

# **Corporate Scrutiny Committee**

## **Agenda**

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<b>Date:</b>	<b>Tuesday, 4th September, 2012</b>
<b>Time:</b>	<b>2.00 pm</b>
<b>Venue:</b>	<b>Committee Suite 1, Westfields, Middlewich Road, Sandbach CW11 1HZ</b>

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

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

4. **Declaration of Party Whip**

To provide an opportunity for Members to declare the existence of a party whip in relation to any item on the agenda.

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For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

**Contact:** Mark Nedderman

**Tel:** 01270 686459

**E-Mail:** [mark.nedderman@cheshireeast.gov.uk](mailto:mark.nedderman@cheshireeast.gov.uk)

5. **Public Speaking Time/Open Session**

A total period of 15 minutes is allocated for members of the public to make a statement(s) on any matter that falls within the remit of the Committee.

Individual members of the public may speak for up to 5 minutes, but the Chairman will decide how the period of time allocated for public speaking will be apportioned, where there are a number of speakers.

Note: In order for officers to undertake any background research, it would be helpful if members of the public contacted the Scrutiny officer listed at the foot of the agenda, at least one working day before the meeting to provide brief details of the matter to be covered.

6. **Temporary Agency Staff Contract** (Pages 5 - 10)

To consider a report of the Head of HR and Organisational Development.

7. **Benefits Update**

To receive an update on the new arrangements relating to benefits and the implications for the Council – report to follow

8. **Pensions Update**

To receive a verbal update from a representative of the Cheshire Pension Fund.

9. **Review of Discretionary Rate Relief Policy** (Pages 11 - 36)

To consider a report of the Director of Finance and Business Services.

10. **Work Programme Progress Report** (Pages 37 - 44)

To consider a report of the Borough Solicitor.

11. **Forward Plan - Extracts** (Pages 45 - 54)

To note the current forward plan, identify any new items, and to determine whether any further examination of new issues is appropriate.

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Corporate Scrutiny Committee**  
held on Thursday, 16th August, 2012 at The Capesthorne Room - Town Hall,  
Macclesfield SK10 1EA

**PRESENT**

Councillor J P Findlow (Chairman)  
Councillor G Merry (Vice-Chairman)

Councillors G Baxendale, B Burkhill, R Domleo, F Keegan and D Newton A  
Harewood(substitute)

**Apologies**

Councillors S Corcoran and W S Davies

**24 ALSO PRESENT**

Councillor P Hayes – Finance Portfolio Holder  
Councillor P Mason – Cabinet Support Member

**25 OFFICERS PRESENT**

Christine Mann – Finance Manager  
Alex Thompson – Finance Lead Strategy and Funding  
Mark Nedderman – Senior Scrutiny Officer

**26 MINUTES OF PREVIOUS MEETING**

RESOLVED – That subject to the addition of the names of Councillors D Newton and F Keegan in the list of apologies for absence, the minutes of the meeting of the Committee held on 20 July 2012 be confirmed as a correct record and signed by the Chairman

**27 DECLARATIONS OF INTEREST**

There were no declarations of interest

**28 DECLARATION OF PARTY WHIP**

There were no declarations of the existence of a party whip.

**29 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present who wished to address the committee.

**30 QUARTER 1 FINANCE AND PERFORMANCE REPORT**

The Committee considered a report of the Director of Finance and Business Planning and Strategic Director Places and Organisational Capacity relating to the first quarter review of performance 2012/13. The Committee was informed that the report had been presented in a new format which it was hoped would provide members with access to better information to improve understanding of the Council's current position on performance and the steps proposed to improve performance.

The report provided summary and detailed information about the Council's financial and non-financial performance at the first quarter stage of 2012/2013, and contained requests to Cabinet for approval of supplementary revenue and capital estimates and virements.

Section 1 of the report provided projections of service revenue financial performance for the 2012/2013 financial year. It focused on the key financial pressures which the Council's services were facing and areas of high financial risk to the Council, and the remedial measures identified by services to mitigate these pressures. Key issues affecting services capital programmes were also reported.

Section 2 provided an update on the overall Financial Stability of the Council, including the positions on Grants, Council Tax and Business Rates, Treasury Management, Centrally held budgets, and the Management of the Council's Reserves.

Section 3 provided a summary of the key non-financial performance headlines for the year to date.

The Committee made the following comments:

As a general comment the committee expressed the view that in future service managers and accountants should be invited to attend meetings to answer detailed questions on their respective service areas in connection with performance reports.

The Committee highlighted that in the Children and Families budget (paragraph 7) the report referred to pressures linked to Special Education Needs (SEN) and elsewhere to the rising costs of adult social care. The committee was informed that although in recent years fewer people had required care, as a result of that care being more specialised in nature, costs were still rising. However, Members contended that neither of these two matters were new developments and indeed the Council had been aware of them for some time, and therefore questioned why the matters had been referred to in the report as emerging pressures.

Members also questioned why the care costs of £3million in Children and Families had not been brought to the attention of Members before now.

Additional queries were raised about the employment of social workers through agencies, and whether additional costs were being borne by the Council to provide training for agency staff.

It was contended that there was insufficient information contained in the report on pages 18/19 to explain the remedial action being taken in respect of the matters outlined in that section.

In response to additional questions the Committee was informed:

- That Red Quadrant was a firm of consultants working with a number of authorities including this Council, through the Local Government Association (LGA) and were specialists in Social Care.
- There was a pre – arranged agreement with Cheshire West and Chester Council (CWAC) to transfer £0.5 million to CWAC in connection with severance and relocation costs relating to disaggregation.
- The recent problems relating to the London Inter-bank Offered Rate (Libor) had not been raised with the Council as a matter of concern to date, but would be raised with the Council's treasury managers at the next scheduled meeting.

RESOLVED –

- (a) That the report be received;
- (b) That the comments outlined above be forwarded to Cabinet at its meeting to be held on 20 August 2012;
- (c) That in future service managers and respective group accountants be invited to attend meetings to answer detailed questions on their respective service areas in connection with quarterly performance reports.

The meeting commenced at 2.00 pm and concluded at 3.10 pm

Councillor J P Findlow (Chairman)

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## CHESHIRE EAST COUNCIL

### REPORT TO: SCRUTINY COMMITTEE

<b>Date of Meeting:</b>	4 September 2012
<b>Report of:</b>	Director of Finance and Business Services & Head of HR/OD
<b>Subject/Title:</b>	Use of Temporary Agency Workers
<b>Portfolio Holder:</b>	Cllr P Raynes Cllr B Moran

#### 1.0 Report Summary

- 1.1 The purpose of this report is to update Members on the use of temporary agency workers in the Council and provide feedback on the implementation of the new agency workers contract put in place with Comensura from 1 April 2012.

#### 2.0 Decisions Requested

- 2.1 Members are requested to note the report.

#### 3.0 Reasons for Recommendations

- 3.1 To update Members on the award of the new agency workers contract and its ongoing implementation.

#### 4.0 Wards Affected

- 4.1 No impact on any specific wards.

#### 5.0 Local Ward Members

- 5.1 No impact on any specific wards.

#### 6.0 Policy Implications including - Climate change - Health

- 6.1 No significant policy implications.

