This agenda gives notice of items to be considered in private as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>AGENDA</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>APOLOGIES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To receive any apologies for absence.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>DECLARATIONS OF INTEREST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Members are required to declare any disclosable pecuniary, personal or personal and prejudicial interests they may have and the nature of those interests relating to items on this agenda and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>URGENT ITEMS OF BUSINESS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>ITEMS FOR EXCLUSION OF PUBLIC AND PRESS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To determine any items on the agenda, if any, where the public are to be excluded from the meeting.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>MINUTES</td>
<td>4 - 12</td>
</tr>
<tr>
<td></td>
<td>To consider the minutes of the meetings of Cabinet held on 13th and 27th June 2017.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>REVIEW OF COMMUNITY CENTRE FUNDING</td>
<td>13 - 17</td>
</tr>
<tr>
<td></td>
<td>To determine the funding levels for Wardleworth and Castlemere Community Centres.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Topic</td>
<td>Page Range</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>7.</td>
<td>INTEGRATED COMMISSIONING AND THE DEVELOPMENT OF INTEGRATED HEALTH AND CARE DELIVERY</td>
<td>18 - 43</td>
</tr>
<tr>
<td></td>
<td>To consider proposals for the Governance Structure of Integrated Commissioning.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>NEED FOR EXTRA YEAR 7 PLACES 2018 - 2027</td>
<td>44 - 46</td>
</tr>
<tr>
<td></td>
<td>To consider proposals for the expansion of Matthew Moss School for places in 2018.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>NON DOMESTIC RATES - DISCRETIONARY RELIEF POLICY AMENDMENTS</td>
<td>47 - 73</td>
</tr>
<tr>
<td></td>
<td>To consider amendments to the current Non Domestic Rates Discretionary Relief Policy.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>FINANCE UPDATE REPORT 2017/18</td>
<td>74 - 77</td>
</tr>
<tr>
<td></td>
<td>To consider Budget updates and determine allocations as required.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>EXCLUSION OF PRESS AND PUBLIC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To consider that the press and public be excluded from the remaining part of the meeting pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>CASTLETON SWIMMING POOL</td>
<td>78 - 82</td>
</tr>
<tr>
<td></td>
<td>To consider proposals for the future operations of Castleton Swimming Pool.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>CLG FLOODING FUNDING AND PRIORITIES (FLOODING FUNDING FROM STORM EVA)</td>
<td>83 - 86</td>
</tr>
<tr>
<td></td>
<td>To consider the use of funds relating to infrastructure repairs following flooding.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>INCREASING DEMAND IN CHILDREN WITH DISABILITY &amp; SEN SERVICES</td>
<td>87 - 98</td>
</tr>
<tr>
<td></td>
<td>To consider the impact of national and local matters in Children’s Services and allocation of resources.</td>
<td></td>
</tr>
</tbody>
</table>
CABINET

MINUTES OF MEETING
Tuesday, 13 June 2017

PRESENT: Councillor Farnell (in the Chair); Councillors Daalat Ali, Beswick, Neil Emmott, Emsley, Farnell, Martin, Williams and Iftikhar Ahmed.

OFFICERS: J. Searle (Director of Economy), S. Downey (Director of Adult Care), G. Hopper (Director of Children’s Services), A. Fallon (Director of Public Health), V. Bradshaw (Assistant Director – Finance), (D. Bowler (Assistant Director – Place), M. Robinson (Assistant Director – Planning & Development).

APOLOGIES FOR ABSENCE: Councillor Brett

1 DECLARATIONS OF INTEREST
There were no declarations of interest.

2 MINUTES
Cabinet were advised of a required correction to the minutes of the meeting held on 23rd March 2017, namely minute 149 (2) entitled Adult Care Commissioning Plan 2017/18. Minute 149 (2) is to be corrected to read ‘Cabinet approves the contract extensions identified in paragraphs 4.2, 4.3.1 and 4.3.4 of the submitted report.’

Decision: That subject to the amendment to minute 149 as detailed above, the minutes of the meeting held on 30th March 2017 be approved as a correct record.

3 REVENUE FINANCE OUTFLOW REPORT 2016/17
Cabinet considered the report of the Director of Resources which provided an update on the Council’s revenue financial position as at the end of the 2016/17 Financial Year.

Alternatives Considered:
Not reporting on financial performance puts at risk the achievement of the Council’s Medium Term Financial Plan. Effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council’s priorities. Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

Decision:
1. That the 2016/17 Final Revenue Budget outturn position be noted;
2. That the increase in Budget of £0.845m since the position reported as at the end of December 2016 be noted;
3. That £1.4m of the in-year savings be earmarked to financially support the Health & Social Care Greater Manchester Transformation Fund (GMTF) bid in 2017/18;
4. That the proposed transfer to Equalisation Reserve of £0.820m
5. That the overall sundry debt position as at the 31st March 2017 as detailed in paragraph 4.4. of the submitted report be noted.

Reasons for Decision:
Cabinet Members should be kept updated on the final Revenue Budget position and sundry debt provision of the authority, as effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council’s priorities. Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

The report was the fourth and final for the 2016/17 financial year and was focused on the final revenue position of the Council as at the end of March 2017.

4 CAPITAL FINANCE OUTTURN REPORT 2016/17
Cabinet considered a report from the Chief Finance Officer updating Members on the Council’s 2016/17 Capital Outturn position to enable decision making and action where appropriate in respect of that position. Members were specifically requested to approve the use of £1.000m of Capital Receipts to forward fund the M60 Junction 19 scheme, as detailed in 4.9.3. of the submitted report.

Alternatives considered:
Not funding the Junction 19 scheme would place at risk the ability to continue the scheme within identified timescales.

Decision:
1. That the 2016/17 Capital Outturn position be noted;
2. That the budget changes identified in paragraphs 4.3 and 4.4. of the submitted report be noted;
3. That the re-phasing amounts identified in paragraph 4.5. of the submitted report be noted;
4. That the Housing Standards Fund Overspends identified in 4.6. of the submitted report be noted;
5. That the use of £1.000m of Capital Receipts, to forward fund the Junction 19 scheme, as detailed in 4.9.3. of the submitted report be approved.

Reason for decision:
Effective budget management is critical to ensuring that financial resources are spent in line with the budget and are targeted towards the Council’s priorities. Monitoring enables the early identification of variations against plan and supports effective decision making.

Transport for Greater Manchester (TfGM) is expected to fund the feasibility stage for the Junction 19 scheme. This funding is released when the Outline Business Case is approved. Therefore Capital Receipts of £1.000m are to be earmarked to fund the scheme until the release of funding by TfGM is approved.
5 SAVINGS OUTTURN REPORT 2016/17
Cabinet received a report from the Chief Finance Officer updating on the final outturn position as at the end of March 2017 regarding the saving proposals for 2016/17.

Alternatives considered:
That item was reported for information.

Decision:
That the Saving Proposals financial outturn position for 2016/17 be noted.

Reason for decision:
Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

6 COLLECTION FUND OUTTURN 2016/17
Cabinet received a report from the Chief Finance Officer updating on the Council’s Collection Fund outturn position for 2016/17.

Alternatives considered:
That item was reported for information.

Decision:
That the Council’s Collection Fund outturn position for 2016/17 be noted.

Reason for decision:
Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

7 DELEGATED APPROVALS 2016/17
Cabinet considered a report of the Chief Finance Officer providing details of approvals of spend under delegated powers in relation to Revenue and Capital Schemes funded by additional grants or income during 2016/17.

Alternatives considered:
That item was reported for information.

Decision:
That the approval of spending under delegated powers made by Services during 2016/17 be noted.

Reason for decision:
Financial regulations require the reporting to Cabinet of schemes that have been approved under delegated powers.

8 EXCLUSION OF PRESS AND PUBLIC
Decision:
That the Press and Public be excluded from the meeting during consideration of the following two items of business, in accordance with the provisions of Section 100A (4) of the Local Government Act 1972, as amended.

Reason for Decision:
Should the press and public remain during debate on these items there may be a disclosure of information that is deemed to be exempt under Part 1 of Schedule 12A of the Local Government Act 1972.

9 ROCHDALE RIVERSIDE DEVELOPMENT UPDATE
Cabinet received a report from the Director of Economy in relation to the Rochdale Riverside Development seeking acceptance of a funding proposal.

Alternatives Considered:

The funding alternatives detailed in paragraph 4.5 of the submitted report were considered and noted.

Decision:
1. That the current costs and values of the scheme be noted;
2. That the recommended payments set out in Paragraph 4.3 of the submitted report be approved;
3. That the offer received from the preferred funder set out in Paragraph 4.3 of the submitted report be approved;
4. Cabinet approve the final decision on any potential adjusted funding offer be based on best value for money for the Council and delegate the approval to the Chief Executive of the Council in consultation with the Leader/Portfolio Holder for Regeneration and the Deputy Leader/Portfolio Holder for Corporate and Resources, and for the Head of Legal Services to be authorised to complete and substitute any necessary legal documents to give effect to this on behalf of the Council.
5. That the amendments set out in Paragraph 4.4 of the submitted report be approved.
6. That the negotiation and agreement of final terms for the legal agreements be delegated to the Chief Executive in consultation with the Leader/Portfolio Holder for Regeneration and the Deputy Leader/Portfolio Holder for Corporate & Resources and that the Head of Legal Services to be authorised to prepare, amend and execute all necessary documents to give effect to this decision.

Reason for the decision:
The Council has entered into legal agreements with its development partner to bring forward the Rochdale Riverside retail and leisure scheme. In order to progress that scheme and secure a start on site in 2017, it is necessary to satisfy a number of pre-conditions contained in the legal agreements. Cabinet approval to the preferred funding bid and structure is therefore being sought to enable the scheme to be progressed and a start on site to be made.
CABINET
MINUTES OF MEETING
Tuesday, 27 June 2017

PRESENT: Councillor Brett (in the Chair); Councillors Daalat Ali, Beswick, Brett, Neil Emmott, Emsley, Williams, Iftikhar Ahmed and Heakin (as substitute for Councillor Martin)

OFFICERS: S. Rumbelow (Chief Executive), J. Searle (Director of Economy), M. Widdup (Director of Neighbourhoods), S. Downey (Director of Adult Care), G. Hopper (Director of Children’s Services), S. McIvor (Joint Director of Integrated Commissioning), D. Wilcock (Acting Director of Resources), M. Robinson (Assistant Director – Planning & Development), J. Rooney (Assistant Director – Information, Customers & Communities), M. Dalzell, U. Arif, P. Wotton, A. Storey (Neighbourhoods Directorate), K. Dawson (Economy Directorate), J. Holmes & M. Garraway (Resources Directorate).

ALSO IN ATTENDANCE: 12 members of public.

10 APOLOGIES
Apologies were received from Councillors Farnell and Martin.

11 DECLARATIONS OF INTEREST
There were no declarations of interest.

12 URGENT ITEMS OF BUSINESS
The Chair advised that an additional item of business entitled ‘National Productivity Investment Fund - South Heywood’, should be accepted onto the agenda as a late item on the grounds that any delay likely to be caused in not considering the item would prejudice the Council’s and/or the public’s interests. Cabinet were advised that the Chair of Corporate Overview & Scrutiny Committee had approved that in accordance with the Council’s Constitution the item should be considered under special urgency provisions and as such would not be subject to call in.

Decision:
The report entitled ‘National Productivity Investment Fund - South Heywood’ be accepted onto the agenda and considered following exclusion of press and public.

13 OBJECTIONS TO PARKING CHARGES PROPOSALS
Cabinet received a report of the Director of Neighbourhoods advising of objections received to a proposed introduction of revised off-street parking charges at Hollingworth Lake as part of the Council’s review of Discretionary Fees and Charges related to charges for car parking.

In introducing the report the Director of Neighbourhoods advised of an amendment to the submitted report in so much as of the fifty seven objections
received fifty six related to Hollingworth Lake and the other to Rochdale Town Centre.

Alternatives considered:
Not implementing the proposed Traffic Regulation Orders will fail to meet the Council’s financial expectations of its discretionary fees and charges. Members were able to accept options within the submitted report or propose alternative charges.

Decision:
That the proposed revised off-street parking charges at Hollingworth Lake advertised between 8 March to 6 April 2017 be withdrawn;
(2) The advertisement of a new Traffic Regulation Orders to introduce the following alternative charges be approved: 0 – 2 hours £1.00; 2 – 4 hours £2.00; 4 – 6 hours £3.00; Over 6 hours £5.00.

Reason for decision:
Following consideration of the objections raised to the proposed charges at Hollingworth Lake, the proposed solution would provide greater flexibility for those clubs that use the facilities whilst minimising impact on Council’s financial expectations of its discretionary fees and charges.

14 BOROUGHWIDE CAR PARK STRATEGY
Cabinet considered a report of the Director of Neighbourhoods seeking approval of the Boroughwide Car Parking Strategy.

Alternatives considered:
Cabinet could amend the parking strategy sets the framework for other aspects of the Councils parking functions and contributes delivery other Council strategies.

Decision:
That the Boroughwide Car Parking Strategy be approved subject to amendments for Hollingworth Lake as detailed within minute 13 above.

Reason for decision:
As the local highways authority, Rochdale Borough Council is responsible for all aspects of on-street parking on the public highway.

