

Local Service Delivery Committee (Crewe)

Agenda

Date: Monday, 31st October, 2011

Time: 10.00 am

Venue: Lecture Theatre, Crewe Library, Prince Albert Street, Crewe, Cheshire CW1 2DH

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. Apologies for Absence

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

3. Minutes of Previous Meeting (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 26 September 2011.

4. Public Speaking Time/Open Session

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

For any apologies or requests for further information, or to give notice of a question to be
asked by a member of the publicContact:Diane MoulsonTel:01270 686476E-Mail:diane.moulson@cheshireeast.gov.uk

5. Local Service Delivery - Transfer and Devolution (Pages 5 - 18)

The report and Appendices provides detailed information to support the costs associated with the list of assets that could potentially form the calculation for a special expense levy for 2012/13.

The information will assist Members in making an informed decision on those existing services that they wish to see provided in the currently unparished area of Crewe (consistent with those transferring to parishes areas) and the associated budgets that related to those services.

Public Document Pack Agenda Item 3

CHESHIRE EAST COUNCIL

Minutes of a meeting of the Local Service Delivery Committee (Crewe) held on Monday, 26th September, 2011 at East Committee Room - Municipal Buildings, Earle Street, Crewe, CW1 2BJ

PRESENT

Councillors D Bebbington, P Butterill, J Hammond, S Hogben, M Parsons, B Silvester and M J Weatherill

WARD MEMBERS

Councillors I Faseyi, M Sherratt and C G Thorley

OFFICERS

C Allman	Project Manager, East
P Goodwin	Finance Lead, Places
D Moulson	Democratic Services Officer
V Quayle	Head of Policy and Performance
B Reed	Democratic and Registration Services Manager

1 APPOINTMENT OF CHAIRMAN

Two nominations for Chairman were put forward; Councillor John Hammond and Councillor Steven Hogben. Councillor Hogben declined his nomination and it was therefore -

RESOLVED: That Councillor John Hammond be appointed Chairman of the Committee.

2 APPOINTMENT OF VICE CHAIRMAN

Councillor Steven Hogben was nominated as Vice Chairman of the Committee but he declined the nomination. Councillor Derek Bebbington was then nominated for the position and it was -

RESOLVED: That Councillor Derek Bebbington be appointed Vice Chairman of the Committee.

3 DECLARATIONS OF INTEREST

Members who sat as Crewe Charter Trustees sought advice from officers as to whether their position constituted a personal interest under the Code of Conduct. Having received advice from the Democratic and Registration Services Manager, no declarations of interest were made in respect of the business on the agenda.

4 PUBLIC SPEAKING TIME/OPEN SESSION

The Council's Constitution provided for public speaking at its meetings. In accordance with Procedure Rules Nos 11 and 35, a total period of 10 minutes was allocated for members of the public to address the Committee on any matters relevant to its work.

As this was the inaugural 'scene setting' meeting of the Committee and in the absence of a Chairman, the public speaking provision had not been included on this occasion. Nevertheless, the Committee considered that the public should still be afforded the opportunity to speak and the Chairman invited members of the public, who were present at the meeting, to address the Committee.

Mrs Kay spoke briefly, seeking reassurance that the work of the Committee would be conducted in an open and transparent manner.

5 **TERMS OF REFERENCE**

The Committee was invited to consider its draft Terms of Reference.

In order to clarify the role of local Ward Members on the Committee, the Chairman stated it was his intention for Ward Members to be invited to participate in and ask questions during meetings, subsequent to the Committee Members having made their own observations but they, unlike Committee Members, would not have voting rights.

The Committee was supportive of this approach.

Appendix A set out the original recommendation made in respect of the membership of the Committee (i.e. that Ward Members representing the unparished areas of Crewe be appointed), which had been superseded by Council on 15 December 2010, when it resolved that the Committee be appointed on a political proportional basis. The current membership of 4 Conservative, 1 Labour and 2 Independents reflected this decision.