#### 7.0 Financial Implications

- 7.1 The overall level of spend on agency workers identified through Oracle for 2011/12 was approximately £6.8m. The spend for the current financial year to end July 2012 has been £1.24m which if extrapolated for the full year would amount to £3.72m.
- 7.2 In addition, it is clear that due to reductions in margins as a result of the new contract being awarded, the Council is certainly paying less in fees for the management of the contract. There have also been savings in back office costs due to a reduction in off contract expenditure.

## **8.0 Legal Implications**

- 8.1 The Council, like all employers, must comply with the Agency Worker Regulations which came into force in October 2011 which most notably ensures that agency workers are paid at the equivalent rate to permanent employees where they have been engaged for longer than 12 weeks.
- 8.2 Engaging agency workers via the corporate contract with Comensura ensures that the Council complies with Procurement Regulations as detailed above.

## **9.0 Risk Management**

- 9.1 The agency worker contract is carefully managed to ensure that the Council continues to obtain and maximise value for money and consistently high levels of service.
- 9.2 Risks are minimised as robust frameworks are in place for the recruitment and vetting of agency workers. Supplier compliance is regularly audited by Comensura.

## **10.0 Background**

- 10.1 As Members may recall, a report was presented to Corporate Scrutiny in November 2011 detailing the use of agency workers in the Council and informing Members about a procurement exercise which was being undertaken in order to engage a new supplier of agency workers with effect from 1 April 2012.
- 10.2 At that time the Council had a contract for the supply of agency workers with Reed Managed Services. Managing the Council's agency requirements under one corporate contract ensures thorough management information and better management of margins and cost and hence value for money as well as the ability to consolidate all invoices into one. For various reasons, the corporate contract has not been fully utilised in the past with a degree of off-contract spend. This now provides the Council with a further opportunity to better realise these benefits.
- 10.3 Following a joint procurement exercise with Cheshire West and Chester a new contract was awarded to Comensura with an implementation date of 1 April 2012.

## **11.0 Comensura Contract & Agency Usage**

- 11.1 Comensura are a neutral vendor supplier and as such do not employ any agency workers directly. Instead they manage a supply chain of a wide range of recruitment agencies that are better placed to meet the Council's diverse needs than any single supplier.
- 11.2 Currently all requests for agency workers must be approved by the Leader, the Portfolio holder for Resources, the Head of HR and OD and the relevant CMT member making the request at the weekly Recruitment Watch meeting. As with all vacancies and opportunities, approval to proceed will



only be given where a clear and compelling business case is put forward to the panel. Once approved by the panel, the hiring manager must complete the online booking form via the Comensura web site.

- 11.3 Comensura has built a comprehensive list of suppliers and the Council now has 76 agencies that are able to supply to Cheshire East. These include national organisations as well as many local agencies. Unfortunately some of the Council's existing suppliers (including Reed) declined the opportunity to sign up to the new arrangements for commercial reasons.
- 11.4 The Council has a dedicated Relationship Manager and HR Officers are in regular contact to deal with any issues as they arise. Monthly management information is produced and reviewed and managers and Finance Officers have the ability to run regular reports on their agency use via Comensura's online system – CNet.
- 11.5 During the period 1 April 2012 to 31 July 2012 the Council has had 203 agency orders. This was made up of 64 orders that were in place prior to the commencement of the new contract and transferred to Comensura and 139 new orders. Since 1 April 2012 the cost of these orders has been £988,825. This compares with £1,479,389 for the same time period last year for all agency spend.
- 11.6 As at 31 July 2012 the Council had 186 agency workers placed in the Council by Comensura.
- 11.7 Agency workers have been employed in a number of job categories. During the period 1 April – 31 July 2012 the details were as follows:

<b>Category</b>	<b>No. of Agency Workers</b>	<b>% of Agency Workers</b>
Admin and Clerical	30	8.93
Engineering and Surveying	1	0.30
Facilities & Environmental Services	1	0.30
Financial	7	2.08
Housing Benefits and Planning	3	0.89
Information Technology	1	0.30
Legal	7	2.08
Management	2	0.60
Manual Labour	205	61.01
Social and Healthcare Qualified	48	14.29
Social and Healthcare Unqualified	31	9.23
<b>Total</b>	<b>336</b>	<b>100%</b>

- 11.8 Via Comensura the Council is able to accurately track the tenure of agency workers. This has become particularly important since the introduction of the Agency Worker Regulations (AWR) in October 2011. This legislation means that agency workers employed for more than 12 weeks should (as a

minimum) be paid at the same rate as people employed directly by the Council.

- 11.9 The average tenure for these workers 1 April – 31 July 2012 was 22 weeks. All agency workers have a maximum initial hire period of 12 weeks. Any extensions must be taken back to the Council's Recruitment Watch panel for approval a second time (see paragraph 11.2).
- 11.10 Since the new contract was awarded, management information confirms that no new bookings have been made via agencies who do not supply Comensura. However, there remain a small number of workers who were engaged on assignments prior to 1 April 2012 who are supplied via other agencies. This includes 32 workers who were previously supplied via Reed. The total spend on agency workers outside of Comensura from 1 April 2012 to 15 August 2012 has been £251,175.
- 11.11 The vast majority of these workers will either leave the Council at the end of their existing assignments, (no later than 30 September), or where it is essential that they remain, arrangements are being made for them to transfer over to the Comensura contract. In a small number of exceptional cases, specifically where restrictive covenants are in place with the supplier and the individual preventing them from signing up with other agencies, special arrangements will be put in place to continue with the existing supplier under renegotiated terms. However, no additional / new agency temps will be provided in the future under this arrangement.
- 11.12 Managers have been advised that if they do not use the corporate contract with Comensura to source agency workers, they will be in breach of the finance and Contract Procedure rules. For any proposed off-contract spend, they must complete a non-compliance form providing clear evidence as to why they require the agency person with an off contract supplier. The detailed business case must be agreed by the Recruitment Watch panel before the non compliance form is authorised by the Corporate Management Team and the relevant portfolio holder.

### **13.0 Future Developments**

- 13.1 The aims for the first 6 months of the contract are:
- To eliminate all off contract activity (and as a result make savings);
  - To ensure managers are familiar and compliant with the new ordering process;
  - To ensure that all new processes are in line with the Council's procedures and legislative requirements;
  - To effectively manage the contract to ensure that Comensura are delivering against their Service Level Agreements.
- 13.2 Just over 12 months ago the Council undertook a pay rate benchmarking exercise for agency workers, in conjunction with Reed (who held the Corporate Contract at the time). Significant savings were achieved as a

result of these pay rate reductions and, as such, emphasis was placed on negotiating down the supplier margins when awarding the new contracts rather than the individual pay rates (which are within the Council's gift to change at any time). Over the coming months the Council will undertake a further benchmarking exercise with Comensura to ensure that pay rates continue to be in line with the market and to investigate any further opportunities for savings.

- 13.3 The supply chain (agencies registered with Comensura and supplying to Cheshire East) will be performance managed which will increase competition and the quality of candidates. Higher performing suppliers will be placed in the first tier in the supply chain, and will have better opportunity to supply the Council,

#### **14.0 Access to Information**

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

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## CHESHIRE EAST COUNCIL

### Cabinet

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**Date of Meeting:** 20th August 2012  
**Report of:** Director of Finance and Business Services  
**Subject/Title:** Review of Discretionary Rate Relief Policy  
**Portfolio Holder:** Councillor Peter Raynes

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#### 1. Report Summary

- 1.1 On 2 December 2008, Cabinet approved a Discretionary Rate Relief Policy for Cheshire East Council. Rate Relief reduces the Council's contribution to the central pool for business rates, but in certain cases relief is also part funded by the Local Authority.