15 BUDGET 2018/19 TO 2020/21 GUIDELINES, TIMETABLE AND PUBLIC ENGAGEMENT
The Cabinet considered a report of the Section 151 Officer seeking approval of the budget guidelines and timetable to be used in preparing the detailed 2018/19 budget and provisional budgets for 2019/20 and 2019/21.

Alternatives considered:
The Council is legally obliged to set a balanced budget and the report set out the planning process for the budget and detailed the assumptions used in the preparation of the budget to ensure they are agreed, reasonable and consistently applied by all services.
Decision:
(1) That the proposed budget timetable as detailed at Appendix 1 of the submitted report, be approved;
(2) That the revenue assumptions as detailed in paragraph 4.2 of the submitted report be noted and incorporated into the budget setting process;
(3) That the revenue and capital budget principles referred to in paragraph 4.4. of the submitted report be noted;
(4) That the proposed methods of public engagement outlined in paragraph 4.5 of the submitted report be included as part of the 2018/19 budget setting process.

Reason for decision:
Under the Budget & Policy Framework Cabinet is required to approve the proposed guidelines, timetable and methods of public engagement for setting the 2018/19 Budget and Provisional Budgets for 2019/20 and 2020/21 by September each year.

16 COMPULSORY PURCHASE OF LAND AT STOTT LANE
MIDDLETON
Cabinet considered a report of the Interim Director of Resources seeking authorisation the making and promotion of a Compulsory Purchase Order (“the CPO”) under the Highways Act 1980 (“the Act”) to acquire two small areas of land forming part of Stott Lane, Middleton, to enable the construction and subsequent dedication as public highway of a proposed vehicular road and a proposed public cycleway.

Alternatives considered:
If the decision is made not to make the CPO, then the Development roads (or at least some of them) will not be highway maintainable at the public expense. This means that the roads will be open and used by the public, particularly the residents in the Development, but that the roads will not be subject to the Local Highway Authority’s usual maintenance and management regime.

Decision:
(1) That a Compulsory Purchase Order be made pursuant to the powers in section 239 and section 250 of the Highways Act 1980 for the acquisition of the land needed for the road and proposed cycleway and the acquisition of the rights needed to facilitate the construction of the road and cycleway;
(2) That the Director of Resources be authorised to negotiate and agree an indemnity agreement under which all costs of preparing and promoting the CPO, and any compensation resulting from it, are covered by Taylor Wimpey (UK) Ltd;
(3) That the Director of Resources be authorised to settle the final form and content of the CPO and associated documentation, including the statement of reasons, and take all action needed to promote the CPO and secure its confirmation.
(4) That the Director of Resources be authorised, following the confirmation of the CPO, to implement the CPO powers and acquire title to the Order Land.
(5) That the Director of Resources be authorised, if required, to acquire by agreement the Order Land.
Reason for decision:
The ownership of the Order Land is unknown. As such, it is necessary for the two small areas of land to be acquired using compulsory purchase powers and made available to the Developer to construct the road and cycleway, and to then dedicate them as public highway maintainable.

17 EXCLUSION OF PRESS AND PUBLIC
Decision:
That the Press and Public be excluded from the meeting during consideration of the following two items of business, in accordance with the provisions of Section 100A (4) of the Local Government Act 1972, as amended.

Reason for Decision:
Should the press and public remain during debate on these items there may be a disclosure of information that is deemed to be exempt under Parts 1 and 3 of Schedule 12A of the Local Government Act 1972.

18 RE-TENDER OF BULK PRINTING CONTRACT
Cabinet considered a report from the Director of Neighbourhoods which sought approval to re-tender services for the supply of high volume print and mail services to the Council.

Alternatives considered:
The submitted report identified alternative options which were considered to be not cost viable due to financial implications associated with them and that they did not meet the strategic objectives of the Council.

Decision:
(1) The re-tender for high volume print services through a Rochdale Borough Council Print Framework, as detailed in section 4.7 of the submitted report, be approved;
(2) The re-tender of high volume print and outgoing mail services for the Revenues & Benefits Service and Payroll Services via the Crown Commercial Services framework (CCS) following the annual billing period 2017/18 be approved;
(3) The decision to award new supplier’s for each Lot, following the conclusion of the tender process, be delegated to the Director of Neighbourhoods in consultation with the Director of Resources and the Cabinet Member for Corporate & Resources.

Reasons for decision:
The development of a Rochdale Borough Council Print Framework with identified Lots, will help deliver the strategic prosperity objectives of the Council, encouraging business growth by working in partnership with local business / SME’s to access suitable printing work from the Council.

19 NATIONAL PRODUCTIVITY INVESTMENT FUND - SOUTH HEYWOOD
The Cabinet considered a report of the Director of Economy seeking approval to submit a bid for transport funding from the National Productivity Investment Fund and to approve the use of £3m of Capital Receipts (£1.5m in 2018/19 and £1.5m in 2019/2020) to fulfil the required levels of match funding.

Alternatives considered:
Cabinet could determine not to approve the recommendation, however this will not address the local congestion issues nor realise the scale of economic growth potential.

Decision:
(1) That the submission of a bid for grant funding from the National Productivity Investment Fund towards improvements of the road network in South Heywood, be approved;
(2) That the use of £3m of Capital Receipts (£1.5m in 2018/19 and £1.5m in 2019/2020 to fulfil the required levels of match funding for a bid to the National Productivity Investment Fund, be approved.

Reason for decision:
The scheme has been identified by the Greater Manchester Combined Authority as a priority scheme for additional transport investment on the basis it would reduce traffic congestion on the highway network and support economic growth.
Review of Community Centre Funding

Executive Summary

1.1 This report summarises the outcome of consultation with two community centres, being Wardleworth and Castlemere following the approval of community centre review criteria approved by Cabinet on the 21st November 2016.

1.2 Both centres had common areas of feedback following consultation that are highlighted in Paragraph 7.6 of this report and individual issues bespoke to each community centre highlighted in Paragraph 7.7 for Castlemere and Paragraph 7.8 for Wardleworth.

1.3 Following consultation a proposal was submitted by Wardleworth Community Centre to operate the community centre on a reduced grant of £37.36K Saving £9.34K which is a saving of 20%.

Recommendation

2.1 Review the outcome of the consultation undertaken during Phase 2 of the savings proposals, which was the application of the approved criteria to review the use of community centres approved by Cabinet on the 21 November 2016.

2.2 Agree to reduce grant funding to the two lowest scoring community centres being Wardleworth and Castlemere by 20% being a reduction of £9.34K and £2.62K respectively.

Reason for Recommendation

3.1 In order to contribute to the Council’s savings requirement it has been necessary to examine all areas of non-statutory service provision

3.2 Phase 1 savings proposal (report reference - NH-2017-311) has reported following consultation, a proposed criteria for an impact assessment of each of the grant-funded community centres. The proposed criteria was the subject of
formal consultation during Phase 1 of the savings proposals and approved by Cabinet on 21 November 2016.

3.3 Members have carefully considered the alternative proposal submitted by Wardleworth Community Centre and have agreed that a 20% reduction would be appropriate in the circumstances. In the spirit of fairness, it is considered appropriate to also reduce the grant paid to Castlemere Community Centre by the same 20%.

### Key Points for Consideration

4.1 There is no statutory duty to fund community centres. However, community centres provide a valuable service to the communities they serve. They should meet the needs of their individual communities and have a significant impact upon the health and wellbeing of individuals and the quality of life of people in the community.

4.2 Currently 16 community centres are in receipt of annual grants from the Council to enable them to deliver community activity. There are two small social centres at Brookside and Cleworth Road that receive very small annual grants and they have not been included in the exercise due to the amounts of money involved being £900 and £5,800 respectfully.

4.3 The review conducted as part of Phase 1 savings proposal (Report reference - NH-2017-311) examined the level of activity and the positive impact that each Centre has on the local community.

4.4 The application of the impact assessment criteria shows the impact each community centre has on the community it serves. Contributory factors included in the criteria are:
- Usage of centre (visitor count (excluding nurseries, private functions and elections) and weekly sessions);
- Number of people living nearby;
- Proximity to other Centres

4.5 Each element is weighted in importance as follows;
- Usage (80%) – Usage consists of footfall (excluding nurseries and private functions) and numbers of high impacts on the community (IT Training, jobs, advice, language and health/wellbeing).
- Location (20%) – Location consists of number of other community centres nearby and number of people living near the centre.

4.6 The application of the impact assessment criteria concluded that the two lowest scoring centres were Wardleworth Community Centre and Castlemere Community Centre.

4.7 The level of saving attached to this proposal was initially £60,000. However, it was stated that saving may increase/reduce depending on the outcome of the review.
5.1 There will not be a full year saving in 2017/18. The Borough of Rochdale Compact dictates that funders “Give a minimum of three months’ notice in writing. When changing or ending a funding relationship or other support, and provide a clear rationale for why the decision has been taken”. Therefore savings will not be achieved until 3rd quarter 2017/18, if the proposals are approved, leading to a one-off budget pressure in 2017/18 of £55k.

<table>
<thead>
<tr>
<th></th>
<th>Savings 2017/18</th>
<th>Savings 2018/19</th>
<th>Total savings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£k</td>
<td>£k</td>
<td>£k</td>
</tr>
<tr>
<td>On-going</td>
<td>One off</td>
<td>On-going</td>
<td>One off</td>
</tr>
<tr>
<td>Employees</td>
<td>5</td>
<td>6.96</td>
<td>11.96</td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income lost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net savings</strong></td>
<td><strong>5</strong></td>
<td><strong>6.96</strong></td>
<td><strong>11.96</strong></td>
</tr>
<tr>
<td>Additional income generated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total savings</strong></td>
<td><strong>5</strong></td>
<td><strong>6.96</strong></td>
<td><strong>11.96</strong></td>
</tr>
<tr>
<td>Implementation costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total savings less implementation costs</strong></td>
<td><strong>5</strong></td>
<td><strong>6.96</strong></td>
<td><strong>11.96</strong></td>
</tr>
</tbody>
</table>

Risk and Policy Implications

6.1 Both of the community centres affected will have to adjust their expenditure as a consequence of the reductions. However, this is expected to be achievable.

Consultation

7.1 Proposals were discussed at Community Based Network (CBN) meetings on 15th September and 27th October 2016. CBN agreed that reductions should be based on assessing impact rather than an across the board cut. The specific details of the assessment criteria were not discussed at these meetings.

7.2 Individual meetings around the proposal to remove all the grant were held with Wardleworth centre management on 26th January 2017 and 23rd February 2017.

7.3 Meetings were held with Castlemere Centre management on 1st February 2017 and 22nd February 2017. Minutes were taken and sent to both centres.

7.4 Wardleworth Community Centre held a public meeting on the 18th February 2017.
7.5 Online consultation responses consisted of 319, 89% of which disagreed with the proposal. 59 written responses have been received of which 100% disagreed. The overall majority were in response to Wardleworth. The vast majority of the responses are in line with the comments raised by the centre management.

7.6 Responses consistent with both centres:
- The data used is only 1 quarter and is not validated.
- There are other community resources in close proximity to both centres.
- Both centres claim error in their reported data and have offered fresh data.
- Both centres have described new services to be offered.
- Both centres argue a lack of confidence in the consultation process.
- Both centres argue that the priorities used have not been communicated previously.
- Both centres are critical of the process and claim it is not fair.
- Both centres claim that deprivation locally to them justifies the need for funding.

7.7 Responses specific to Castlemere
- They claim to be the largest community centre in the borough.
- They argue that they had no prior notification of the changes proposed or the priorities within the action plan and funding agreement.
- They argue that the council has 4 years of data and should use at least 12 months data.
- They argue that figures reduce during fasting (Ramadhan) (First Quarter). However, this would apply to other centres equally including Sudden, Spotland and Deeplish.
- They argue that the scoring excludes social, educational and recreational needs of the community.
- They argue that the analysis should take account of the proportion of funding. Some smaller centres receive more money. Due to reduced amount made to Castlemere they argue that this should be seen as value for money.
- They conclude by stating that they understand the challenges facing local government and that local government has no statutory duty to fund CC’s.
- They claim that Castlemere is based in one of the most deprived areas of the borough.
- They make a humble request for funding to continue.
7.8 Responses specific to Wardleworth

- They have produced some amended data based on their signing in sheets. Their argument is that visitor numbers are different to session attendees and that other centres have inflated their numbers.
- They argue that other centres locally do not have a purpose built hall and Wardleworth was a purpose built community centre and is not restricted to gender or ethnicity.
- They argue that the location criteria refers to neighbouring community organisations not community centres and that the historical level of funding provided is relevant to the level of deprivation and is therefore necessary. They also question the accuracy of the distances between the local community organisations claiming that they are over 0.5 miles.
- They challenge the Equality Impact assessment and argue that ethnicity and gender barriers of other centres may impact disproportionately on minority groups as the centre is open to all sections of the community and not affiliated to any ethnic groups.

<table>
<thead>
<tr>
<th>Background Papers</th>
<th>Place of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Full consultation response documents</td>
<td>Available on request</td>
</tr>
</tbody>
</table>

**For Further Information Contact:**  
Mark Dalzell, Tel: 01706 924328, mark.dalzell@rochdale.gov.uk
Executive Summary


1.2 The report outlines the requirements for the new commissioning and delivery of Health and Care in Rochdale; namely an Integrated Commissioning function and a Local Care Organisation for all Adults Health and Care.

