning and Transport)	Carol Culley Steve Robinson	
Revenue and Benefits	Themed meeting to include activity around position of Business Rates and Council Tax and impact on residents and how to target support most effectively	Cllr Leese (Leader) in the absence of the Executive Member for Finance and Human Resources	Julie Price	
Review of investments being made by the Council into its Capital Strategy in terms of delivering future VFM post COVID19	Precise scope to be determined	Cllr Leese (Leader)	TBC	
S106 governance arrangements	To receive and update report following Internal Audit's review of the new S106 governance arrangements and	Cllr Stogia (Exec Member	Julie Roscoe Louise Wyman	Representatives from

	<p>that this report includes the following information:-</p> <ul style="list-style-type: none"> • An indication of affordable housing being provided from S106 contributions • How Developers are encouraged to mitigate any harm from their developments • Best practice and comparison of S106 arrangements with other GM local authorities; and • The S106 triggers for planning applications within the Deansgate Ward (Land Bounded By Chester Road, Mancunian Way And Former Bridgewater Canal Offices and Land Bounbd by Jackson Row, Bootle Street, Southmill Street and 201 Deansgate. 	for Environment, Planning and Transport)		Neighbourhoods and Capital Programmes attend to help address the Committees concerns around the rate of spend of S106 agreements
Income Generation	<p>To receive a more detailed report on income generation across key areas of the Council and include:-</p> <ul style="list-style-type: none"> • responses to queries around the shortfall in actual income for 2018/19 and the projected level of income to be generated in 2019/20 for Legal and Democratic Services; • future opportunities connected to innovative income opportunities; • distinctions between the amount of income generated from cores services the Council provides for social reasons and those it provides solely to make profit; and • what other local authorities are doing around income generation which the Council could possibly look to emulate 	Exec Member for Finance and Human Resources	Carol Culley Fiona Ledden	<p>Date to be confirmed</p> <p>Requested at RGSC meeting on 16 July 2019</p> <p>(see minute RGSC/19/40)</p>

GMCA Governance and Public Sector Reform	To receive an update on what is being delivered for the City through these arrangements	Cllr Leese (Leader)	TBC	Date to be confirmed
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