In 2011/2012 Cheshire East granted overall relief of £5,390,206 to registered charities, non-profit making organisations and businesses within rural settlement areas. £166,269 of this was funded directly by Cheshire East Council.

Changes in Non-Domestic Rate legislation have lead to some anomalies and some parts of the policy need updating.

In order to prevent loss of revenue, and ineligible or fraudulent relief being awarded, a review of relief awarded is included in the 2012/2013 revenues work programme. It is the intention that entitlement to relief will then be reviewed every 3 years.

#### 2. Decision Requested

- Amend the wording of the policy so that ratepayers, applying for discretionary relief only, must also apply for Small Business Rate Relief if eligible.
- Award 50% Rural Settlement top-up Relief from 1<sup>st</sup> April 2011 to ratepayers who qualify for all categories of mandatory rural settlement relief.
- Remove all awards of legacy protection and grant relief to ratepayers solely in accordance with the Cheshire East Policy.
- Update the Rural Settlement List following recent boundary changes in Cheshire East. Styal & Kerridge to be added to the list. The settlement of Leighton to be removed from the list following an increase in population.

- From 1<sup>st</sup> April 2012 Cabinet to consider applications for discretionary rate relief under S 47 (5A) LGFA 1988 to determine whether applications are in the Council Tax payers' interests.
- In making their decision, Cabinet members should consider the responses received from affected organisations in conjunction with the EIA. The responses are attached (appendix – *consultation*) as is a list with respondees highlighted.

### **3. Reasons for Recommendations**

- 3.1. To ensure that discretionary rate relief is correctly awarded in accordance with Section 47 of the Local Government Finance Act 1988.
- 3.2. To ensure that the discretionary relief policy is up to date, robust and fair to all ratepayers in the Cheshire East area.
- 3.3. To prevent loss of revenue and ineligible or fraudulent relief being awarded.

### **4. Wards Affected**

- 4.1. All

### **5.0 Local Ward Members**

- 5.1 All – please see background

### **6.0 Policy Implications**

- 6.1 This report relates to amendments to the Cheshire East policy dated 2<sup>nd</sup> December 2008.

### **7.0 Financial Implications (Authorised by the Director of Finance and Business Services)**

- Requiring ratepayers to apply for Small Business Rate Relief before discretionary relief will have no financial implications.
- The decisions related to Rural Settlement top-up Relief will increase the relief given to ratepayers for 2012/2013 by £9,429 at a cost to Cheshire East Council of £2,357.
- Removing awards of legacy protection will reduce relief to ratepayers from £56,953 to £14,359 (based on 2012/2013 liabilities). The reduction will reduce costs to Cheshire East Council of c.£3,590.
- Updating the Rural Settlement List following recent boundary changes in the Cheshire East area will have no financial implications at this time.

- Applications under 47(5a) must be fully funded by the Local Authority, and must be awarded in the interests of the Council Tax payer. As such, decisions are to be delegated to Cabinet. The financial impact will be addressed on a case-by-case basis.

## **8.0 Legal Implications (Authorised by the Borough Solicitor)**

- 8.1 A consultation has been carried out in respect of these proposals. Consultation with the ratepayers who will be affected if the legacy protection is removed has taken place, and the responses received are attached to this report. Case law states that consultation must comply with four elements:

(1) It must be at a time when proposals are still at a formative stage

(2) It must give sufficient reasons for any proposal to permit of intelligent consideration and response

(3) Adequate time must be given for any consideration and response

(4) The result of the consultation must be conscientiously taken into account in finalising any proposals

Members should satisfy themselves that the consultation has been appropriately conducted. Members need to take these results into account when making final decisions on the proposals in this report.

- 8.2 Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty as follows:

“A public authority must, in the exercise of its functions, have due regard to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it..”

Before making any decision on whether to remove legacy protection **due regard** must be paid to the Equality Act 2010. Members need to understand the effect that the removal of the protection will have on people with different protected characteristics. Essentially care must be taken to ensure that there is no disproportionate direct or indirect discrimination in relation to any person with a protected characteristic which is defined by the Act as a disability, those who have undertaken gender re-assignment, married and civil partners, pregnancy and maternity, race religion or belief, sex and sexual orientation.

An Equality Impact Assessment which considers these issues has been undertaken and is attached to this report (appendix – 3\_ *EIA*).

## **9.0 Risk Management**

- 9.1 Risk has been assessed through an Equality Impact Assessment as attached(appendix – 3\_ *EIA*).

## **10.0 Background and Options**

### **10.1 Small Business Rate Relief**

Under the current policy ratepayers applying for discretionary rate relief only are required to apply for Small Business Rate Relief where the rateable value of their property is below £10,000. The rateable value threshold for SBRR has now increased to £12,000.

The decision required will alter the wording of the policy so that ratepayers applying for discretionary relief only must also apply for Small Business Rate Relief if the rateable value of their property falls below the Small Business Rate Relief threshold.

This change will not alter the relief that any ratepayer is currently receiving but will make the policy more robust for future years

### **10.2 Legacy Protection**

The current policy gives protection to ratepayers who would receive less relief under the Cheshire East Policy than they did from the legacy billing authorities. No time limit was set on this protection. We have written to all ratepayers who would be affected if legacy protection was removed. Cheshire East currently awards discretionary Rate Relief to around 400 organisations. This decision would affect a total of 45 organisations within Cheshire East (appendix – 1\_ *affected org*). Responses have been received from 9 of those organisations (appendix – 2\_ *consultation*).

In the interest of fairness, a decision is required to remove legacy protection and only grant relief to ratepayers in accordance with the Cheshire East Policy. Cheshire East must provide 12 months notice of this change to ratepayers.

### **10.3 Rural Settlement Relief**

Authorities have to draw up a rural settlement list based on rural communities of 3,000 population or less in a designated rural area (outlined by statute).



Recent boundary changes in Cheshire East means that Styal can now be added to our rural settlement list. The settlement of Kerridge needs adding to the list and due to an increase in population Leighton needs removing from the list.

The proposed Rural Settlement List needs to be available for public inspection for three months before the start of the financial year to which it relates.

#### **10.4 Rural Settlement Relief**

Mandatory rate relief is awarded to properties within a designated rural settlement area.

- A sole public house with a rateable value below £12,500 receives 50% mandatory relief and Cheshire East Council currently awards 25% top-up relief.
- A food shop with a rateable value below £8,500 receives 50% mandatory relief; Cheshire East does not award any top-up relief.
- A sole petrol filling station located on an A road, with a rateable value below £12,500 receives 50% mandatory; Cheshire East does not award any top-up relief.
- A sole petrol filling station not located on an A road, with a rateable value below £12,500 receives 50% mandatory relief and Cheshire East Council currently awards 25% top-up relief.

Small Business Rate Relief is available to ratepayers whose rateable value is below £12,000. From 1<sup>st</sup> October 2010 ratepayers with an RV below £6,000 receive 100% relief. However those in receipt of Mandatory Rate Relief are excluded from applying for Small Business Rate Relief.