1.3 The report describes the progress towards a single management function for the Council and HMR CCG (Heywood, Middleton Rochdale Clinical commissioning Group) with the Chief Executive of the Council becoming the Chief Accountable Officer for HMR CCG within the next 12 months. The Joint Director of Commissioning will take on the DASS responsibilities.

Recommendation

2. That members:

2.1 Approve the revised Terms of Reference for the Integrated Commissioning Board (ICB) and the governance arrangements associated with this;

2.2 Approve the delegations to ICB;

2.3 Approve the new governance and decision making structures; and

2.4 Delegate minor amendments to the Governance arrangements to the Chief Executive of the Council in consultation with the Portfolio Holder for Health and Wellbeing, and the Leader of the Council and Chair of HMR CCG Governing Body.

Reason for Recommendation

3. To ensure that the Council and HMR CCG have a governance system and management structure in place, that is able to oversee the Financial Planning,
3.1 To ensure that the Council and HMR CCG are compliant with GM ‘Taking Charge’ 2015 and have effective Governance and Financial controls in place for the delivery of the Transformation Fund agreement.

**Key Points for Consideration**

4. During 2015/2016 a series of proposals were adopted by both HMR CCG and the Council to progress toward integrated commissioning, pooled budgets for adults and public health and more recently the joint appointment of a Director of Integrated commissioning.

4.1 The Integrated Commissioning Board was established and a shadow pooled budget explored during 2016/2017 with delegations for decision making in respect of commissioning relating to the s75 and the Better Care fund (£16.1m)

4.2 GM health and social care devolution progressed in 2016/2017 and through agreements at the HSC strategic partnership ‘Taking Charge’ was accepted by all organisations involved with Health and Care across GM. The implications of this were the engagement of the CCG and the council in the four themes for GM:

i) Radical upgrade in population health
ii) Transformed community based care and support
iii) Standardising Acute Care
iv) Standardising Clinical Support and Back Office

4.3 The most significant impact of the GM proposals for the CCG and the Council were that the Transformation Bids from each Locality had to fully reflect the expectations at the GM level namely ‘Transformed community based care and support’. This meant ‘Out of hospital care’ that was fully developed to meet the health, care and wellbeing of the population of the borough out of hospital care that was able to achieve improved health and wellbeing outcomes with the resources available for the population. Hospital services recalibrated to provide the best quality for those needing acute health interventions only. The Locality Plan Transformation Bid submission also had to demonstrate full cost benefit analysis and be able to financially demonstrate that all the actions taken would over five years return all the partners involved in health and care to financial balance.

4.4 A further expectation from GM was that all the other themes i.e. cross cutting themes would be aligned and embedded where appropriate in the local health and care systems. Examples of these are mental health and cancer care.

4.5 The concept of single place based commissioning has been developing over the last twelve months with a focus on added value for the use of resources i.e. pooled budget or aligned monies and efficiency of staffing resources used to deliver shared commissioning programmes. In addition to the Joint Director of Integrated Commissioning there are further posts including mental health
The shadow year of the ICB provided an opportunity to look at commissioning of health and social care commissioning and therefore service developments across health and care. A greater understanding has been reached about how the pooled budget can operate and a review of this has been undertaken by health auditors which will assist in the joint agreements going forward. A range of services have been jointly commissioned using the BCF monies in conjunction with other funding streams which have significantly improved the offer to older people who become unwell and for people with long term conditions – intermediate tier services and integrated neighbourhood teams. These have gained national recognition and awards for the difference this has made to people’s lives. The Outcomes Based Commissioning Framework has been recognised as a real strength in the contracting of provider partnerships and approaches that are then able to innovate and operate much more flexibly to make improvements.

In late 2016 through to current date the driving focus of work across the Rochdale council and CCG has been the submission of the transformation bid and the work this has required across all departments in both organisations. The bid was submitted 31st March 2017. The bid is now being evaluated and officers are fully engaged in the assurance process to try to ensure we achieve the maximum amount in order to transform our service offer and achieve financial sustainability.

In order to submit the transformation bid there was an additional requirement that the Rochdale, Bury and Oldham (North East Sector) group had to demonstrate that there had been a review across the three plan submissions. The financial implications and activity changes and their impacts on the major health providers Pennine Acute Trust and Pennine Care had to be understood and agreed by both providers. Governance arrangements to oversee the programmes of work at Pennine Acute Trust and at Pennine Care (their clinical strategy design and implementation) had to be agreed across the six commissioners of CCGs. These are now agreed across North East Sector.

The Transformation Bid spans April 2017-2021 and the submission from the Rochdale locality described the formation of a Local Care Organisation that will be the provider of health and social care for Rochdale. A Local Care Organisation Development board has been established with the appointment of an experienced independent chair to support the partnership. The expectation is that a Provider Alliance is formed with a host provider. This alliance will be capable of delivering health, social care and well-being services for Rochdale. (Appendix 1). The formation of the provider partnership contractual arrangement has yet to be agreed this will be undertaken within the requirements of the CGG and the Council for full due diligence.

A Local Care organisation provider board has been developed chaired by the same chair to immediately commence on the delivery of the interventions for a number of the plans for the Transformation Bid. The timeline for delivery is from the current date to 2021. This Board is focussed on making service changes to reduce the attendances at hospital and strengthen services in the community.
4.11 The programme management and implementation of the transformation bid will be managed by the single commissioning directorate and will report through to the ICB.

4.12 The ICB terms of reference have been revised for consideration to reflect the requirements in the new health and care system (Appendix 2) and the legal, financial and performance expectations of both the CCG and the Council. This will be a new committee with an Independent Chair that will have delegated accountability for adult social care, Children’s and public health budgets in 2018 and the adult health commissioning budget in the CCG. This equates to a potential pooled budget of £342m (based upon 2017/18 budgets) plus the Transformation Bid.

The governance system of health and care commissioning and delivery has been reviewed in light of learning from the shadow year of the ICB and examples of integrated commissioning and delivery of health and care over the last two years. The proposed system builds on the strong relationships and effective partnership working across all elements of health and care commissioning and delivery (Appendix 3).

The proposed system will provide assurance in terms of outcomes, quality of care and financial management and sustainability.

The ICB will have full sight of all budgets across health, social care, public health, adults and children’s in order to assure effective commissioning across all these areas of business and services. The pooled budget will grow as children’s services move towards a Family services model through the next 2 years where it is an added benefit to do so.

There are a number of areas of service where the legal framework and legislation is clear that they cannot be included in a pooled budget i.e. surgery, core primary care contracts, schools.

It is important for the ICB in overseeing the commissioning for the whole health and care system that all of the above budgets are visible in strategic planning to ensure there is coherence in achieving improvements in outcomes for Rochdale people and service improvements.

4.13 GMHSCP requirements for the Transformation Bid monies were that Rochdale develop a single place based commissioning function, a full pooled budget for adults and public health as a minimum and a Local Care Organisation is formed contractually. Progress towards this and governance changes required have been outlined above.

4.14 With respect to a single commissioning function the CCG and Council will merge its structures into the Council and retain only one Chief Accountable Officer for health and care. The Joint Director of Commissioning will take on the statutory DASS role from September 2017 as a progression of the single Commissioning function.

The CCG will remain statutorily and all the legislative requirements will have to
be fulfilled including specifically clinical engagement and leadership in decisions about health and care delivery and design.

4.15 **Alternatives Considered**
Governance models across Greater Manchester have been reviewed to progress the ICB. The ICB structure and terms of reference reflect these considerations.

### Costs and Budget Summary

5. The Integrated Fund for the delivery of Health and Social Care functions across the Borough of Rochdale will have a Pooled Fund, to which Governance and Financial Management is being requested to be delegated to the Integrated Commissioning Board. Within the Integrated Fund there will be aligned budgets to which Cabinet and CCG Governing Body will retain decision making powers, however spend and budgets of the aligned budgets will be reported to the Integrated Commissioning Board for information. This will allow influence of the spending decisions to ensure the delivery of the best possible outcomes with the Integrated Fund for the citizens of Rochdale.

5.1 The indicative value of the Integrated Fund is £393m, and £384m will form the pool Fund. However work is ongoing with relevant Directors and CCG Colleagues to better understand which budgets will be aligned / pooled.

The following tables details the indicative values of the Pooled Fund and aligned services:

**Table 1**

<table>
<thead>
<tr>
<th>Service area</th>
<th>Budget £M's</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA: Adult Social Care</td>
<td>51.970</td>
</tr>
<tr>
<td>LA: Children Services</td>
<td>35.325</td>
</tr>
<tr>
<td>LA: Public Health</td>
<td>13.158</td>
</tr>
<tr>
<td>CCG</td>
<td>241.491</td>
</tr>
<tr>
<td>Total</td>
<td>341.944</td>
</tr>
<tr>
<td>BCF</td>
<td>24.771</td>
</tr>
<tr>
<td>Transformation Fund</td>
<td>16.863</td>
</tr>
<tr>
<td>Total</td>
<td>383.578</td>
</tr>
</tbody>
</table>
Table 2

<table>
<thead>
<tr>
<th>Aligned Services</th>
<th>2017/18</th>
<th>£m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children Services</td>
<td>2.716</td>
<td></td>
</tr>
<tr>
<td>Link4Life</td>
<td>2.546</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>3.862</td>
<td></td>
</tr>
<tr>
<td><strong>Total Aligned</strong></td>
<td><strong>9.124</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Risk and Policy Implications**

6. Decisions regarding resource allocation for Health and Social Care will be taken jointly by the Council and HMR CCG through delegated decision making to the Integrated Commissioning Board.

Strategy and Policy development for Health and Care for Rochdale Borough will be approved through the Integrated Commissioning Board.

A financial risk share agreement will be required to ensure full compliance with the requirements of the constitutions of both the Council and HMR CCG. This will be subject to a further report to Cabinet.

**Consultation**

7. Locality Plan consultation and engagement has taken place through 2015/16 and 2017 with the public and staff across Health and Care Organisations in the Rochdale Borough.

**Background Papers** | **Place of Inspection**
---|---
8. Appendices 1-3 |  
GM ‘Taking Charge’ 2015 |  

**For Further Information Contact:** Sally McIvor  
Joint Director of Integrated Commissioning  
sally.mcivor@rochdale.gov.uk  
01706 924079
APPENDIX 1:

TERMS OF REFERENCE

ROCHDALE
LOCAL CARE ORGANISATION
DEVELOPMENT BOARD

VERSION 2.0

VERSION CONTROL

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Editor</th>
<th>Purpose/Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft v1</td>
<td>24 February 17</td>
<td>M Court</td>
<td>Initial document</td>
</tr>
<tr>
<td>Draft v2</td>
<td>27 February 17</td>
<td>M Court</td>
<td>Individuals names removed from section 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Organogram included in section 7</td>
</tr>
<tr>
<td>1.0</td>
<td>9 March</td>
<td>M Court</td>
<td>To meet LCO Programme Board agreement</td>
</tr>
<tr>
<td>2.0</td>
<td>29 March</td>
<td>M Court</td>
<td>Minor amendments as agreed at LCO Programme Board</td>
</tr>
</tbody>
</table>

RECORD OF STAKEHOLDER ENGAGEMENT

<table>
<thead>
<tr>
<th>Stakeholder Group</th>
<th>Version No</th>
<th>Date</th>
<th>Outcome/Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCO Programme Board</td>
<td>Draft v2</td>
<td>6 March 17</td>
<td>Agreed subject to amendments</td>
</tr>
<tr>
<td>LCO Programme Board</td>
<td>1</td>
<td>29 March 17</td>
<td>Minor amendments</td>
</tr>
</tbody>
</table>
1 Introduction

This document sets out the arrangements for how commissioners and providers will work together in true partnership to lead the creation of the Local Care Organisation (LCO), agree the overall strategic direction and priorities for the integration of health and care services for the population of Rochdale, be assured of progress and that key risks are being effectively managed.

The Programme Board is a board comprising very senior officers representing the Boards of BARDOC, GP Care Services Ltd, NHS Heywood, Middleton and Rochdale CCG (HMR CCG), North West Ambulance Service NHS Trust (NWAS), Pennine Acute NHS Trust (PAHT), Pennine Care NHS Foundation Trust (PCFT), Rochdale Borough Council (RBC), Rochdale Health Alliance (RHA), and the Council for the Voluntary Sector in Rochdale (CVSR).

The Programme Board will operate with the principles of partnership working and collective decision-making, whilst recognising that commissioning decisions will ultimately be taken by HMR CCG and RBC, through the joint commissioning arrangements.

The Programme Board will ensure the effective engagement of stakeholders. It will maintain an overview of the implementation of the system redesign at a partnership level, enabling partners to consider any issues that arise for resolution.

It is recognised that on occasion, difficult decisions may be required to benefit the population of Rochdale. The Programme Board will have decision-making powers in its own right as a result of its members having delegated decision-making authority from their respective organisations.

It will take decisions relating to the use of transformation resources allocated to the programme. Where consensus cannot be reached on such matters, decisions will be referred back to individual organisations.
Through its decision making processes, the Programme Board will adhere to the constitutions of its member’s organisations.

As required, the Programme Board will establish sub committees and/or task-and-finish groups and will seek assurances on progress via the receipt of regular reports.

These Terms of Reference shall be approved by the Board of Directors of the member organisations, including HMR CCG’s Governing Body and RBC’s Cabinet (both in consultation with the joint Executive Teams), and they will remain valid until such time as there is a need to implement revised arrangements.