A list of the un-parished wards of Crewe was provided in the appendix to the report. A Member commented that Leighton should also have been included as a small proportion of the ward fell outside the parish boundary. Conversely, two of the wards included in the list (Crewe South and St. Barnabas) had areas which were parished and clarification of the composition of each ward was requested for the next meeting.

RESOLVED: That, subject to the wording relating to membership of the Committee being amended to reflect the political proportionality of the Council and the inclusion of Leighton in the wards affected, the Terms of Reference for the Local Service Delivery Committee (Crewe) be recommended to Council for approval.

(Note: The Democratic and Registration Services Manager left the meeting at this point in the proceedings. Councillor Martin arrived during consideration of the item but took no part in the discussion nor voted thereon.)

6 LOCAL SERVICE DELIVERY - TRANSFER AND DEVOLUTION

Local Service Delivery Committees had been established by the Council for the areas of Crewe and Macclesfield to ensure that the provision of services was fair and consistent across the borough. So that each area had the same opportunities and choices as other parished areas regarding the provision of services (consistent with those transferring to parished areas), the Committee, as part of its work, would be invited to consider issues relating to a potential Special Expenses Levy (SEL) which may be imposed on the residents of the area to deliver such services.

In introducing the report, the Head of Policy and Performance explained that the purpose of the paper was to ensure that Members were aware of the current service provision in Crewe by highlighting areas for consideration, thus enabling Members to challenge the arrangements, where appropriate. Members were also asked to identify what additional information they required to consider the matters before them.

Running in parallel with the work of the Committee; a second Community Governance Review was being conducted to consider options for how Crewe should be governed in the future. Despite a difference of opinion amongst Members as to the merits of the review, the Committee accepted that the outcome would impact on its work moving forward.

During the debate, the following points were raised/noted:

- It was important to avoid duplication with activities being provided by the Crewe Charter Trustees
- The list of current services under consideration could be added to or removed as appropriate by the Committee or Cabinet
- Any public consultation exercise over and above the Council's Business Planning Process would be dependent on the recommendations of the Committee
- The Special Expenses Levy (SEL) quoted in the report was indicative at this stage and would be clarified as budgets were finalised
- The differential between the SEL indicated for Macclesfield and that for Crewe required further explanation

The Committee also asked for additional information to be provided as follows

- Figures relating to the numbers of Council Tax payers/population in the nonparished areas of Crewe and Macclesfield for comparision purposes
- Detailed breakdown of budget heads/operational costs referred to in the report
- Copy of the Crewe Charter Trustees budget
- Further information regarding the operation of Crewe Market

RESOLVED: That the report be received.

7 DATES OF FUTURE MEETINGS

As recommendations from the Committee would help inform the 2012/2013 budget, future meetings would need to fit in with those scheduled for Cabinet and full Council.

To provide sufficient time for the recommendations to be considered it was -

RESOLVED: That meetings of the Local Service Delivery Committee (Crewe) be arranged for i) Monday, 31 October 2011 at 10.00am; and ii) Thursday 24 November 2011 at 1.30pm, venues in Crewe to be confirmed.

The meeting commenced at 10.00 am and concluded at 11.10 am

Councillor John Hammond (Chairman)

CHESHIRE EAST COUNCIL

REPORT TO: Local Service Delivery Committee - Crewe

Date of Meeting: Report of:	31 st October 2011 Vivienne Quayle – Head of Performance, Customer Services and Capacity
Subject/Title: Portfolio Holder:	Lisa Quinn- Director of Finance and Business Services Local Service Delivery – Transfer and Devolution Cllr Rachel Bailey Cllr Michael Jones

1.0 Report Summary

- 1.1 This report and Appendices provides detailed information to support the costs associated with the list of assets that could potentially form the calculation for a special expense levy for 2012/13. The report at the previous meeting gave background information and set out the main financial implications. This report builds on that information and presents the financial position in more detail.
- 1.2 This information it is intended to assist members in making an informed decision on those existing services that they wish to see provided in the currently unparished area of Crewe (consistent with those transferring to parishes areas) and the associated budgets that related to those services.
- 1.3 This is the first time any such special expenses levy has been considered and the financial information needs to be clear and transparent. Service and finance officers will be available at the meeting to answer questions of clarification.