The decisions required is to award 50% top-up relief from 1<sup>st</sup> April 2011 to ratepayers who qualify for all categories of mandatory rural settlement relief, at a cost to Cheshire East Council of £2,358

#### **10.5 Discretionary Rate Relief**

From 1<sup>st</sup> April 2012 billing authorities have the discretion to award rate relief where it is in the Council Tax payer's interests to do so under Section 47 (5A) LGFA 1988. It is proposed that any applications under this section are considered by Cabinet. If cabinet wishes it can set criteria for focusing any reductions, for example priority cases could include: Start-up businesses; businesses expanding and increasing levels of local employment; changes that will impact positively on the Council's Local Plan. Any relief awarded will be fully funded by Cheshire East Council.

## 10.6 Consultation

Amendments to the award of discretionary relief need to be advised to the relevant organisation 12 months prior to any award being amended. The review of this policy would take effect from 1<sup>st</sup> April 2013. Notification and consultation with organisations and members followed the timeline below:

**March 2012** - Initial notification to organisations that relief would be reviewed for 2013-14.

**23/24 May 2012** – Notification to Cabinet members (including original policy, letter explaining amendments, list of names and addresses of affected organisations and the possible financial impact for each)

**25 May 2012** – Notification to affected ward members (including original policy, letter explaining amendments, list of names and addresses of affected organisations and the possible financial impact for each)

**29 May 2012** – Letters issued to affected organisations indicating possible financial impact and inviting comments

**1 June** – Responses received from affected organisations

**Cabinet meeting** – Responses considered

## 11.0 Access to Information

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

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Designation: Director of Finance and Business Services

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Background papers: Charity Commission constitution reports

**DISCRETIONARY RATE RELIEF AFFECTED RATEPAYERS**

RATEPAYER	ADDRESS	CURRENT AWARD	NEW AWARD	FROM £	TO £	WARD	COUNCILLOR(S)	RESPONSE RECEIVED
Audlem Cricket Club	Gorse Croft Farm, Bunsley Bank, Audlem,	75%	50%	291.09	194.06	Audlem	Rachel Bailey	
Aston Cricket Club	Aston Cricket Club, Sheppenhall Lane, Aston,	75%	50%	367.03	244.69	Audlem	Rachel Bailey	
Swettenham Club	Swettenham Lane, Swettenham Club, Swettenham,	30%	0%	580.72	0.00	Brereton Rural	John Wray	
Bunbury Cricket Club	Bunbury Cricket Club, School Lane, Bunbury,	75%	50%	244.69	163.13	Bunbury	Michael Jones	
Nantwich Town Football Club	The Weaver Stadium, Water Lode, Nantwich,	75%	25%	10992.00	3664.00	Bunbury	Michael Jones	Yes
The National Trust	Nether Alderley Mill, Congleton Road, Nether Alderley,	20%	10%	91.60	45.80	Chelford	George Walton	
Congleton Cricket Hockey And Bowling Club	Booth Street, Congleton,	65%	50%	1145.25	880.96	Congleton West	David Topping	
Crewe Bowling Club	Crewe Bowling Club, Stanhope Avenue, Crewe,	75%	50%	877.50	585.00	Crewe East	Margaret Martin; David Newton; Chris Thorley	Yes
Willowview Education Trust	Land Adj, 121, Warringham Road, Crewe,	10%	0%	709.90	0.00	Crewe East	Margaret Martin; David Newton; Chris Thorley	
The Sunshine Project International	Unit F6, Scope House, Weston Road, Crewe,	10%	0%	51.53	0.00	Crewe East	Margaret Martin; David Newton; Chris Thorley	
Lady Verdin Trust	196, Nantwich Road, Crewe,	10%	0%	679.54	0.00	Crewe South	Dorothy Flude; Steven Hogben	Yes
Survive	156, Nantwich Road, Crewe,	10%	0%	404.59	0.00	Crewe South	Dorothy Flude; Steven Hogben	Yes
Climb	176, Nantwich Road, Crewe,	10%	0%	795.48	0.00	Crewe South	Dorothy Flude; Steven Hogben	Yes
Crewe & Nantwich Gymnastics Community Activities Association	The Gymnastics Centre, Camm Street, Crewe,	20%	0%	5083.80	0.00	Crewe South	Dorothy Flude; Steven Hogben	
Nspcc Fao Maxine O'Sullivan	36-40, Smith Grove, Crewe,	10%	0%	174.04	0.00	Crewe St Barnabas	Roy Cartlidge	
Central Bible Hammond Trust Ltd T/A Scripture Truth Publicat	31-33, Glover Street, Crewe,	10%	0%	274.80	0.00	Crewe St Barnabas	Roy Cartlidge	
The Victoria Club	Victoria Social Club, Victoria Avenue, Holmes Chapel,	30%	25%	1788.75	1490.62	Dane Valley	Les Gilbert; Andrew Kolker	
Trustees Of The Owls Nest	Owls Nest, Buxton Old Road, Disley, Stockport,	20%	0%	116.79	0.00	Disley	Harold Davenport	
British Red Cross Society	British Red Cross, Waterloo Road, Haslington,	20%	0%	705.32	0.00	Haslington	John Hammond; David Marren	
Knutsford Royal May Day Festival Committee	Royal May Day Committee Mbc Depot, Mobberley Road, Knutsford,	20%	10%	476.32	238.16	Knutsford	Stewart Gardiner; Olivia Hunter; Peter Raynes	
Manchester Methodist Housing Group	106, Longridge, Knutsford,	20%	0%	842.72	0.00	Knutsford	Stewart Gardiner; Olivia Hunter; Peter Raynes	
Macclesfield Museums Trust	The Heritage Centre, Roe Street, Macclesfield,	20%	10%	3824.30	1912.15	Macclesfield Central	Ken Edwards; Janet Jackson	
Macclesfield Ss Heritage Centre Trust	Silk Museum & Park Lane Galleries, Park Lane, Macclesfield,	20%	10%	4076.20	2038.10	Macclesfield Central	Ken Edwards; Janet Jackson	
Macclesfield Museums Trust	Silk Museum, Park Lane, Macclesfield,	20%	10%	938.90	469.45	Macclesfield Central	Ken Edwards; Janet Jackson	
St Johns Ambulance Brigade	23, High Street, Macclesfield,	20%	0%	297.70	0.00	Macclesfield Central	Ken Edwards; Janet Jackson	
Windyway Trust	73, Chestergate, Macclesfield,	20%	0%	1030.50	0.00	Macclesfield Central	Ken Edwards; Janet Jackson	Yes
Royal British Legion (Middlewich) Club Ltd	100 Lewin Street, Middlewich,	10%	0%	961.80	0.00	Middlewich	Paul Edwards; Simon McGrory; Michael Parsons	
Cheshire & Wirral Ornithological Society	R/O Rostherne Mere, Rostherne Lane, Rostherne,	20%	0%	27.48	0.00	Mobberley	Jamie Macrae	
The David Lewis Centre Fao Mr J Bissett	The David Lewis Training Centre, Mill Lane, Alderley Edge,	20%	0%	2587.70	0.00	Mobberley	Jamie Macrae	
British Red Cross	Part 2nd Floor The Gables, 55 Beam Street, Nantwich,	20%	0%	298.26	0.00	Nantwich North and East	Penny Butterill; Arthur Moran	
Nantwich Park Road Bowling Club	Park Road Bowling Club, Park Road, Nantwich,	75%	50%	430.31	286.88	Nantwich South and Stapeley	Peter Groves; Andrew Martin	
Rspca	Stapeley Grange Wildlife Hospital & Cattery, London Road, Stapeley,	10%	0%	2450.30	0.00	Nantwich South and Stapeley	Peter Groves; Andrew Martin	Yes
Poynton Royal British Legion Ltd	Poynton British Legion Club, Georges Road West, Poynton,	5%	0%	365.63	0.00	Poynton East and Pott Shrigley	Howard Murray; Jos Saunders	
Anson Engine Museum	Anson Engine Museum, Anson Road, Poynton,	20%	10%	617.34	308.67	Poynton East and Pott Shrigley	Howard Murray; Jos Saunders	
Lyme Green Settlement Charity	The Office, Lyme Green Park, London Road, Sutton,	20%	0%	806.08	0.00	Sutton	Hilda Gaddum	Yes
Crewe Vagrants Club Fao Mr G Hurst	Newcastle Road Willaston	75%	25%	9846.87	3282.29	Willaston and Rope	Brian Silvester	Yes
Africa Christian Teaching Service	15, Crestwood Close, Wistaston,	10%	0%	57.11	0.00	Willaston and Rope	Brian Silvester	
Wilmslow Albion Football Club	Wilmslow F C Adj Oakwood Farm, Styal Road, Wilmslow,	100%	50%	253.12	126.56	Wilmslow Lacey Green	Don Stockton	
The National Trust	Quarry Bank Mill (National Trust), Quarry Bank Road, Styal Wilmslow,	20%	0%	114.50	0.00	Wilmslow Lacey Green	Don Stockton	
Lindow Lawn Tennis Club	Tennis Club, Cumber Lane, Wilmslow,	100%	50%	911.25	455.62	Wilmslow West and Chorley	Gary Barton; Wesley Fitzgerald	
Wilmslow Royal British Legion Club Ltd	British Legion Club, Grove Avenue, Wilmslow,	5%	0%	354.38	0.00	Wilmslow West and Chorley	Gary Barton; Wesley Fitzgerald	
Dyslexia Institute Ltd	7, Hawthorn Lane, Wilmslow,	20%	0%	1992.30	0.00	Wilmslow West and Chorley	Gary Barton; Wesley Fitzgerald	
Oblate Retreat & Spirituality Centre	89, Broughton Lane, Wistaston,	10%	0%	1190.80	0.00	Wistaston	Margaret Simon; Jacqueline Weatherill	
Cholmondeley Cricket Club	Cholmondeley Cricket Club, Cholmondeley,	75%	50%	177.19	118.12	Wrenbury	Stan Davies	
Cholmondeley Sports & Community Association	Adj. Cholmondeley Arms, Wrenbury Road, Cholmondeley,	20%	5%	114.50	28.63	Wrenbury	Stan Davies	
The Museum Trust	Congleton Museum, Market Square, Congleton, Cheshire, CW12 1ET	20%	10%	1488.5	744.25	Congleton West	David Topping	