2. Core Principles and Responsibilities

The work of the LCO Programme Board will be driven by the following core principles:

- Decisions will be based on achieving better outcomes and experience for the whole population who require Health and Care Services, rather than that of any one organisation;
- Service transformation will deliver an effective and efficient use of resources (within the statutory requirement of members duties) whilst assuring safe and effective standards of service;
- New care models will be co-designed by health and social care commissioners in partnership with providers, citizens and communities;
- Services will be evidence-based and of the best quality, encompassing safety, effectiveness and experience that is obtainable within the available financial envelope;
- Rochdale residents will be given more choice and control of services, supporting self-care and independence;
- Clinical and democratic accountability will be implicit within all decisions;
- Respect for professional areas of knowledge and expertise;
- Collective management of risks and benefits; and
- Each organisation remains sovereign: whilst responsibilities can be delegated, accountability for those responsibilities cannot.

The LCO Programme Board has the responsibility to

- work towards shared goals and objectives;
- develop true partnership working amongst members;
- lead the creation of the LCO organisational form;
- determine and agree the governance arrangements required to deliver the out of hospital transformation programme (Rochdale Locality Plan), including the review of existing governance arrangements to ensure an effective whole system approach;
- review and agree the proposed vision and phasing for the development of the out of hospital programme;
- review and set the priorities for the programmes of work to deliver the out of hospital transformation programme;
- ensure the effective design, implementation and programme management of the transformation programmes and delivery of the agreed model of integrated care, including the review of existing initiatives to align complimentary work streams and consolidate programmes/projects;
- be assured of progress towards the achievement of the prioritised programmes of work;
- review and agree the submission(s) to GM Partnership regarding the requests for transformational funding to enable the delivery of the out of hospital transformation programme;
- to manage the allocated budget, constantly seek means to reduce costs whilst maintaining quality standards, and approve proposals for the use of transformation funding;
- ensure that all aspects of financial governance are followed;
- advocate engagement of public, service users and patients;
- ensure that all aspects of best practice, both nationally and internationally are duly considered and where appropriate applied;
- establish arrangements to enable the development of new models of care, including the maximisation of available resource across organisational boundaries;
- develop a robust evaluation framework to ensure progress can be measured;
- advise on proposed changes to existing payment mechanisms and contractual arrangements where necessary;
- ensure that appropriate risk management and escalation processes are correctly adhered to.

The LCO Programme Board will discharge its responsibilities through agreed governance arrangements eg LCO Provider Board, with the support of programme work streams and task-and-finish groups as deemed necessary.

3. Membership, Attendance and Quorum

Membership

The LCO Programme Board will comprise the following core members

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARDOC</td>
<td>Chief Executive</td>
</tr>
</tbody>
</table>
Organisations and individuals will be co-opted onto the LCO Programme Board as necessary on an ad-hoc basis to inform discussions, deliver a report to it and/or answer questions including matters relating workforce, IMT, estates and communications/engagement.

The Board will be chaired by an Independent Chair. In the absence of the independent chair the Board will be co-chaired by two Vice Chairs, one representing GPs the other either from PAHT or PCFT, as selected by the members of the LCO Programme Board.

Agendas will be jointly agreed in terms of content and based on forward planning. They will be issued within 5 days of the meeting.

The LCO Programme Board will formally record its deliberations within relevant minutes/action notes that will be issued within 5 working days of the meeting. This function will be undertaken by the designated administrative support, alongside the management of paperwork and version control.

Administration and programme management support will be provided through the application to GM Partnership for transformational funding. The Programme Director will attend the Board meetings.

**Attendance**

It is important that partner organisations commit to ensure that their nominated representatives attend the LCO Programme Board. Where this is not possible appropriate deputies are required to attend. Deputies must be able to contribute and make decisions on behalf of the individual / organisation they are representing.

Should attendance not be as expected this will be discussed by the Independent Chair with the relevant organisation to seek recommitment to the programme.

**Quorum, Decision Making and Voting**

The LCO Programme Board will be quorate providing there are at least one member from a commissioner and one from a provider, and also that at least half of the membership is in attendance.
The LCO Programme Board is required to achieve a consensus for all decisions. Given the nature of the programme, securing the support of all partners will be critical to the success of the transformational programme. In those circumstances where consensus cannot be reached and a decision must be taken, the issue will be referred back to the sovereign bodies of each organisation for a decision. Before choosing to put the issue to a vote, the LCO Programme Board may ask for further work to be undertaken on the issue to explore, clarify, mitigate or minimise any concerns. The LCO Programme Board may ask for specific individuals who may or may not be part of the Board to discuss the issue further to try to find a suitable resolution. The issue would then be brought back to a future meeting.

The LCO Programme Board has decision making authority to approve significant service variations or developments within the scope of the out of hospital transformation programme and the associated funding envelope. This decision making ability is based on the partner organisations providing delegated decision making to their representatives.

In addition, the LCO Programme Board has responsibility for the approval of transformation funding. Where there is disagreement amongst the partners regarding the use of such funding this will be resolved through the process described above.

**Responsibilities and Behaviour**

Members of the LCO Programme Board have a collective responsibility for its operation. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

Members will behave in a manner consistent the Nolan Principles, recognising that the success of the work programme will depend upon relationships and an environment of integrity, trust, collaboration and innovation.

Each member of the LCO Programme Board has an equal voice.

4. **Patient, Public and Service User Involvement**

The LCO Programme Board will ensure that the development and implementation of service transformation and integrated care activities will include advice from appropriate service users, patient and public involvement, as well as from clinicians and other experts.

5. **Conflicts of Interest/ Codes of Conduct**

Members will be aware of what may constitute a conflict of interest, will ensure that conflicts of interest are formally disclosed and will ensure they are subsequently managed in adherence with the organisations’ respective conflict of interest policies. In addition, appropriate codes of conduct will be followed at all times alongside adherence to the Nolan
Principles and compliance with any statutory bar on participation and/or voting in particular circumstances.

Depending upon the topic under discussion and the nature of the conflict of interest, the member may be

- allowed to remain in the meeting and contribute to the discussion;
- allowed to remain in the meeting and contribute to the discussion but leave the meeting at the point of decision; or
- asked to leave the meeting for the duration of the item under consideration.

Where items are deemed to be privileged or particularly sensitive in nature, these should be identified and agreed by the Chair. Such items should not be disclosed until such time as it has been agreed that this information can be released.

6. Frequency of Meetings

Meetings of the LCO Programme Board will ordinarily be scheduled on a monthly basis.

The frequency of meetings will be reviewed at six and twelve months and in any case will take place bi-monthly as a minimum. The Chair may call extraordinary meeting with a minimum of five working days’ notice.
7. Reporting

The LCO Programme Board will be accountable to the Integrated Commissioning Board.

Shadow Phase

Final State

- Commissioning Priorities set by Integrated Commissioning Unit
- TF bid delivery fully delegated to LCO Provider Board
- PMO and Integrated Teams of Clinical leads, Commissioners, Providers managing the delivery of TF interventions
8. **Policy and Best Practice**

The LCO Programme Board will apply best practice in its deliberations and in making any recommendations. It will conduct its business in accordance with national guidance and relevant codes of conduct and good governance practice.

9. **Review of Terms of Reference**

These Terms of Reference will be formally reviewed by the LCO Programme Board after 12 months and may be amended by mutual agreement between all parties at any time to reflect changes in circumstances which may arise.

Terms of Reference Agreed on: ..............................

Review Date: ..............................

Mike Court
LCO Programme Manager  March 2017
APPENDIX 2:

INTEGRATED COMMISSIONING BOARD

TERMS OF REFERENCE

1. To commission high quality health, social care and related services for the people of the Borough of Rochdale in order to meet assessed population, community and individual need, within the financial resources over which the Board has control.

2. To agree the Health, Social care and Well-being commissioning strategies and commissioning outcomes for Rochdale Borough Council (RBC) and NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMRCCG) in accordance with the agreed delegations from RBC and HMRCCG.

3. To manage all the pooled budgets established under section 75 of the National Health Service Act 2006.

4. To agree the allocation of resources for the delivery of the integrated commissioning strategies through the use of pooled or aligned budgets from HMRCCG and RBC. This will ensure that the wellbeing, social care and health-related functions of RBC and the prescribed functions of HMR CCG in commissioning health-related services are undertaken.

5. To approve the associated strategic plans and work programmes prepared by the integrated commissioning programme leads

6. To approve integrated workforce development strategies and plans and associated resource allocations.

STATUTORY AND PROCEDURAL BASIS

The Integrated Commissioning Board has been established by NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMR CCG) and Rochdale Borough Council (RBC) pursuant to the the NHS Bodies and Local Authorities Partnership Regulations 2000 as amended, and derives its authority and decision-making powers from these two organisations.

The Integrated Commissioning Board is established as joint committee under the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000 (as amended) whereby prescribed NHS bodies and local authorities may form such a joint committee to take responsibility for the management of partnership arrangements established in accordance with that Order.

The Local Authorities (Executive and Alternative Arrangements) (Modification of Enactments and Other Provisions) (England) Order 2001 provide that where a local authority operates
executive arrangements, the terms “executive” and “executive arrangements” have the same meaning as in Part II of the Local Government Act 2000.

ACCOUNTABILITY

1. The Integrated Commissioning Board will report to the Health and Wellbeing Board on the achievement of outcomes for commissioned services in meeting the agreed objectives. The Health and Wellbeing Board shall report concerns that cannot be resolved with the Integrated Commissioning Board to RBC and the HMRCCG.

2. The Integrated Commissioning Board will report to RBC and HMRCCG on the performance of the commissioning strategy and implementation and on the effective use of resources.

Members of the Integrated Commissioning Board who have the delegated accountability on behalf of RBC and HMRCCG to manage the functions of the Board shall be responsible for reporting to their respective bodies any concerns with regard to the functioning of the Board and the capacity of the Board in fulfilling their constitutional or statutory functions.

INTEGRATED COMMISSIONING BOARD WORKING ARRANGEMENTS

In pursuance of the terms of reference, the Integrated Commissioning Board shall:

1. Assure the HWBB on the delivery of commissioning for outcomes identified in the Joint Strategic Needs Assessment (JSNA) and specifically those identified as priority outcomes.

2. Oversee the development and establishment of integrated commissioning arrangements in the Borough, ensuring that the requirements of both HMRCCG and RBC are met, that they are based on best practice, and strategic alignment to the intent of the Greater Manchester Devolution Agreement, and specifically the Greater Manchester Health and Social Care Partnership, is maintained.

3. Govern the arrangements for integrated commissioning providing assurance to HMRCCG and RBC that their statutory responsibilities are being met, their strategic objectives are being addressed and that their combined resources are being used to best effect.

4. Govern the arrangements with strong clinical assurance and democratic accountability.

5. Be accountable for the achievement of the agreed commissioning strategies and plans on behalf of HMRCCG and RBC.

6. Ensure that the integrated commissioning strategies describe how the outcomes and objectives set out in the section 75 Agreements and aligned budget arrangements and the high-level strategic goals and outcomes of HMR CCG and RBC are to be achieved.

7. Be accountable for the commissioning of a Local Care Organisation (LCO) and for the assurance of the effectiveness of the LCO to meet the health, care and wellbeing outcomes for Rochdale.
8. Commit the resources within the pooled fund to achieve the objectives of the integrated commissioning strategies, within the level of delegated resources assigned to it.

9. Be responsible for developing a joint financial plan to underpin the overall commissioning strategy and providing direction in relation to investments and savings to be made by both partners.

10. Undertake an annual work-plan within the agreed budget to implement the integrated commissioning strategies. The work-plan will include the priorities for each operational commissioning programme for that year.

11. Set the standards for, and to monitor and review the outcomes and performance of commissioned services in line with the integrated commissioning strategy and work-plan, identifying areas for improvement and areas of good practice, taking action where outcomes and performance fall short of requirements.

12. Ensure the engagement of stakeholder groups, including users, patients and carers, providers and community organisations, in the commissioning cycle including where appropriate the co-design of commissioned services, the formulation of the integrated commissioning strategy and the annual work-plan.

13. Hold the Integrated Commissioning Directorate and the individual commissioning teams of the Partners to account for the performance and delivery of commissioning programmes as required by the agreed commissioning plan/strategy, the annual work-plan, and the section 75 Agreements.

14. Identify, record, mitigate and manage all risks associated with integrated commissioning, including the maintenance of a risk register which shall be included on the corporate risk registers of both HMRCCG and RBC.

15. Review regular performance and financial monitoring reports and ensure, if required, appropriate actions are taken to ensure annual delivery of expected performance targets and approved schemes within permitted budget for the financial year.

MEETINGS OF THE INTEGRATED COMMISSIONING BOARD

Formal public meetings of the Integrated Commissioning Board shall be held on a quarterly basis, with further meetings convened as required with the agreement of the Chair and Vice Chair. If the business to be considered involves confidential or exempt business, the Board can resolve to exclude the public during consideration of that business.

Members of the Board shall meet on an informal basis on further occasions to consider matters such as policy and strategy development, operational issues arising etc in order to formulate recommendations, where appropriate, for formal consideration and determination by the Board.
1. Membership

The voting membership of the Integrated Commissioning Board shall comprise an Independent Chair and membership drawn from the HMRCCG and RBC.

Independent Chair

An Independent Chair of the Board shall be appointed by the partners. The Independent Chair shall vote only to determine a matter in the event of an equality of votes.