2.0 Decision Requested

2.1 The Committee is asked to make a recommendation to Cabinet on the level of service and related budgets they wish to see continue to be provided in the unparished area of Crewe potentially leading to the levying on a relevant charge.

3.0 Reasons for Recommendations

3.1 Crewe Town is currently an unparished area and as such has no local Council (at a lower tier than Cheshire East) at present to make decisions about service delivery. To ensure that the area of Crewe has similar opportunities and choices as the parished areas and that all areas of Cheshire East are treated consistently, it has been necessary to set up this specific committee to carry out the functions as outlined in the Terms of Reference.

4.0 Wards Affected (either fully or partially)

- 4.1 Crewe East
- 4.2 Crewe West
- 4.3 Crewe South
- 4.4 Crewe North
- 4.5 Crewe Central
- 4.6 Crewe St Barnabas.
- 4.7 Leighton

5.0 Local Ward Members

5.1 All Crewe members

6.0 Policy Implications including – Carbon Reduction - Health

- 6.1 This initiative aligns with the first priority of the Sustainable Community Strategy "nurturing strong communities" and is part of Cheshire East's stated drive to ensure that working locally is at the heart of what we do.
- 6.2 National policy is designed to decentralise government and give communities power to make a difference in their area. This initiative clearly aligns with this national drive.

7.0 Financial Implications

- 7.1 Appendix A of this report provides detailed financial information, broken down by service area. Members of the Committee may wish to pay particular attention to the summary, which provides an indication of the likely special expense levy if the services were to be maintained at their current level.
- 7.2 Appendix B is for information purposes only and is a copy of the budget for the Chartered Trustees as requested at the previous meeting.

7.3 In order to provide a consistent approach across Cheshire East a special expense levy is being proposed within Crewe. By way of background information, the Council Tax (or in this case, the Special Expenses Council Tax) is simply calculated by taking the net cost of Services provided in an area and dividing by the tax base (being the number of Band D equivalent properties). A summary of the tax base calculations for the current financial year, 2011/12, is attached in Appendix C, illustrating the tax base for Cheshire East, along with the particular calculation for Crewe unparished area. Clearly, the tax bases for 2012/13 are being prepared and will be slightly different to the current year figures (i.e. to reflect changes in total numbers of properties, incidence of discounts etc.), but any change is not expected to be too material.

8.0 Legal Implications

8.1 The legal implication of setting a levy will be consider once the communication from Department of Communities and Local Government (DCLG) has been received in relation to the freeze on Council Tax.

9.0 Risk Management

- 9.1 There is a potential risk that inconsistencies could occur where services are continued to be funded centrally. If services are continued to be delivered in this way then it will be important that the reasoning behind this is clearly communicated.
- 9.2 There is a risk that the charge on the people of Crewe is unclear given the potential for a special expense and a charter trustee level as well as the usual Council Tax. This is part of the reason for setting up this Local Delivery Committee and communication of the results for this Committee's recommendations and the Council decision will be designed to give as much clarity as possible to residents.

10.0 Background and Options

- 10.1 At the first meeting of Local Service Delivery Committee for Crewe Members of the Committee asked for further detailed financial information on the services that will form the special expense payment.
- 10.2 As part of Cheshire East Council's initiative to transfer and devolve services to Town and Parish Councils, Full Council agreed that Local Service Delivery Committees are required to represent the unparished areas in the Borough to determine the level of local services required by communities. This decision was taken in November 2010.