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Lyme Green Settlement Charity  
The Office  
Lyme Green Park  
London Road  
Sutton  
Macclesfield  
SK11 0LD

Revenues Service  
PO Box 39, Town Hall  
Macclesfield  
SK10 1HR

Tel: 0300 123 5013  
Email: [brates@cheshireeast.gov.uk](mailto:brates@cheshireeast.gov.uk)  
[www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)

**Date:** 28<sup>th</sup> May 2012

**OUR REF:** AW/9019815

**YOUR REF:**

Dear Sir

**NON DOMESTIC RATES THE OFFICE LYME GREEN PARK**

Further to my recent letter informing you that Cheshire East Council is reviewing its discretionary rate relief policy I now write to let you know that the changes being considered will mean that from the 2013-14 financial year the amount of relief you will receive could be reduced.

On setting its policy in December 2008 Cheshire East afforded protection to ratepayers to ensure that they would not receive less relief under the Cheshire East Council policy than they did from the billing authority to whom they paid rates prior to the formation of Cheshire East. This has inevitably led to anomalies where, for example, an organisation with more than one business unit may receive different levels of relief depending on the location of the units within Cheshire East.

In the interests of fairness to all of the ratepayers within Cheshire East one of the changes being considered is the removal of this protection. Your application would then be considered in relation to the new policy, as is the case with any new applications for relief.

You currently receive 20% discretionary rate relief, however under the Cheshire East policy you would not be entitled to discretionary rate relief. At 2012/2013 levels this would mean a reduction of discretionary rate relief from £806.08 to £0.00.

The Cheshire East Cabinet is due to consider the revised policy in the near future. If you have any comments that you would like Cabinet to consider please write to the above address by 11<sup>th</sup> June 2012. Please do not hesitate to contact Andrea Walker on 01270 686073 if you wish to discuss this matter.

Yours faithfully

**Non Domestic Rates Section**





# Lyme Green Settlement

Registered Charity No: 209267

The Office, Lyme Green Park, Macclesfield, Cheshire SK11 0LD

Telephone and Fax: 01260 252666

e-mail: [admin@lymegreensettlement.org.uk](mailto:admin@lymegreensettlement.org.uk)

[www.lymegreensettlement.org.uk](http://www.lymegreensettlement.org.uk)

Our Ref RW/JB

Your Ref AW/90198152

7<sup>th</sup> June 2012

Ms Andrea Walker  
Cheshire East Council  
Revenues Service,  
Non Domestic Rates Section  
PO Box 39  
Town Hall  
Macclesfield  
SK10 1HR

Dear Ms Walker

## **Re: Non-Domestic Rates, The Office, Lyme Green Park**

I thank you for your letter dated 28<sup>th</sup> May 2012 advising us that Cheshire East Council is currently reviewing its discretionary rate relief policy and that from the 2013/2014 financial year, we may see a reduction in the amount of relief which we currently receive. I would like the Cabinet to consider the following comments before making their decision:

Lyme Green Settlement is a registered charity providing purpose built accommodation for severely disabled people. It was originally formed in 1946 to provide nursing care, rehabilitation and accommodation for paraplegic ex-service men and women who had sustained their injuries during conflict. Over the years, with the provision of more care in the community, the focus of the Settlement has changed. We no longer provide nursing care and in addition to ex-service personnel, we now provide accommodation for severely disabled civilians.

The office building is the focal point for the Settlement. The whole use of the building is geared to the provision of services for the disabled residents. The part-time administrator and secretary work from the building and in addition to carrying out the routine clerical work required on the Settlement, much of their time is taken up talking to residents, listening to their problems and discussing their welfare needs with them.

There is an active residents committee on the Settlement and the building is used by them on a regular basis for meetings and organised social functions.

Yours faithfully,

Deputy Manager

SK10 1HR  
01260 252666  
2012/06/07

The Wheelies Sports and Activity Club (a registered charity providing activities for the disabled) also use the office for their meetings as they find it convenient with several of their members living on the Settlement.

Once a month, a visiting clergyman/woman holds a communion service in the building, which is attended not only by residents of the Settlement but also some people who live locally.

No charges are made for any of these uses.

Cheshire East Council uses the building as a polling station at elections. A charge is made for this to cover expenses.

The building is not let out for private functions and is only ever used for community use.

Lyme Green Settlement is a private estate in the sense that, from its junction with London Road, being the closest public highway, all roads, footpaths, street lighting, foul and surface water sewers, water supply pipes and grounds are maintained by the Settlement. All these services are unadopted by the local authority or United Utilities and the cost of repairing these has to be met by the Settlement.