A Vice Chair of the Board shall be appointed on a rotating annual basis between a HMRCCG member and an RBC member to chair meetings of the Board in the absence of the Chair. The Vice-Chair shall not have a second or casting vote.

The Partners have determined their voting memberships of the Board as follows –

HMRCCG

- One GP member
- Clinical Chair
- Chief Accountable Officer or nominee
- One Lay Member

RBC

- Cabinet member with responsibility for Adult Services
- Cabinet member with responsibility for Children’s Services
- Cabinet member with responsibility for Health and Wellbeing
- Cabinet member with responsibility for Finance

A nominated substitute is permitted to attend and vote in the absence of a Board member provided that notification of the substitution arrangement is given to RBC Governance Services by noon on the working day prior to the meeting and the nominated substitute is eligible to serve.

The voting membership shall be supported by the following attending Advisors –

- The Joint Director for Integrated Commissioning

HMRCCG

- Chief Finance Officer
- Director with responsibility for Primary Care, Quality and Support Services and Exec Nurses
- Chair of the Clinical and Professional Advisory Board
- One GP
• One Lay Member

RBC
• Chief Executive
• Director of Adult Care
• Director of Children’s Services
• Director of Public Health and Wellbeing
• Chief Finance Officer
• Monitoring Officer

• Any further persons, including further Officers of HMRCCG and RBC, as the Board consider appropriate

2. Quorum

The quorum shall be three voting members from each partner organisation.

3. Voting

The Board shall seek to determine matters by consensus. If there is no dissent, decisions will be taken by the affirmation of the meeting.

If consensus cannot be achieved and in the event of a vote, each voting member from the partner organisations shall have one vote and a decision reached by simple majority. In the event of an equality of votes, the Independent Chair shall exercise a casting vote.

4. Conduct and Declarations of Interest

Members of the Integrated Commissioning Board shall comply with the requirements of the Codes and Protocols of their respective organisations.

With regard to the business being conducted at meetings of the Board, Members of Rochdale Council shall have regard to the Council’s Code of Conduct for Councillors and Voting Co-opted Members at Part 5A to the RBC Constitution and shall declare such interests are required under that Code and shall, where required, withdraw from the meeting.

With regard to the business being conducted at meetings of the Board, Members of HMRCCG shall have regard to Part 8 “Standards of Business Conduct and Managing Conflicts of Interest” of the HMR CCG Constitution and shall declare such interests as are required under that Part and shall, where required, withdraw from the meeting.

An up to date register of members’ interest will be retained. Members will be expected to declare any conflicts of interest at all meetings and the Chair will determine how any conflict will be handled in line with CCG policy and guidelines.

With regard to the business being conducted at meetings of the Board, the Independent chair shall comply with the Constitutional requirements of both RBC and HMRCCG and
shall declare such interests as are required of either or both partner’s process and shall, where required, withdraw from the meeting.

5. **Meetings Procedure Rules**

Formal meetings shall be convened and conducted in accordance with the provisions of the Procedure Rules at Part 4 of the RBC Constitution, particularly the Procedure Rules that provide the statutory basis for the conduct of meetings and business, and with the Standing Orders at Appendix C to the HMRCCG Constitution.

Where the statutory or procedural requirements for the conduct of meetings differ between partners, the particular option that addresses the statutory or procedural requirements of each partner, or which accords greater public access, shall apply.

The following provisions shall apply to the formal meetings of the Integrated Commissioning Board:

- Agenda and reports will be published and made available at least five clear working days prior to the day of a meeting.
- Papers and meetings will be open to the public except in circumstances where confidential and/or exempt matters are likely to be considered.
- Confidential information means information provided by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.
- Exempt information means
  - (i) Information relating to any individual
  - (ii) Information which is likely to reveal the identity of an individual
  - (iii) Information relating to the financial or business affairs of any particular person (including the authority holding that information)
  - (iv) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under, the authority
  - (v) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
  - (vi) Information which, if disclosed to the public, would reveal that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
  - (vii) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In all cases, before the public is excluded the meeting must be satisfied that, in all circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- 28 days public notice of when Key Decisions, as defined at Part 4B of the RBC Constitution, are to be taken shall be given. In the event of less than 28 days
notice being provided, the General Exception or Special Urgency provisions of Part 4B of the RBC Constitution shall apply.

- 28 days public notice of the proposed consideration of business in private shall be given. In the event of less than 28 days notice being provided provisions to permit consideration on grounds of urgency as provided for in Part 4B of the Council's constitution shall apply.
- The Integrated Commissioning Board shall be subject to the Council's overview and scrutiny arrangements, including the eligibility of decisions for call-in and review, and the requirement to attend overview and scrutiny meetings.

6. Support

The Integrated Commissioning Board shall establish such operational sub-groups as it considers necessary to ensure the delivery of commissioning outcomes. Such sub-groups shall be kept under review to ensure their relevance going forward.

7. Review of Arrangements

The Integrated Commissioning Board shall review operational arrangements in March each year and, where necessary, make recommendations for amendments to the parent organisations.
Plans for Integrated Commissioning, Locality Plan and Greater Manchester Transformation Fund 2017/18
Proposed future new governance for Health and Care

- Cabinet
- Health Overview and Scrutiny Committee
- Health and Wellbeing Board
- ICB
- LCO Board
- Professional and Clinical Advisory Board
- CCG
Proposed Health and Care System for Rochdale

- **Review/Challenge/Scrutinise health and care decision making**
- **Health Overview and Scrutiny**
- **Professional & Clinical Advisory Board**
- **Health and Wellbeing Board**
- **Cabinet**
- **ICB**
- **ICD**
- **LCO**
- **CCG**
- **JSNA**
  - Key priorities for Outcomes to improve Population Health
- **Governance of joint commissioning Health and Care for Rochdale BC**
- **Integrated/Joint Commissioning Directorate**
  - Determines outcomes framework and commissioning for outcomes
  - Identifies resources to deliver outcomes
  - Identifies performance to deliver outcomes
  - National and GM member
  - Represents at National and GM
- **Locality Care Organisation**
  - Formal partnership for the health and care delivery for the Rochdale Borough Population

**Rochdale Borough Council**
Place Based Commissioning

Health and Wellbeing Board

- Cabinet
- CCG

ICB

- Professional and Clinical Advisory Board
- ICD
  - Outcomes Commissioning
    - Start Well
    - Live Well
    - Age Well
- LCO
  - Tactical Commissioning

Page 43
Executive Summary

1. This report presents information on the Secondary School Place Planning in the Rochdale Township for 2018 to 2027 for Secondary Year 7 places to Cabinet.

Recommendation

2. To approve proposals to meet the additional demand for Year 7 places in 2018 at Matthew Moss Secondary School in Rochdale Township.

Reason for Recommendation

3. Rochdale Local Authority has a statutory duty to ensure there are enough school places for children in its area who want them; to make arrangements for parents to apply for school places and to ensure every parent in the borough receives the offer of a school place. The Council exercises this duty by planning for enough school places.

Key Points for Consideration

4. Secondary provision has been hugely expanded over the last few years with an extra 250 places having already been provided or currently being built. Building work has provided extra places at Holy Family, Cardinal Langley and Hollingworth Secondary since September 2016. Extra places will be in place for September 2017 at Kingsway Park and Falinge Park. Middleton Technology School has a major restructure in 2013/14 to accommodate an extra 60 children per year group. The plans currently in place at Matthew Moss Secondary currently add 30 extra places in year 7 (150 in total) for September 2018.

4.1 The following table gives a summary of year 7 places needed from September 2018 up to 2027/28 and includes the extra 30 places at Matthew Moss that have already been consulted upon and agreed in the Cabinet meeting on the
In October 2016 cabinet was asked to approve proposals to meet the additional demand for Year 7 places with a permanent expansion of Matthew Moss from a PAN 210-240 from 2018 with an extra 30 places. This was subsequently found to be in error and a correction was reported to update this as an increase of PAN from 180 to 210.

This report asks cabinet to approve an additional permanent expansion of Matthew Moss Secondary School from 210 to 240 with an extra 30 year 7 places (150 places in total) on top of the extra places already agreed. Matthew Moss Secondary would then grow from 180 to 240 to meet the deficit in places currently forecast in September 2018. This would increase Matthew Moss by 60 year 7 places and 300 total places. This would meet the additional need identified in the table above and create extra spaces that will be needed from 2018 onwards.

Building work at the school has not been started and with councils approval current plans will be modified for the extra capacity.

**Alternatives Considered**

If extra capacity cannot be added at Matthew Moss Secondary and with every other Secondary school in the borough due to be full to capacity, either temporary classroom accommodation would need to be put in place or the authority would need to offer places out of borough.
Costs and Budget Summary

5. The costs associated with co-ordinating admission arrangements are met from the Dedicated Schools Grant.

5.1 The costs for refurbishment or new build accommodation at schools which are providing additional pupil places is funded by the EFA annual allocations of Basic Need capital budget.

5.2 Where applicable, schools offering additional pupil places to meet the LA’s statutory need, may also be eligible for revenue funding from the Council’s Growth Fund, which is approved by Schools Forum.

Risk and Policy Implications

6. The application of pupil place planning arrangements contributes to the Council Business Plan in ensuring an effective allocation process for school place planning. Failure by the council to comply with its statutory duty to ensure sufficient school places for children who live in the borough could result in a risk of judicial review of the council’s exercise of its policy in relation to the provision of school places.

6.1 There are no other known HR or Legal implications from this particular report. The Financial implications are dealt with in section 5 of this report.

Consultation

7. Feedback of the original consultation on the Matthew Moss expansion are contained in the 31st October Cabinet Report in section 7.3, with details in Appendix 1 of the report. Governors and the Headteacher at Matthew Moss Secondary have agreed to the extra capacity being built for 2018. In April 2017 a meeting of the Secondary Place Planning working group was presented with forecast data for 2018 onwards, and the issue of Secondary place demand also taken to the Pioneer Trust meeting. The primary concern for both these two forums was the significant lack of places forecasted for 2024.

Background Papers | Place of Inspection
--- | ---
8. There are no background papers | N/A

For Further Information Contact: Fay Davies
Fay.davies@rochdale.gov.uk
Tel: 01706 925846
Executive Summary

1. This report proposes amendments to the current Non Domestic Rates Discretionary Relief Policy in relation to discretionary business rates discounts outlined by government in the Spring Budget 2017.

Recommendation

2.1 Cabinet are asked to approve the policy amendments set out in this report and Appendix A in relation to:
   2.1.1 supporting small business relief.
   2.1.2 support for pubs scheme.
   2.1.3 the local discretionary support scheme for those businesses facing hardship as a result of increases in bills due to the revaluation as detailed at 4.5 of the report.
   2.1.4 the Chief Finance Officer, in consultation with the Cabinet Member for Corporate & Resources be delegated to vary the Scheme award criteria as necessary to ensure that take up is maximised.
   2.1.5 the Chief Finance Officer, in consultation with the Cabinet Member for Corporate & Resources be delegated to utilise any remaining balances set aside for these purposes to award a discretionary grant on a case by case basis where excessive increases in the business rates bill due to the revaluation 2017 has resulted in hardship for a local business.

Reason for Recommendation

3.1 The Spring Budget announced by the Chancellor on the 8th March 2017 outlined proposals to support those businesses that faced the highest increases in their business rates bills as a result of the revaluation. The Government has undertaken consultation on the proposals and has now announced guidance for local authorities to implement support through existing discretionary relief powers to reduce bills to local businesses.
4.1. From 1st April 2017 business properties have been revalued based on rental values at 1st April 2015. The change in rateable values has affected the amount of business rates that businesses have to pay. In Rochdale around half of businesses have seen either no change or a fall in the amount that they have to pay. However, some businesses have seen significant increases in their business rates bills.

4.2. To support those businesses affected with high increases the Government announced a number of different schemes in the Spring Budget 2017 which are outlined below.

4.3. **Supporting small business relief**

4.3.1 This relief will provide targeted support to those businesses who have lost their small business rate relief as a result of the revaluation changes. Those small businesses facing large increases will be supported to ensure that the increase per year in the business rates bill is limited to the greater of:

- a cash value of £50 per month – (£600 per year);
- the matching cap on increase for small properties in the transitional relief scheme.

Based on the latest information approximately 6 properties in Rochdale will benefit from this relief.

4.4 **Support for Pubs scheme**

This relief will provide £1,000 discount for properties with a rateable value under £100,000 in 2017/18. The eligibility criteria for the Pubs Scheme is detailed in the Discretionary Rate Relief Policy (Appendix 1).

4.5 **Discretionary Relief Scheme**

4.5.1 This Scheme is designed to allow local authorities to provide support to those small businesses that have faced the steepest increases in their business rates bills as a result of the 2017 revaluation of business rates. Details of the Scheme are provided in the Policy at Appendix 1. The main principles to qualify for the relief are:

- the rateable property has a 2017 rateable value less than £200,000;
- the 2017 rateable value has increased by more than 12.5%;
- the rateable property must have been on the Valuation Office Agency rating list on 1 April 2016 and 1 April 2017;
- the ratepayer must have been in continual occupation before 1 April 2017; and
- after all other reliefs have been applied, the increase in the billing amount is more than 5% of 2016/17.