- 10.3 The list of the relevant services is contained in the report to Cabinet on 5th September 2011. (The report was circulated to members of the Committee prior to the last meeting).
- 10.4 In order to be consistent with the overall Cheshire East policy, it is necessary to carry out an assessment of the cost of the relevant services within the unparished area for consideration by this local service delivery committee. This may result in a special expense levy on the Cheshire East Council (CEC) Council Tax bill. This is designed to be an equivalent to a precept for local services provided by a Town or Parish Council. If and when a Town or Parish Council is established in these areas, the Local Service Delivery Committee will no longer be required.

11.0 Access to Information

11.1 The background papers relating to this report can be inspected by contacting the report writers:

Name: Vivienne Quayle/Lisa Quinn Designation: Head of Performance, Customer Services and Capacity /Director of Finance and Business Services Tel No: 01270 685859 Email: Vivienne.quayle@cheshireeast.gov.uk

LOCAL SERVICE DELIVERY - Summary

	Crewe				
	NET OPERATING EXPENDITURE & INCOME				
	2011-12	2012-13			
	Forecast	Estimate			
	£	£			
Allotments	(1,392)	(1,450)			
Markets	(3,052)	(2,280)			
Public Conveniences	29,463	29,540			
Town Centre Management	45,545	45,545			
Christmas Lights	11,000	11,000			
Street Furniture	966	966			
Hanging Baskets	3,729	3,729			
Sub Total	86,259	87,050			
Service Management and Support		90,000			
TOTAL	-	177,050			
Tax Base (2011-12 Band D equivalent)*		14,934.59			
Illustrative "Special Expense" Council Tax		£11.85			

* The Tax Base for 2012-13 will be slightly different from this figure

Note:

Street Furniture & Hanging baskets - there is no budget page for these items as they are based on a share of total budget (eg allocated on tax base)

Service	Allotments					
	2010-11	2011-12	2012-13			
	Actual	Forecast	Estimate			
	£	£	£			
Employees	-	-	-			
Premises						
- Water + Sewerage Charges	3,306	5,950	4,990			
- Repairs & Maintenance	796	-	800			
- Cleaning Materials	159	-	130			
Transport	-	-	-			
Supplies						
- General Equipment & Maintenance	55	614	350			
- General Materials	50	· ••	50			
- Hire of Equipment	73	-	80			
- Hired & Contracted Services	1,394	-	1,400			
- Printing & Stationery	100	-	100			
- Refuse Collection	76	-	80			
Third Party Payments	-	-	-			
Insurance & Building Maintenance	-	-	-			
TOTAL EXPENDITURE	6,009	6,564	7,980			
Income						
- Rents	(8,860)	(7,956)	(9,430)			
TOTAL INCOME	(8,860)	(7,956)	(9,430)			
NET OPERATING EXPENDITURE / (INCOME)	(2,851)	(1,392)	(1,450)			

Comments:

Service	Markets					
	2010-11	2011-12	2012-13			
	Actual	Forecast	Estimate			
	£	£	£			
Employees	- /					
- Salaries & Wages	84,092	78,127	80,030			
- Overtime	15,489	21,159	21,200			
- Agency		-	2,300			
	110,984	99,286	103,530			
Premises						
- Electricity	20,460	26,680	27 250			
- Gas	320	20,000	27,350 410			
- LA Rates	54,298	60,490	62,000			
- Water + Sewerage Charges	4,950	9,220	9,450			
- Refuse Collection	14,973	15,000	15,380			
- Repairs & Maintenance	115	15,000	10,000			
- Cleaning Materials	20,289	6,880	7,050			
	20,203	0,000	7,050			
	115,405	118,670	121,640			
	, 					
Transport - Internal Transport Recharges	3,574	2 420	2 490			
- Employee Allowances	3,574 380	2,420	2,480			
- Employee Allowances	3,954	3,360 5,780	<u>3,440</u> 5,920			
	3,934	5,760	5,920			
Supplies						
- General Equipment & Maintenance	4,425	5,600	5,740			
- General Materials	1,535	4,930	5,050			
- Clothing & Uniforms	430	460	470			
- Hired & Contracted Services	2,469	1,070	1,100			
- Printing & Stationery	10	420	420			
- Phones & Comms	-	2,260	2,260			
- Licences	<u>-</u>	460	460			
- Subsistence Exps	394	50	400 50			
- Subscriptions	813	120	120			
- Advertising	301	5,080	5,080			
		0,000	0,000			
	10,377	20,450	20,750			
Third Party Payments	-	-	-			
Insurance	4,130	4,130	1 100			
Building Maintenance	<i>4,130</i> 26,978	4,130 24,010	4,130 24,010			
Re-allocated costs from Markets General	20,978 27,185	24,010	24,010			
Ne-anocated costs non markets General	27,100	-	-			
TOTAL EXPENDITURE	299,013	272,326	279,980			
Income						
- Rents	(206,422)	(275,378)	(282,260)			
- Appropriation from Reserves	(73,817)	-	-			
TOTAL INCOME	(280,239)	(275,378)	(282,260)			
NET OPERATING EXPENDITURE / (INCOME)	18,774	(3,052)	(2,280)			
		(0,00m)	(2,200)			