We are a non-profit making organisation with the aim of breaking even each year. So far we have managed to achieve this whilst keeping rent levels at around 75% of current market levels. Any increase in costs such as the loss of the discretionary rate relief has to be met by either a saving elsewhere or an increase in the rent for some of the most severely disabled people in our area.

Your letter states that under the Cheshire East policy we would not be entitled to the 20% discretionary rate relief which we currently receive. I assume, however, that we would be able to re-apply and our case would be considered along with other applications. If this is not the case, then I would strongly urge the Cabinet to reconsider before scrapping the discretionary rate relief entirely.

Yours sincerely



Roy Walker  
Administrator



**Crewe Vagrants Sports Club Limited**

Newcastle Road Willaston Nantwich CW5 7EP  
Registered Number 28975 R  
VAT Number 741 8433 33

11 Mayflower Road  
Nantwich  
CW5 7DP

Ms A Walker  
Cheshire East Council  
Revenue Services  
P O Box 39  
Town Hall  
Macclesfield  
SK10 1HR

1<sup>st</sup> June 2012

Dear Ms Walker

**Ref AW/9100256**

Thank you for your letter of 29<sup>th</sup> May regarding the business rates for the club. Crewe Vagrants Sports Club Ltd is a non-profit making organisation with all the income generated being reinvested in the provision of sporting facilities. It is probably the largest multisport club in Cheshire having hockey, cricket and squash as member sports and being the base for Crewe and Nantwich Rugby Club and South Cheshire Harriers and is also used by Crewe Clarion Wheelers.

The club provides considerable opportunities to local children from 7 years old upwards to join in sport and receive regular coaching, rugby and cricket in particular having large junior sections.

The social and function area provides a much used facility to local residents for parties, wedding receptions, christening parties and funerals as well as being used by several local businesses for conferences and meetings.

If the discretionary rate relief is reduced it would significantly affect our ability to maintain and certainly improve the facilities we are offering to the residents of Crewe and Nantwich.

I am away until 11<sup>th</sup> June but can be contacted on 01606 558552 during office hours after that date.

Yours sincerely,



G Hurst

Hon Chairman



31<sup>st</sup> May 2012

Ms Andrea Walker  
 Cheshire East Council Revenues Service  
 PO Box 39  
 Town Hall  
 Macclesfield  
 SK10 1HR



Climb

Children Living with  
 Inherited Metabolic Diseases

Dear Ms Walker

Re: Your letter AW9104946 dated 28<sup>th</sup> May 2012

Further to our telephone conversation this morning regarding the Non Domestic Rates at 176 Nantwich Road, Crewe.

We currently receive a 10% discretionary rate relief, however, your letter has advised Climb that we may no longer be entitled to this discretionary rate relief for 2013 onwards as we are a national charity.

I would to bring to your attention that Climb is a national charity that deals with families affected by rare inherited metabolic diseases and we have been established in Crewe for over 30 years. During this time we have built up an excellent drop-in and advice service which is particularly directed at families in the Cheshire area that have a member of their family suffering from a metabolic disease.

One of our specialist areas is supporting families who are making claims for Disability Living Allowance and we encourage people to drop in so that we can assist them with their claim.

As we provide such a service to the people of Cheshire we would be very disappointed if we are no longer able to be awarded the 10% discretionary rate relief that we are currently entitled to.

Yours sincerely

Supporting families, changing lives

Steve Hannigan  
 Executive Director

Family Services: 0800 652 3181  
 Administration: 0845 241 2173  
 Facsimile: 0845 241 2174

Email: info.svcs@climb.org.uk  
 Email: enquiries@climb.org.uk

[www.climb.org.uk](http://www.climb.org.uk)

Founded in 1981, Climb is the only charity in the UK to encompass all metabolic diseases with links to organisations and professionals throughout the world

Children Living with Inherited Metabolic Diseases registered in England and Wales  
 as a Registered Charity (1089588) and Company Limited by Guarantee (4267454)

Patrons: Her Grace the Duchess of Westminster and Mrs Julia Timpson Executive Director: Mr Steven Hannigan MIOD, ACMI.

incorporating the



National Information Centre  
 for Metabolic Diseases

**WALKER, Andrea**

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**From:** J Dunning [john-dunning71@sky.com]  
**Sent:** 15 June 2012 12:41  
**To:** BRATES EAST  
**Cc:** Michael Chatwin  
**Subject:** Nantwich Town Football Club - Non Domestic Rates

Dear Ms Walker,

Your letter to the Football Club - Ref AW/9109522 has just been passed to me as the newly appointed Finance Director of the club.

I appreciate that I am just outside of your reply deadline and apologise for not responding by letter.

However I would express the clubs concern about the proposed change in policy which is quite a substantial amount for an organisation of our size.

As you may know we are very much a community based club and as such have achieved FA Charter Standard Community Club status.

We are therefore concerned about how such an increase in our operating costs will impact on our ability to continue to provide the same level of community based and youth activity.

I should be pleased if you would take our comments into account when considering your revised policy.

Regards

John Dunning

Director - Finance  
Nantwich Town Football Club



## Royal Society for the Prevention of Cruelty to Animals

12<sup>th</sup> June 2012  
Our Ref : AB/sjp  
Your Ref : AW/9101899

Non Domestic Rates Section  
Cheshire Borough Council  
Revenues Service  
PO Box 39  
Town Hall  
Macclesfield  
SK10 1HR

By email to: [brates@cheshireeast.gov.uk](mailto:brates@cheshireeast.gov.uk) & Post

Dear Sir

**RE: Non Domestic Rates Stapeley Grange Wildlife Hospital & Cattery**

I am in receipt of your letter dated the 28<sup>th</sup> of May concerning the removal of the 10% discretionary rate relief that to date has been granted in favour of the Society and the work it undertakes in the Cheshire East area.

Although part of a National Charity the Stapeley Grange Wildlife Centre is almost unique being only one of three in the Country that is operated for the benefit of the rate payers in the local area. Without this facility the additional burden of dealing with wildlife casualties would fall on the Local Authority from whom no doubt the local population would demand a response on the grounds of the humane treatment of injured animals, the majority of which would not receive the expert attention available from the RSPCA to relieve suffering.

I would urge your Council therefore to review its policy in this instance and continue to grant the RSPCA the discretionary relief and thus lessening the demand on the Society's charitable receipts to enable it to continue injured and distressed wildlife for the benefit of residents in the Cheshire East Council District.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Andrew Barnes', written over a light blue horizontal line.