4.5.2 The following are not eligible for relief under this scheme:

- businesses who will benefit from the Supporting Small Businesses relief scheme;
- businesses whose increase in the amount they are paying in 2017/18 compared to 2016/17 is less than £50 per month (£600 per annum), to mirror the maximum protection for small businesses in the Supporting Small Businesses relief scheme;
- pubs who will benefit from the Support for Pubs relief scheme;
- if the ratepayer does not have employees based in the hereditament on which relief is being sought;
- ratepayers operating an intermittent business rate mitigation/avoidance scheme;
- ratepayers with an outstanding rateable value appeal with the Valuation Office Agency (as the Council will be unable to determine the financial impact on the
business until the appeal is concluded);

- national companies, national charities and public bodies;
- property owners and/or occupiers with more than one property in the Borough will only be able to get this relief on one property; and
- hereditaments wholly or mainly being used as betting shops, payday loan shops, pawnbrokers or shisha bars.

4.5.3 Eligible businesses will receive a fixed relief award of £1,000 in 2017/18 and £500 in 2018/19. Future year relief awards will be subject to determination.

4.5.4 It is estimated that the scheme will provide support to approximately 220 small/medium businesses that are facing an increase in the amount they have to pay.

4.6. **Alternatives Considered**

The changes to the Policy have been determined by Government. No alternatives have therefore been considered for the amendments in relation to small business transitional rates relief and support for local pubs. Alternatives for the operation of the local discretionary business rates relief scheme are outlined in the main report.

### Costs and Budget Summary

5.1 The costs of the discounts are to be funded by way of a section 31 grant from Central Government for the supporting small business relief and support for local pubs.

The local discretionary business rates relief scheme is a capped cash allocation of:

<table>
<thead>
<tr>
<th>Year</th>
<th>Allocation £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/18</td>
<td>259</td>
</tr>
<tr>
<td>2018/19</td>
<td>126</td>
</tr>
<tr>
<td>2019/20</td>
<td>52</td>
</tr>
<tr>
<td>2020/21</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>444</strong></td>
</tr>
</tbody>
</table>

5.3 The allocation is based on 100% of the award as Rochdale Council is part of the Greater Manchester Business Rates 100% retention pilot for 2017/18. The allocation therefore includes 1% which is payable to GM Fire & Rescue Authority.

5.4 Guidance is currently outstanding to determine whether the amounts can be “flexed” over more than one financial year.

### Risk and Policy Implications

6.1 **Legal Implications**

Section 69 of the Localism Act 2011 amended Section 47 of the Local Government Finance Act 1988 to allow authorities to grant a discount on local business rates to any local ratepayer within the limits of primary legislation and European rules on state aid. The Council has statutory power to award discretionary rate relief under Section 44a, Section 47 (as amended) and Section 49 of the Local Government

6.2. Equalities Impact

The equality impact assessment is provided at Appendix 2.

### Consultation

| 7.1 | The Government undertook consultation directly with businesses and public bodies on the amendments to the business rates reliefs set out in the Spring Budget 2017 between the 9th March 2017 and the 7th April 2017. The guidance subsequently issued reflected the feedback from this consultation. |
| 7.2 | Corporate Overview and Scrutiny Committee on 18th July 2017 will review the recommendations and revised Policy for 2017/18 and provide feedback to Cabinet on the 25th July as part of the decision making for the amendments to the Policy. |

<table>
<thead>
<tr>
<th>Background Papers</th>
<th>Place of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Discretionary business rate relief files</td>
<td>Revenues &amp; Benefits , N1 Riverside</td>
</tr>
</tbody>
</table>

**For Further Information Contact:** Victoria Bradshaw , Tel: 01706 925409, Victoria.Bradshaw@Rochdale.Gov.UK
Discretionary Rate Relief Policy
Document Control

Document Title: Non-Domestic Rates

Relief Policy: document incorporating areas of local discretion

July 2017

Summary

<table>
<thead>
<tr>
<th>Publication Date</th>
<th>Related Legislation / Applicable Section of Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Policies, Strategies, Guideline Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Replaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Joint Policy (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Partner(s) if joint</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy Owner (Name/Position)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy Author (Name/Position)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Review of Policy

<table>
<thead>
<tr>
<th>Last Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review undertaken by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Document Approvals

This document requires the following approvals.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date of Issue</th>
<th>Version Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 52
1. **Introduction**

The Council recognises the importance of supporting local businesses and organisations to promote the provision of local facilities, economic growth, employment and investment to improve prosperity across the Borough and in particular support the most disadvantaged communities.

Councils have the power to grant discretionary rate relief to organisations that meet certain criteria. Public funds are not however unlimited, a proportion of the costs of relief granted is borne by council tax payers. In making decisions the Council must be confident that money invested in this way will be repaid in economic and/or community benefit.

The powers for granting discretionary rate relief by Councils is provided in Section 44a, Section 47 and Section 49 of the Local Government Finance Act 1988 which has been amended by Section 69 of the Localism Act 2011 to incorporate wider powers to grant relief under local discretion.

This policy document outlines the areas of local discretion and the Council’s approach to the various discounts. There is also a summary provided of the reliefs which are awarded by Government under national initiatives.

2. **Mandatory Rate Relief**

The Local Government Finance Act 1988 requires the Council to grant Mandatory Rate Relief of 80% of the business rates to the following categories of business rates payers:

- Registered charities where the property is wholly or mainly used for charitable purposes
- Registered Community Amateur Sports Clubs (CASCs) for any club with the appropriate registration with HMRC.
- Rural shops – (not applicable in Rochdale Borough)

3. **Discretionary Rate Relief Scheme**

Section 47 of the Local Government Finance Act 1988 requires the Council to maintain a Discretionary Rate Relief Scheme to award up to 100% business rates relief to certain organisations which operate within locally specified criteria. These organisations being for Rochdale Borough Council:

a) A further award to registered charities up to 100%, known as discretionary “top-up” relief, where the property is wholly or mainly used for charitable purposes.

b) A further award of 20% on top of mandatory relief to registered Community Amateur Sports Clubs (CASCs).

c) Other non-profit making organisations and the property is used for charitable purpose concerned with education, social welfare, science, literature or the fine arts; or is used wholly or mainly for recreation by a not-for-profit club or society.
In determining applications the Council may
- Grant relief up to a maximum of 100% of the business rates due;
- Grant relief for a sum less than 100% of the business rates due; or
- Refuse any application for additional relief.

Detailed below are the criteria applied.

3.1 Charities

Mandatory rate relief of 80% is granted to charities in the following circumstances:

- The ratepayer of a property is a charity or the trustees of a charity, and
- the property is wholly or mainly used for charitable purposes

The Council will consider applications for a discretionary rate relief top up from charities based on their own merits, on a case by case basis.

In determining the application the following matters will be taken in to consideration:

- ‘Top-Up’ relief of 20% is only awarded to local charities who can clearly demonstrate financial hardship.
- Unless a special case for hardship can be proved, ‘Top-Up’ relief to national charities including charity shops or other premises should not be granted.
- Local charity to be defined as set up with the sole purpose of assisting local residents of Rochdale Borough Council and whose main office is situated within the Rochdale Borough.
- Academy, Free, Grant Maintained, Faith and Trust Status schools are classified as charities and therefore receive 80% mandatory relief. Top-up relief for schools and educational establishments who receive central or local government support should not be granted unless a special case for hardship can be proved.

3.2 Registered Community Amateur Sports Clubs and other Non Profit Making Sports & Leisure Clubs

Community Amateur Sports Clubs (CASC’s) receive 80% Mandatory Relief for any club with the appropriate registration with HM Revenues and Customs. To qualify as a CASC the club must be set up with a formal constitution (for example its rules or memorandum and articles of association). The club’s written constitution must require the club to meet certain conditions, and the club must also be able to show that it actually meets these conditions in practice. The conditions are that:

- the club must be open to the whole community
- the club’s main purpose must be to provide facilities for eligible sports, and to encourage people to take part in them
- the club must be organised on an amateur basis
The club must also be able to show that:
  • it is set up and provides its facilities in an eligible area
  • it is managed by fit and proper persons

CASCs which qualify for the mandatory business rates relief can also apply to the Council for a top up discretionary rate relief up to a maximum of 20%. Other non-profit making sports and leisure clubs who do not qualify for mandatory relief can apply for discretionary relief.

The Council will consider applications for a discretionary rate relief top up from CASCs and discretionary relief for non-profit making sports and leisure clubs based on their own merits, on a case by case basis.

The Council will consider applications that can demonstrate;

- The contribution that the organisation makes to the Rochdale Borough
- Membership: fees should not be considered to be excessive, should be open to everybody, and 75% of members must be Rochdale Borough residents
- Every effort should be made by the organisation to encourage open membership, from groups such as young people, disabled persons, ethnic minorities, armed and ex armed forces personnel and unemployed people: In particular;
  • membership should consist of at least 25% of people from such groups
  • the facilities should be made available to local communities other than members
  • differential fee structures to encourage such groups to apply
- Schemes of education or training for such groups must exist
- For other non-profit making sports and leisure clubs the level of discretionary award may depend on bar takings as well as the membership requirements above.

The Council will take into account whether the building is accessible to disabled people or if reasonable attempts are being made to make it accessible.

3.3. Non Profit Making Organisations (other than charities, CASC’s, or other sports and leisure clubs) and Community Interest Companies (CIC)

Non Profit Making Organisations who are not classed as registered charities or CASC’s, can apply for Discretionary Rate Relief which can be paid at any rate up to 100%. Such organisations would include; philanthropic, religious, concerned with education or social welfare, science, literature, fine arts, or wholly or mainly for recreation by a not-for-profit club or society.

Community Interest Companies (registered with the Office of the Regulator of Community Interest Companies) can apply for Discretionary Rate Relief which can be paid at any rate up to 100%.
The Council will consider applications for discretionary rate relief from organisations based on their own merits, on a case by case basis.

The Council will consider applications from organisations that can demonstrate;

- The activities of the organisation must support at least one of the Council’s priorities.
- The organisation must promote its services for the benefit of Rochdale Borough residents.
- Membership of the organisation must be open to all members of the community, regardless of ability, subject to the physical capacity of the premises.
- Membership rates should not be considered to be excessive so as to exclude the general community. Comparisons will be made with similar organisations to ensure a level of consistency.
- Organisations must actively encourage membership from groups such as young people, older age groups, persons with a disability, ethnic minorities, armed and ex-armed forces personnel and unemployed people. This should be demonstrated by either;
  a) differential fee structures for such groups; or
  b) provision of schemes of training or education for such groups; or
  c) a membership which consists of at least 25% of people from such groups.
- The facilities of the organisation should, where practical, be made available to people, bodies, or groups other than members, e.g. from schools, casual public sessions, etc., subject to licensing requirements.
- The organisation must be affiliated to a local or national organisation where one exists.
- At least 75% of the membership must be made up of Rochdale Borough residents
- The organisation must provide a copy of their constitution and a copy of the last 2 years audited annual accounts where available.

3.4. **Period of Award**

The period of the award will normally be for the financial year that the application was made and will be reviewed on an annual basis thereafter.

3.5. **Changes in Liability**

The organisation must inform the Council of any change in circumstances, which might affect eligibility for relief.

4. **Part Occupied Relief**

The Council has discretion under Section 44a of the Local Government Finance Act 1988 to allow relief to be provided to a business that is partially
occupying a property for a short period of time (no more than 6 months), typically as part of a phased move in or phased move out.

The amount of relief that can be granted will be determined by the Valuation Office Agency, who will assign a rateable value to the unoccupied element of the property.

Relief will not be granted if an application is received after the property has become fully occupied or fully empty.

5. Hardship Relief

The Council has discretion under Section 49 of the Local Government Finance Act 1988, to give up to 100% relief in exceptional circumstances where hardship is being experienced. However, awarding relief can only be considered on condition that it would be reasonable to do so having regards to the interests of council tax payers in general.

Hardship may be financial or due to extraordinary external factors causing the failure of a business or preventing it from being re-let or reoccupied, but relief cannot be awarded purely because a business is failing. The main consideration is of the effect a loss of a business will have on local council tax payers, e.g. the loss of a major employer or the only provider of an essential service in an area.

As there is no statutory definition of hardship, the Council decides each case on its own merits. When deciding whether to award hardship relief, as well as being confident that the organisation is experiencing hardship, the principle consideration will be that any relief is in the best interests of the council taxpayers, as the Council must bear the cost of any relief granted.

The period for the award to be determined on a case by case basis.

6. Local Business Rate Discount – Government funded temporary reliefs

In the Chancellor’s Budget Statements of 2016 and 2017 the Government has determined that local authorities can use their discretionary powers under Section 47 of the Local Government Finance Act 1988 to provide reliefs to support national initiatives. The reliefs granted will be reimbursed in full by Government by way of specific grants to local authorities.

6.1. Local Newspapers

£1,500 discount for office space occupied by local newspapers, up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits, for 2 years from 1 April 2017.
6.2 Support for Pubs

£1,000 discount for pubs that have a rateable value of below £100,000. To be eligible, the pub must be open to the general public. Further details and the full eligibility criteria are available in Appendix 1. The discount is available for 1 year from 1 April 2017.

6.3 Supporting Small Businesses

This is a scheme for ratepayers who are losing some or all of their small business rate relief as a result of a large rateable value increase following the 2017 revaluation. The scheme is available for 5 years from 1 April 2017.

The Supporting Small Businesses relief will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:

a) a percentage increase p.a. of 5%, 7.5%, 10%, 15% and 15% in the financial years 2017/18 to 2021/22, all plus inflation. Unlike the transitional relief scheme, for the first year of the scheme the percentage increase is taken against the bill for 31 March 2017 after small business rate relief, or

b) a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief are brought into paying something.