Comments:

The figures above include both the Indoor & Outdoor Markets.

In 2010-11 some £67k was coded to the Markets General code which for the purposes of allocating costs to all sites has been re-allocated above based on Gross Exp. Some £58k of these costs relates to employee pay and allowances.

In 2011-12 more accurate coding of employee costs through the core payroll coding has enabled clearer analysis of costs.

Insurance & Building Maintenance - CEC has centralised budgets/expenditure against these cost headings (ie they are not charged directly to services). The figures shown here reflect the budgets that were in place in the legacy account at Macclesfield.

Appropriation From Reserves - In 2010-11 Traders were given a concession on their rents as a consequence of the move to Market Square, in addition increased costs were incurred re staffing and equipment which has been met from reserves.

2011-12

The 2011-12 and 2012-13 rent income reflects the impact of the rent increase from 1.7.2011 and any changes in take up of market

Service	Put	Public Conveniences					
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £				
Employees - Salaries & Wages	17,117	21,319	21,320				
- Overtime	1,118 18,235	1,154 22,473	1,150 22,470				
Premises							
- LA Rates - Water + Sewerage Charges - Repairs & Maintenance	1,925 1,152 103	1,940 1,150 -	1,990 1,180 -				
	3,180	3,090	3,170				
Transport							
Supplies - Hired & Contracted Services	872	1,070	1,070				
	872	1,070	1,070				
Third Party Payments	-	-	-				
Insurance Building Maintananaa	-	-	-				
Building Maintenance Re-allocated costs from Pub Cons General	678	2,830	2,830				
TOTAL EXPENDITURE	22,965	29,463	29,540				
Income - Admission Charges	(400)	-	-				
TOTAL INCOME	(400)						
NET OPERATING EXPENDITURE / (INCOME)	22,565	29,463	29,540				

Comments:

The above figures are based on the conveniences at Heath Street / Lyceum Square (ie they exclude Pedley St & Bus Stn APC's).

Employees - the figures above include cleaning costs plus an allocation of the Public Convenience Supervisor who operates across all sites and any overtime incurred re opening/closing facilities. The Supervisor allocation = £2,250.

Premises - Any cleaning material costs will be included in the allocation from the General Public Conveniences code. As will any assumed electricity costs

Income - Certain facilities were deemed FOC wef 1.4.2011, hence the budget for 2011-12 was adjusted to reflect this.