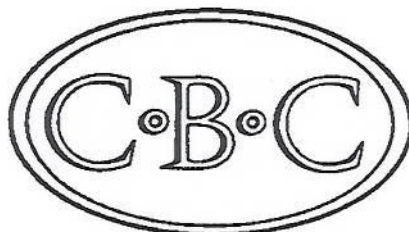
Andrew Barnes

RSPCA, Wilberforce Way  
Southwater, Horsham  
West Sussex RH13 9RS  
Tel 0300 123 0100  
Fax 0303 123 0100  
DX157200 Horsham 7  
A charity registered in  
England & Wales  
Charity no. 219099

[www.rspca.org.uk](http://www.rspca.org.uk)

Patron HM The Queen  
Vice Patron His Grace  
The Archbishop of Canterbury





**CREWE BOWLING CLUB**  
21a Stanhope Avenue, Crewe, Cheshire CW1 6ED  
Telephone: 01270 587914

CHESHIRE EAST COUNCIL  
Revenue Services  
(Non Domestic Rates Section)  
PO Box 39  
Town Hall  
Macclesfield  
Cheshire  
SK10 1HR

Your Ref: AW/9100440

11<sup>th</sup> June 2012

Dear Ms Walker,

**NON DOMESTIC RATES CREWE BOWLING CLUB**

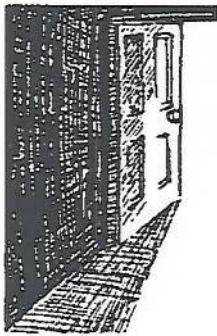
Your letter of 29<sup>th</sup> May 2012 informs us that our discretionary rate relief will be reduced from 75% to 50% from the 2013-2014 year.

We currently receive 100% Small Business Relief. If there is a change in government policy and the S.B.R. is reduced could we be considered for a retention of a 75% discretionary rate relief (or something similar) as compensation for any reduction please.

We are a non profit making bowling club and only have a small amount of income through subscriptions etc. and any additional expenditure makes it very difficult for us to manage our finances.

Yours sincerely

R.G. Lloyd (Secretary)  
Contact Tel. No. 01270 501588



# SURVIVE

abuse counselling

156, Nantwich Road  
Crewe  
Cheshire  
CW2 6BG

01270-253179 Client Contact  
01270-250051 Office

6<sup>th</sup> June 2012

Ms Andrea Walker  
Revenue Services  
PO Box 39, Town Hall  
Macclesfield  
SK10 1HR

Dear Andrea,

Following our conversation today I wish to inform you that the extra 20% discretionary rate relief is vital for the continuation of the charitable business of 'Survive'.

Survive is a counselling service that has been situated in Crewe for 20 years, to the benefit of all people (over 14 ) who have suffered the pain and anguish of being abused in any way, (such as rape and domestic violence). It is a referral and information point for statutory bodies such as the Police and Probation Service, Psychiatrists, GP's and Social Workers. Clients are also able to self refer and are often recommended by other clients.

Survive specialises in counselling adults who disclose that they were abused during their childhood and offer 1-1 support by a fully trained counsellor for as long as the client feels it is necessary, and only asks for donations as payment.

We aim to see new clients for assessment within one week, at that point a counsellor will be allocated and would offer a full, one hour counselling session weekly, at a time suitable for the client and counsellor.

**We are a non profit making counselling charity that runs totally on volunteer staff and donations.**

All the counsellors are unpaid and have undertaken both counselling qualifications and have passed Survive's own in-house counselling training to be thought suitable to effectively help their clients, who are often suffering from Post Traumatic Stress Syndrome.

**'Survive is the only local agency we know of in the area, that offer our level of commitment and expertise to both men and women.**

We, like other charities are suffering from chronic lack of funding and to continue with this work require help and support, without this substantial rate relief Survive will have to close.

Yours faithfully

Sally Lines  
Secretary to 'Survive'.

*Supported by The Morgan Foundation  
Cheshire East Council*

Survive is a Member of the British Association for Counselling and abides by its Code of Ethics and practice.

# SURVIVE

-abuse counselling

## WE ARE HERE TO HELP

We are a voluntary organisation dedicated to helping you if you have been sexually abused. Our team of professional counsellors have specialist training and experience in working with both female and male survivors of Incest and Sexual Assault

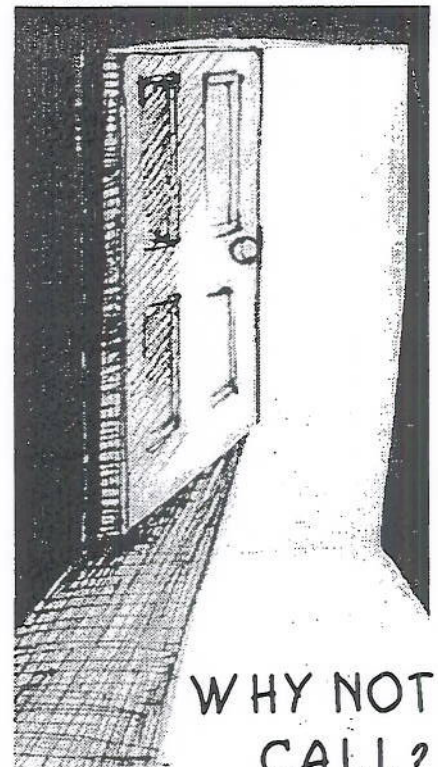
## DON'T FACE IT ALONE

The pain, grief and feelings of shame that often arise as a result of sexual abuse can make it almost impossible to live life to the full

Talking to someone who understands and who will not be shocked or upset by what you say can help you feel a lot better about yourself and your life

## TO US YOU ARE SOMEONE SPECIAL

- we *do* understand
- we *can* help
- we *do* have professional counsellors you can talk to in safety and confidence



WHY NOT  
CALL?

CREWE 01270 253179



**WALKER, Andrea**

---

**From:** Debbie Britcliffe [britcliffed@ladyverdintrust.com]  
**Sent:** 08 June 2012 11:42  
**To:** BRATES EAST  
**Subject:** Non Domestic Rates-Andrea Walker

Good morning,

I am writing in response to your recent correspondence concerning the above and letter reference AW/9102778. As a registered charity providing support to adults with learning disabilities we have been very grateful to receive a substantial amount of relief on our business rates for our office premises. The loss of such relief could result in our increase of charges being passed onto our venerable client group, which would be unfortunate. We have worked alongside the council for many years and would like to see our close working relationship grow every stronger for the years to come with the support for our charity growing further.

I look forward to hearing your decision for the future of this matter in due course.

Regards,  
Debbie Britcliffe MAAT,

*Director of Finance  
The Lady Verdin Trust Limited*

Registered Charity No. 1108111



Supporting Windyway Animal Rescue Centre, Buxton Old Road, Macclesfield

136 Macclesfield Old Road  
Buxton  
Derbyshire  
SK17 6TX

1<sup>st</sup> August 2012

FAO Andrea Walker  
Revenues Services  
PO Box 39 Town Hall  
Macclesfield  
SK10 1HR

Dear M/s Walker

Ref: WINDYWAY TRUST -Non Domestic Rates – Discretionary Rate Relief

73 Chestergate, Macclesfield, Cheshire SK11 6DG

With reference to your letters dated 26<sup>th</sup> March and 28<sup>th</sup> May I would like to request our charity is considered for continuation of the Discretionary Rate Relief we now receive.

We are a Cheshire based charity; the rescue kennels we support are in Macclesfield; our charity shop is on Chestergate in Macclesfield and the majority of our donations (monetary and goods) come from the good people of Cheshire; also the majority of the animals we rescue and rehome are within the Cheshire area. The registered address for our Charity on the Charity Commission's register of charities is 159 Whirley Road, Macclesfield, Cheshire, which is the home of our secretary.

Whilst the Charity Commission's website does state we cover other areas i.e. Derbyshire, Greater Manchester and Staffordshire, we do not discriminate against any animal needing rescue or against a potential new home for animals in our care.