In the first year of the scheme (2017/18), this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter. This means that ratepayers who are currently paying nothing under small business rate relief and are losing all of their entitlement to relief (i.e. moving from £6,000 rateable value or less to more than £15,000) would under this scheme be paying £3,000 in year 5.

6.4 Discretionary Relief Scheme

The Government has established a £300m discretionary fund over 4 years from 2017/18 to support businesses who have experienced a large increase in their rateable value following the 2017 revaluation and were most affected by the change. The £300m will cover 4 years from April 2017, as follows:

<table>
<thead>
<tr>
<th>National Allocation (£300m)</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>£175m</td>
<td>£85m</td>
<td>£35m</td>
<td>£5m</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rochdale Allocation (£444k)</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>£259k</td>
<td>£126k</td>
<td>£52k</td>
<td>£7k</td>
<td></td>
</tr>
</tbody>
</table>
Government based its local allocations on the following:

a) the rateable property has a rateable value for 2017/18 that is less than £200,000, and
b) the increase in the rateable property’s 2017/18 bill is more than 12.5% compared to its 2016/17 bill (before reliefs).

To qualify for relief, the following conditions must all apply:

- the rateable property has a 2017 rateable value less than £200,000;
- the 2017 rateable value has increased by more than 12.5%;
- the rateable property must have been on the Valuation Office Agency rating list on 1 April 2016 and 1 April 2017;
- the ratepayer must have been in continual occupation before 1 April 2017; and
- after all other reliefs have been applied, the increase in the billing amount is more than 5% of 2016/17.

The following are not eligible for relief under this scheme:

- businesses who will benefit from the Supporting Small Businesses relief scheme;
- businesses whose increase in the amount they are paying in 2017/18 compared to 2016/17 is less than £50 per month (£600 per annum), to mirror the maximum protection for small businesses in the Supporting Small Businesses relief scheme;
- pubs who will benefit from the Support for Pubs relief scheme;
- if the ratepayer does not have employees based in the hereditament on which relief is being sought;
- ratepayers operating an intermittent business rate mitigation/avoidance scheme;
- ratepayers with an outstanding rateable value appeal with the Valuation Office Agency (as the Council will be unable to determine the financial impact on the business until the appeal is concluded);
- national companies, national charities and public bodies;
- property owners and/or occupiers with more than one property in the Borough, will only be able get this relief on one property; and
- hereditaments wholly or mainly being used as betting shops, payday loan shops, pawnbrokers or shisha bars.

Eligible businesses will receive a fixed relief award of £1,000 in 2017/18 and £500 in 2018/19. Future year relief awards will be subject to determination.
7. Local Business Rate Discount – Council determined schemes

7.1. On 15 December 2014 the Council’s Cabinet decided to introduce a local discount scheme with the aim of bringing back into use empty properties in Rochdale Town Centre to support and sustain the vitality and diversity of Yorkshire Street, the western end of Baillie Street, The Walk and South Parade. Under the scheme the 23 properties identified would receive a Local Business Rates Discount on the remaining liability (after the award of any Government reliefs) of 80% in 2015/16 and 50% in 2016/17. At the end of the 2 year period the discount will stop. Determination and award of any discount will be in accordance with the eligibility criteria determined by the Council’s Cabinet.

7.2. In March 2016, the Chief Executive used delegated powers to revise the Rochdale Town Centre scheme and create discount schemes for Heywood and Middleton Town Centres.

7.3. Rochdale Town Centre:
- Existing scheme is to be extended for a third year. Discount to be 80% in year 1, 50% in year 2 and 30% in year 3.
- The 3 year period is to run from the date of occupation and not April to March each financial year.

7.4. Heywood Town Centre
- To support and sustain the vitality and diversity of the town centre area including Market Street, Market Place, Bridge Street and York Street within the defined town centre boundary (excluding units within the shopping centre).
- Discount on the remaining liability (after the award of any Government reliefs) to be 80% in year 1, 50% in year 2 and 30% in year 3.
- The 3 year period is to run from the date of occupation and not April to March each financial year.

7.5. Middleton Town Centre
- To support and sustain the vitality and diversity of Long Street, Wood Street, Market Place and Middleton Gardens within the defined town centre boundary (excluding units within the shopping centre).
- Discount on the remaining liability (after the award of any Government reliefs) to be 80% in year 1, 50% in year 2 and 30% in year 3.
- The 3 year period is to run from the date of occupation and not April to March each financial year.

7.6. On 12 February 2015 the Council’s Cabinet decided to give delegated powers to the Chief Executive, in consultation with the Leader of the Council, to grant a local business rate discount in appropriate cases. Any decision will consider the interest of the council tax payers in relation to any cost and benefit to the Council and the decision will support the strategic objectives of the Council. Particular consideration will be given to how the granting of relief can support the creation and/or safeguarding of jobs in the borough.
8. **Application and Appeals Process**

All applications for discretionary non domestic rate relief should be made in writing, where possible using the Council’s application forms. It is the responsibility of the organisation applying for relief to provide sufficient information and documentary evidence to support applications.

If an applicant is dissatisfied with the outcome of their application they can ask for a review of that decision by the Director of Resources.

9. **European Union State Aid**

State Aid law is the means by which the European Union (EU) regulates state funded support to businesses. Financial support from public bodies to businesses could have the potential to be anti-competitive and affect trade between member states of the EU.

EU State Aid rules generally prohibit government subsidies to businesses. Providing discretionary rate relief to ratepayers can in some cases be deemed to be State Aid.

There is, however, a general exception to the state aid rule where the aid is below a “de minimis” level. The De Minimis Regulations allow an undertaking to currently receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years). The De Minimis Regulation and limit is subject to update and changes in legislation.

To administer De Minimis it is necessary for the Council to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. The Council will ensure compliance with the legal requirements and any permitted exemptions. Each case will be considered based on the organisation’s individual circumstances in full consideration of the EU State Aid rules.

Business ratepayers who apply for or receive any discretionary rate relief (Section 44a, Section 47 or Section 49) will be required to make a declaration if they have or are receiving EU State Aid. This is particularly likely to affect large retail chains where the cumulative discretionary rate relief may cause them to exceed the €200,000 de minimus limit. A sample letter and declaration form is provided at Appendix 2.

10. **Policy Review**

This policy will be reviewed periodically, taking into account Council policies and priorities and any changes in Government legislation and proposals.

11. **Other National Business Rate Reliefs**
11.1. **Small Business Rates Relief (SBRR)**

This relief is intended to help small businesses, as defined by the size of the rateable value (RV) of the property occupied. A business is eligible if only one property is occupied and the rateable value is below £18,000.

Eligible businesses will receive relief at 100% on properties up to £12,000 RV and a tapered level of relief from 100% to 0% for properties from £12,001 RV up to 18,000 RV.

However, if a property is occupied with a RV of £18,001 but below £51,001, another form of SBRR is payable, which entitles the occupier to have their bill calculated using the small business multiplier, and this is regardless of the number of properties occupied.

11.2. **Empty Property Rate Relief (EPRR)**

There is an exemption from paying business rates on empty commercial or retail property for three months after the property becomes vacant.

However, there are exceptions to this;

- Industrial premises, such as warehouses, are exempt for a further three months, making six months in total
- Listed buildings are exempt until they become occupied again
- Buildings with a RV under £2,600 are exempt until they become occupied again
- Properties owned by charities are exempt if the property's next use is likely to be wholly or mainly for charitable purposes
- Community amateur sports club buildings are exempt if their next use is likely to be wholly or mainly for a sports club

After the exemption period ends, liability for the full business rate bill recommences and another period of empty rate exemption cannot be granted unless the property has been occupied for at least six weeks.

11.3. **Transitional Relief (TR)**

Transitional relief is designed to reduce the impact of any significant changes in the RV of a property, either up or down, following a national revaluation of properties.

It is a complicated scheme, but basically, the arrangements help to phase in the effects of these changes by limiting the increases in bills. To help pay for the limits on increases in bills, there also has to be limits on those properties where revaluation leads to reduced bills. The increase or decrease is phased in until the correct value is reached.
Support for Pubs – Eligibility Criteria

This section describes in principle the Pubs Relief Scheme. The scheme will be available to eligible occupied properties with a rateable value of less than £100,000. The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements (see section 9 in this policy).

There is no definitive description of a traditional pub or public house in law which could be readily used to determine eligibility. The objective has been to adopt an approach that makes the design and eligibility of the scheme easy to implement by in a clear and consistent way, is widely accepted by the industry and which is consistent with the Government’s policy intention.

The Government’s policy intention is that eligible pubs should:

- be open to the general public
- allow free entry other than when occasional entertainment is provided
- allow drinking without requiring food to be consumed
- permit drinks to be purchased at a bar.

For these purposes, it should exclude:

- restaurants
- cafes
- nightclubs
- hotels
- snack bars
- guesthouses
- boarding houses
- sporting venues
- music venues
- festival sites
- theatres
- museums
- exhibition halls
- cinemas
- concert halls
- casinos

The proposed exclusions in the list above is not intended to be exhaustive and it will be for the Council to determine those cases where eligibility is unclear. The Council already has a good understanding of the licensed premises in our areas and will be able to readily form a view on eligibility in the majority of cases.
The stated intent of the Government policy is that it demonstrates the characteristics that would lead it to be classified as a pub, for example being owned and operated by a brewery. The Council may also consider other methods of classification, such as the planning system and the use classes order to help us decide whether a property is a pub or not. However, permission for a particular use class will not necessarily mean that the property meets the definition of a pub.
Dear Sir or Madam,

European Union State Aid

Discretionary rate relief awards are required to comply with the European Union law on State Aid. In this case, this involves returning the attached declaration to this authority if you have received any other De Minimis State Aid, including any other discretionary rate relief you are being granted for premises other than the one to which this letter relates, and confirming that the award of discretionary rate relief does not exceed the €200,000 an undertaking can receive under the De Minimis Regulations EC 1407/2013.

In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other De Minimis State Aid, including any other discretionary rate relief you are being granted for premises other than the one to which this letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive discretionary rate relief granted in relation to the premises to which this letter relates, please complete the attached form and return it to the address above. You do not need to complete the De Minimus declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of discretionary rate relief received could exceed €200,000.

Under European Commission rules, you must retain this letter for 3 years and produce it on any request by the United Kingdom public authorities or the European Commission. (You may need to keep this letter longer than 3 years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on ‘De Minimis’ aid for the next three years.
**‘DE MINIMIS’ DECLARATION**

BUSINESS RATES ACCOUNT NUMBER: ________________________________

The value of the business rates retail relief to be provided to:

___________________________________________________ (name of business)

by Rochdale Borough Council is:

£_____________________ Euros €_________________ (amount of rate relief)

This award shall comply with EU law on State Aid on the basis that, including this award, shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years. The De Minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) are available at http://eur-ex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF.

Please list all previously received De Minimis aid below, including the total amount of this and any other discretionary rate relief you are being granted.

<table>
<thead>
<tr>
<th>Amount of De Minimis aid</th>
<th>Date of aid</th>
<th>Organisation providing aid</th>
<th>Nature of aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>€</td>
<td>1 April 2014 – 31 March 2015</td>
<td>Local authorities (for the Retail Relief total you do not need to specify the names of individual authorities)</td>
<td>Retail Relief</td>
</tr>
<tr>
<td>€</td>
<td>1 April 2015 – 31 March 2016</td>
<td></td>
<td>Retail Relief</td>
</tr>
</tbody>
</table>

I confirm that I am authorised to sign on behalf of:

___________________________________________________ (name of business);

and shall not exceed its De Minimis threshold by accepting this Retail Relief.

SIGNATURE: ______________________________ DATE: ________________

NAME: ______________________________

POSITION: ______________________________

ADDRESS: ______________________________
### REFUSAL OF DISCRETIONARY RATE RELIEF FORM

<table>
<thead>
<tr>
<th>Name and address of premises</th>
<th>Business rates account number</th>
<th>Amount of Relief</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I confirm that I wish to refuse discretionary rate relief in relation to the above premises.

I confirm that I am authorised to sign on behalf of:

______________________________ (name of business)

SIGNATURE: ______________________ DATE: ____________

NAME: __________________________

POSITION: ________________________

ADDRESS:

___________________________________________________________________

___________________________________________________________________
APPENDIX A
Equality Impact Assessment

What are you assessing? Please tick the appropriate box below.

<table>
<thead>
<tr>
<th>Function</th>
<th>Strategy</th>
<th>Policy</th>
<th>Project</th>
<th>Other, please specify below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>❑</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Service: Finance

Section: Revenues & Benefits

Responsible Officer:
The lead officer for the Policy and EIA is David Wilcox, Director of Resources; supported by Keith MacKenzie, Head of Revenues & Benefits.

Name of function/strategy/ policy/ project assessed:
Non Domestic Rates: Discretionary Relief Policy

Date of Assessment: 29th June 2017

Officers Involved: Keith Mackenzie, Tracey Bland and Victoria Bradshaw

1. What is the purpose of the function/strategy/policy/project assessed?
(Briefly describe the aims, objectives and purpose of the function/strategy/policy/project)

The report being assessed relates to changes to some of the reliefs/discounts available for business rates.