Service	Town Centre Management					
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £			
Employees	*	35,628	35,628			
Premises	*	-	-			
Transport	*	1,667	1,667			
Supplies - General Equipment & Maintenance - General Materials - Hire of Equipment						
- Hired & Contracted Services	*	2,500	2,500			
- Artist/Performer fees	*	2,500	2,500			
- Street Furniture (Directional Signs etc)	*	500	500			
- Projects + Activities	*	2,250	2,250			
- Grants to other Orgs - Miscellaneous	*	500	500			
Third Party Payments	*	-	-			
Insurance	*	_	-			
Building Maintenance	*	-	-			
TOTAL EXPENDITURE	······································	45,545	45,545			
Income						
- Other	*	-	-			
TOTAL INCOME		-	-			
NET OPERATING EXPENDITURE / (INCOME)		45,545	45,545			

Comments:

* Data for 2010-11 is not available in a format that can be analysed between the various towns

To provide a service to co-ordinate activity to promote the town centre to generate additional footfall through retail activity and events, - Developing and co-ordinating a programme of town centre events and activities throughout the year, but particularly over the Christmas period - Close liaison with retailers and their representatives to provide advice and support where appropriate

To identify operational and strategic issues/opportunities to officers of Cheshire East Council, Police, etc.
Advice and support to organisations seeking to utilise the town centre environment for their own promotional purposes.

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LOCAL SERVICE DELIVERY

Service	Christmas Lights						
	2010-11 Actual £	2011-12 Forecast £	2012-13 Estimate £				
Employees	*	-	-				
Premises	*	-	-				
Transport	*	-	-				
Supplies - Hired & Contracted Services	*	11,000	11,000				
Third Party Payments	*	-	-				
Insurance Building Maintenance	*	-	-				
TOTAL EXPENDITURE		11,000	11,000				
Income - Other	*	-	-				
TOTAL INCOME			-				
NET OPERATING EXPENDITURE / (INCOME)		. 11,000	11,000				

Comments:

* Data for 2010-11 is not available in a format that can be analysed between the various towns The CEC budget provision of £11k is for Christmas lights, tree, decorations etc. and reflects cuurent planned spend It is understood that the Crewe Charter Trustees budget for 2011-12 (Dec 2011) is £24k for NEW lights, publicity and event support

APPENDIX B

CREWE CHARTER TRUSTEES BUDGET 2011/2012

Salary - Clerk to the Trustees	14,709	includes Employer's NI, superannuation contributions, pay award
Mayoral Allowance	4,740	estimate to cover office expenses such as gifts, decorations, hospitality etc
Insurance	1,119	actual figure (2010/11)
Car Allowances	500	estimate
Printing, Postage & Stationery	750	estimate
Website	500	estimate
Phones	340	estimate
Audit fee	285	actual figure (2010/11)
Membership of Association of CTs	150	actual figure (2010/11)
Public Ceremonies	5,000	estimate for Remembrance Sunday/Service, Mayor's Civic Service and others
Christmas Lights & switch on	24,010	estimate
Total (£)	52,103	
Divided by Band D equivalent as at December 2010	14,934	
Band D Charge =	£3.49	

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TAXBASE CALCULATION SUMMARY

CHESHIRE EAST BOROUGH	Disabled Relief	Α	В	С	COUNCIL T D	FAX BAND E	F	G	н	TOTAL
Total dwellings on list		29,085	34,208	32,726	24,224	18,674	12,839	11,840	1,697	165,293
Equivalent number of dwellings for council tax purposes - after allowing for new, exempt and demolished properties, and dwelling with discounts	85	24,103	30,035	29,487	22,195	17,377	12,125	11,226	1,545	148,176
Band D ratio	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Band D equivalents	46.98	16,065.89	23,354.87	26,203.97	22,186.95	21,231.34	17,505.65	18,699.58	3,087.81	
Council Tax Base (assumes 99% collection rate)										146,899.210 146,899.210
CREWE UNPARISHED					COUNCIL T	AX BAND				e
	Disabled Relief	Α	В	С	D	E	F	G	н	TOTAL
Total dwellings on list		13,729	6,689	2,040	709	191	68	17	9	23,452
Equivalent number of dwellings for council tax purposes - after allowing for new, exempt and demolished properties, and dwelling with discounts	53	11,578	6,037	1,850	659	180	63	16	2	20,437
Band D ratio	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Band D equivalents	29.45	7,717.42	4,694.56	1,643.73	658.91	220.16	91.37	25.84	4.00	15,085.44

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