The powers for granting discretionary rate relief by Councils is provided in Sections 44a, 47 and 49 of the Local Government Finance Act 1988 which was amended by the Localism Act 2011 to incorporate wider powers to grant relief under local discretion. The role of local authorities in the business rate system in the past has been to administer the system prescribed by Central Government. There has been very limited flexibility within the system for local authorities to support businesses, despite the variations in economic conditions across and within local authority boundaries. The amended Section 47 of the Act allows local authorities to introduce local business rate discounts to enable local authorities to have the flexibility to
respond to local conditions.

The report recommends the introduction of

- small business transitional relief
- support for pubs.
- The local discretionary support scheme for those businesses facing hardship as a result of increases in bills due to the revaluation.

as set out in the Government’s Spring Budget 2017.

<table>
<thead>
<tr>
<th>2. Who are the key stakeholders?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Government</td>
</tr>
<tr>
<td>Rochdale Borough Council</td>
</tr>
<tr>
<td>Greater Manchester Fire &amp; Rescue Authority</td>
</tr>
<tr>
<td>Greater Manchester Business Rate Pool</td>
</tr>
<tr>
<td>Non-domestic property owners/landlords or occupiers in Rochdale Borough</td>
</tr>
<tr>
<td>Rochdale Borough Council officers</td>
</tr>
<tr>
<td>Business forums in Rochdale Borough</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. What is the scope of this equality impact assessment? That is, what is included in this assessment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope of the report relates only to non-domestic rate reliefs to be granted to businesses as determined by Government in various Autumn Statements and various meetings of Cabinet, to be delivered by local authorities under sections 44a, 47 and 49 of the Local Government Finance Act 1988.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Which needs is this function/strategy/ policy/ project designed to meet?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Council is required to have a Non-Domestic Rates Discretionary Relief Policy to award discretionary business rates relief as determined by the Government as part of the national initiatives and Cabinet as part of local initiatives to stimulate economic growth by supporting local non-profit making bodies and sports clubs, local charities, small businesses and to bring back into use specific empty properties.</td>
</tr>
<tr>
<td>These amendments determined in the Spring Budget 2017 are specifically to target local businesses who are experiencing significant increases in business rates as a result of the revaluation of business rates hereditaments from the 1st April 2017.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Has a needs analysis been undertaken?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Government has determined the criteria to be used in determining when their reliefs are to be awarded, to which business properties, to what value and length of award.</td>
</tr>
</tbody>
</table>
A needs analysis has been undertaken by Rochdale Borough Council in relation to the discretionary relief funding scheme which has highlighted that businesses with an increase above 5% between the business rates bill at the 1st April 2016 and the 1st April 2017 should be considered for a discretionary award of relief due to the impact that the revaluation is having on their businesses rates bills in 2017/18, the details of the needs analysis is provided in the report.

### 6. Who is affected by this function/strategy/ policy/ project?

Non-domestic property owners/landlords or occupiers in Rochdale Borough.

### 7. Who has been involved in the review or development of this function/strategy/ policy/ project and who has been consulted? State your consultation/involvement methodology.

The Government undertook consultation directly with businesses and public bodies on the amendments to the business rates reliefs set out in the Spring Budget 2017 between the 9th March 2017 and the 7th April 2017. The guidance subsequently issued reflected the feedback from this consultation.

Corporate Overview and Scrutiny Committee on 18th July 2017 will review the recommendations and revised Policy for 2017/18 and provide feedback to Cabinet on the 25th July as part of the decision making for the amendments to the Policy.

### 8. What data have you considered for this assessment and have any gaps in the data been identified. What action will be taken to close any data gaps?

The data provided in the report has been extracted from:

- the Authority’s Business Rates billing system,
- Sections 44a, 47 and 49 of the Local Government Finance Act 1988,
- Localism Act 2011
- Spring Budget 2017 and associated guidelines from DCLG

### 9. Are there any other documents or strategies which are linked to this assessment? If so, please include hyperlinks to these documents below, where available.

2/2017: Spring Budget – support for business - GOV.UK
4/2017: Spring Budget update - GOV.UK

### 10. What impact will this function/strategy/policy/project have on all the protected groups? This includes both positive and potentially negative impacts.

The discretionary relief provided to retail premises will be based on individual merits and the Council will refuse the award where it is considered that the business/retail property is not supporting the Council’s wider objectives or determined to be having a detrimental impact on neighbourhoods and communities. One
of the Council’s wider objectives is to ensure that it complies with the public sector duties and therefore any retail business which is contravening the Equality Act 2010 will not be granted an award. In view of this it is not anticipated that there will be any adverse impact upon the protected groups and it is anticipated that there may be positive benefits for neighbourhoods and communities.

The additional reliefs will provide financial support to a range of local businesses who have been adversely affected by the revaluation of business rates from 2017/18. This may have a positive impact upon the protected groups listed below, but this is a national change by Government and will be applied equally to all businesses that currently receive this relief.

<table>
<thead>
<tr>
<th>Race Equality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled People</td>
</tr>
<tr>
<td>Carers</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Age</td>
</tr>
<tr>
<td>Armed Forces and Ex-Armed Forces Personnel</td>
</tr>
<tr>
<td>Sexual Orientation</td>
</tr>
<tr>
<td>Gender Reassignment</td>
</tr>
<tr>
<td>Religion or Belief</td>
</tr>
<tr>
<td>Pregnant Women or Those on Maternity Leave</td>
</tr>
<tr>
<td>Marriage or Civil Partnership</td>
</tr>
</tbody>
</table>
11. What are your main conclusions from this analysis?

The Policy provides financial assistance for local businesses, allows economic growth and supports the wider community. Other benefits would include:

- Will encourage new investment and jobs
- Encourage new business start-ups/entrepreneurship
- Improved employment opportunities
- Support Rochdale town centre, particularly during the period of construction around the River reopening.

The Council has the discretion to allow business rate payers to pay their bills in 12 monthly instalments instead of the statutory 10. Prior to the 2017/18 bills being issued, a letter will be sent to all affected businesses to advise them about the charge and offer them the opportunity to pay in 12 monthly instalments to spread the burden of the increased rates.

12. What are your recommendations?

The main recommendations contained in the report are to note and approve the amended discretionary rate relief policy.

The report recommends the introduction of

- small business transitional relief
- support for pubs.
- The local discretionary support scheme for those businesses facing hardship as a result of increases in bills due to the revaluation.

as set out in the Government’s Spring Budget 2017.

13. What actions are you going to take to address the findings of this assessment? Please attach an action plan including details of designated officers responsible for completing these actions.

This policy will be reviewed periodically, taking into account Council policies and priorities and any changes in legislation.

Signed (Completing Officer): Tracey Bland Date: 3rd July 2017

Signed (Head of Service): Keith MacKenzie Date: 3rd July 2017
### Equality Impact Assessment Action Plan 2017/18

<table>
<thead>
<tr>
<th>Action</th>
<th>Outcome</th>
<th>Target Date For Completion</th>
<th>Resource Implications</th>
<th>Lead Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue letters to affected businesses raising awareness of the relief</td>
<td>This policy will be reviewed periodically, taking into account Council policies and priorities and any changes in legislation.</td>
<td>31st August 2017</td>
<td></td>
<td>Keith Mackenzie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31 December 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Finance Update Report 2017/18

Executive Summary

1.1 To inform Cabinet and the Corporate Overview and Scrutiny Committee on the Council’s financial position as at the end of May 2017.

1.2 Effective financial management is essential if the Council is to keep spending within available resources. It is vital that services make adjustments in spending to ensure that they spend in line with the approved budget.

Recommendation

2.1 Cabinet notes the 2017/18 Budget position for Capital, Revenue, Savings & the Collection Fund as at the end of May 2017.

2.2 Approval is given to the Capital Virement request detailed in 4.1.2.

2.3 Approval is given to the Allocation of Capital Receipts to the Asset Management Group scheme detailed in 4.1.3.

2.4 Approval is given to the Revenue Budget Pressure Fund requests detailed in 4.2.4.

Reason for Recommendation

3.1 Cabinet Members should be kept updated on the financial position of the authority, as effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council’s priorities. Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

This report provides an overview of the Financial Position for the Council and focuses on the position as at the end of May 2017. A further detailed report will be provided at September Cabinet.
Key Points for Consideration

4.1 Capital Budget 2017/18

The 2017/18 Current Capital Budget is £71.455m. Table 1 below shows an overview of the movements:

<table>
<thead>
<tr>
<th>Budget Changes</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Budget as per Budget Council March 2017</td>
<td>47.519</td>
<td>43.258</td>
<td>22.174</td>
</tr>
<tr>
<td>Approved Balance brought forward from prior years</td>
<td>22.011</td>
<td>1.212</td>
<td></td>
</tr>
<tr>
<td>Approved amendments to Capital Budgets</td>
<td>1.925</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPITAL BUDGET MAY 2017</td>
<td>71.455</td>
<td>44.470</td>
<td>22.174</td>
</tr>
</tbody>
</table>

4.1.1 Capital Budget Adjustments

Details of the Budget increases are listed below:

- Adult Care, £0.990m – Additional Disabled Facilities Grant received and Revenue contribution to Capital (RCCO).
- Neighbourhoods, £0.935m – External funding from S106 and capital receipts allocation.

4.1.2 Capital Scheme virement request

- £0.689m from the Renewable Energy scheme is proposed to be transferred to Number 1 Riverside Energy Efficiency scheme which will be renamed as Energy Efficiency Schemes. Both schemes are working towards the same outcome; the consolidation of budget allows cohesive working.

4.1.3 Capital Receipt Allocation

- Works are required to the rental unit in Number One Riverside to ensure the site is suitable for tenants. Works include connecting utility meters and installing a floor. Members are asked to approve allocation £0.100m from unallocated capital receipts.

4.2 Revenue Budget 2017/18

4.2.1. The budget set by Budget Council on 1st March 2017 was £196.031m. This has been increased to £201.199m as set out below:

<table>
<thead>
<tr>
<th>Approved by</th>
<th>When</th>
<th>Reason for change</th>
<th>Amount (£m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Council</td>
<td>Mar-17</td>
<td>Approved budget</td>
<td>196.031</td>
</tr>
<tr>
<td>Cabinet</td>
<td>Apr-17</td>
<td>Increase in Better Care Fund</td>
<td>5.168</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td>201.199</td>
</tr>
</tbody>
</table>
4.2.2 In the Spring Budget 2017 The Improved Better Care Fund was enhanced by introducing a new Section 31 grant paid directly to Local Authorities from the Department for Communities and Local Government. For Rochdale BC the additional funding allocated was £5,168k for 2017-18, reducing to £3,169k in 2018-19 and £1,568k in 2019-20.

4.2.3 The overall position taking account of the projections currently being forecast by services as at the end of May 2017 is an in-year saving of £0.222m.

Budget Pressures

The Budget Pressure Fund for 2017/18 is £0.197m. The following requests for funding have been made to the end of May 2017.

Neighbourhoods

Due to the re-development of the Town Centre in Rochdale a loss of income generated through parking fees has been identified by the Service. £0.058m is requested as ongoing and £0.030m is requested as one off funding from budget pressures.

One off budget pressure funding of £0.040m has been requested by the Service to fund costs associated with facilitating a planned demonstration in the borough.

If the above are approved there will be a balance of £0.069m left in the budget pressure fund for 2017/18.

4.3 Savings Update 2017/18

4.3.1 Savings of £2.136m were approved at Budget Council February 2016 for 2017/18. Savings of £3.759m were approved at Budget Council March 2017 for 2017/18.

4.3.2 The total savings target is £5.895m for 2017/18. Services have not identified any issues for their achievement.

4.4 Collection Fund

4.4.1 The forecast Collection Fund Position for 2017/18 is a surplus of £1.296m, comprising:
- £0.346m surplus relating to Business Rates;
- £0.950m surplus relating to Council Tax.

4.4.2 The Collection Fund Update table in Appendix A shows the forecast surplus position on the Collection Fund as at 31st March 2018, and the allocation of the closing surplus between precepting authorities.

4.4.3 The Council’s share of the forecast Collection Fund surplus as at 31st March 2018 is £1.167m.

4.4.4 The main areas of overall variance to the budget are:
Business Rates, £0.390m - Forecast increased Business Rates gross income, partially offset by increased empty/part occupied relief.

Council Tax, £0.950m - Forecast reduced charge relating to the bad debt provision.

4.5. Alternatives considered

4.5.1 Not reporting on financial performance puts at risk the achievement of the Council’s Medium Term Financial Plan. Effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council’s priorities. Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

Costs and Budget Summary

5. See appendix A which provides an overview of budgets for Capital, Revenue and The Collection Fund detailed in section 4.

Risk and Policy Implications

6. There are no major legal implications arising as a result of this report except to note that debts that are recoverable can be enforced by court action in accordance with the court procedure rules.

Consultation

7. All services engage with the production of the service based financial information within this report. The Leadership Team, Cabinet Member for Corporate & Resources, and opposition Portfolio holder for Finance have been informed of the 2016/17 financial position of the Council and its implications for future years. The report will be presented to the Corporate Overview and Scrutiny on the 18th of July 2017.

<table>
<thead>
<tr>
<th>Background Papers</th>
<th>Place of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Consideration papers for this report can be accessed via Stuart Smith</td>
<td>No1 Riverside Floor 2</td>
</tr>
</tbody>
</table>

For Further Information Contact: Stuart Smith, Stuart.Smith@rochdale.gov.uk Tel: 01706 924196
Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.