[www.windyway.org](http://www.windyway.org)

**Chairman :** Lord Edward Goodwin, 47 Chatsworth Road, Hazel Grove, Stockport SK7 6BJ  
**Secretary:** Christine Earles, 159 Whirley Road, Macclesfield, Cheshire SK10 3JL  
**Treasurer:** Jacqueline Marriott, 136 Macclesfield Old Rd Buxton, Derbyshire. SK17 6TX  
**Sponsorship Secretary:** Mrs Patricia Barnard, 29 Penningtons Lane, Macclesfield, Cheshire. SK11 3US.



**Registered Charity No. 1108111**

Therefore should an animal from any of these other areas need rescue and care it is not turned away; also should someone from these other areas be willing to give an animal a good a loving home we certainly do not refuse them.

We are a well established charity and extremely well supported within the Macclesfield area.

Our charity shop is very busy with many customers who visit us on a daily basis and I think in these days of austerity we provide a very good service to our Macclesfield customers. If we were to lose any benefit it would severely impact on our charitable work.

We sincerely hope the Cheshire East Cabinet will take these factors into consideration when determining our rate relief status.

Yours sincerely



Jackie Marriott  
Treasurer

[www.windyway.org](http://www.windyway.org)

**Chairman :** Lord Edward Goodwin, 47 Chatsworth Road, Hazel Grove, Stockport SK7 6BJ

**Secretary:** Christine Earles, 159 Whirley Road, Macclesfield, Cheshire SK10 3JL

**Treasurer:** Jacqueline Marriott, 136 Macclesfield Old Rd Buxton, Derbyshire. SK17 6TX

**Sponsorship Secretary:** Mrs Patricia Barnard, 29 Penningtons Lane, Macclesfield, Cheshire. SK11 3US.

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# EQUALITY IMPACT ASSESSMENT FORM



Equality impact assessment is a legal requirement for all strategies, plans, functions, policies, procedures and services under the Equalities Act 2010. We are also legally required to publish assessments.

## Section 1: Description

Department	FINANCE & BUSINESS SERVICES		Lead officer responsible for assessment	PAUL MANNING	
Service	REVENUES		Other members of team undertaking assessment	ANDREA WALKER	
Date	17/07/2012		Version	1	
Type of document (mark as appropriate)	Strategy	Plan	Function	Policy	Procedure Service
Is this a new/existing/revision of an existing document (mark as appropriate)	New		Existing		Revision
Title and subject of the impact assessment (include a brief description of the aims, outcomes , operational issues as appropriate and how it fits in with the wider aims of the organisation)  Please attach a copy of the strategy/plan/function/policy/procedure/service	<b>NNDR Rate Relief Policy Revision</b>  Discretionary Rate Relief for Charitable and Non-Profit making organisations was previously granted at different levels by the three legacy district Councils. At reorganisation, Cheshire East introduced its own Rate Relief policy. Organisations that had previously been granted a lower level of Relief than the Cheshire East policy allowed were granted additional Relief. Organisations that had previously been granted a higher level of Relief than that awarded by Cheshire East had their position protected. The revision is required in order to balance the inequities in awards of Rate Relief in relation to different areas of Cheshire.				
Who are the main stakeholders? (eg general public, employees, Councillors, partners, specific audiences)	Charitable and 'Non Profit making' organisations and their stakeholders				

# EQUALITY IMPACT ASSESSMENT FORM

## Section 2: Initial screening

<b>Who is affected?</b> (This may or may not include the stakeholders listed above)	Charitable and 'Non Profit making' organisations and their stakeholders										
<b>Who is intended to benefit and how?</b>	Other Charitable and 'non-profit making' organisations will no longer be disadvantaged Council Tax payers – reduction in Cheshire East expenditure										
<b>Could there be a different impact or outcome for some groups?</b>	Yes										
<b>Does it include making decisions based on individual characteristics, needs or circumstances?</b>	No										
<b>Are relations between different groups or communities likely to be affected?</b> (eg will it favour one particular group or deny opportunities for others?)	No										
<b>Is there any specific targeted action to promote equality? Is there a history of unequal outcomes (do you have enough evidence to prove otherwise)?</b>	No.										
<b>Is there an actual or potential negative impact on these specific characteristics? (Please tick)</b>											
Due to the nature of the organisations affected, there may be an impact on a number of the following characteristics depending on the organisations' particular area of work. We have identified that the organisations may assist groups which reflect the following characteristics											
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	Religion & belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carers	<input type="checkbox"/>	<input type="checkbox"/>

# EQUALITY IMPACT ASSESSMENT FORM

Disability	<b>Y</b>	N	Pregnancy & maternity	Y	N	Sex	<b>Y</b>	N	Socio-economic status	Y	N
Gender reassignment	Y	N	Race	Y	N	Sexual orientation	Y	N			
What evidence do you have to support your findings? (quantitative and qualitative) Please provide additional information that you wish to include as appendices to this document, i.e., graphs, tables, charts										Consultation/involvement carried out	
										Yes	No
Age	<p>Organisations supporting groups for whom any of the relevant characteristics are subject to impact have been notified of the impact at an early stage and a number have responded. The responses will be considered by Cabinet members when the policy is reviewed. Groups representing the specific characteristics indicated above have been identified and details and further information is attached for each.</p> <p>Support and advice will be offered through engagement with CVS in terms of signposting alternative channels for funding where this is available. For example, CVS are liaising with Sport Cheshire to support sporting clubs that may be affected by a revised policy.</p> <p>Cheshire East Council may consider alternative, shorter term relief in certain circumstances where other funding is not available.</p>										
Disability											
Gender reassignment											
Marriage & civil partnership											
Pregnancy & maternity											
Race											
Religion & belief											
Sex											
Sexual orientation											
Carers											
Socio-economic status											

## EQUALITY IMPACT ASSESSMENT FORM

Proceed to full impact assessment? (Please tick)	Yes	No	Date 17/07/2012
--	-----	----	-----------------

Please publish this completed EIA form on your website

**.CHESHIRE EAST COUNCIL****REPORT TO: CORPORATE SCRUTINY COMMITTEE**

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**Date of Meeting:** 4 September 2012  
**Report of:** Borough Solicitor  
**Subject/Title:** Work Programme update

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**1.0 Report Summary**

- 1.1 To review items in the 2012/2013 Work Programme listed in the schedule attached, together with any other items suggested by Committee Members.

**2.0 Recommendations**

That the 2012/2013 work programme be reviewed.

**3.0 Reasons for Recommendations**

- 3.1 It is good practice to agree and review the Work Programme to enable effective management of the Committee's business.

**4.0 Wards Affected**

- 4.1 All

**5.0 Local Ward Members**

- 5.1 Not applicable.

**6.0 Policy Implications including - Carbon reduction  
- Health**

- 6.1 Not known at this stage.

**7.0 Financial Implications**

- 7.1 Not known at this stage.

**8.0 Legal Implications**

- 8.1 None.

**9.0 Risk Management**

- 9.1 There are no identifiable risks.

## **10.0 Background and Options**

- 10.1 The schedule attached has been updated since the last meeting.
- 10.2 The Committee has asked for regular updates on the governance review which has been taking place since Council in May 2012 approved in principle the introduction of Policy Advisory Groups (now to be known as Policy Development groups. The latest position is that arrangements for the first meetings of four pilots (namely Capital Policy Development Group, Strategic Communities Policy Development Group, Performance Policy Development Group and Prosperity & Economic Development Policy Development Group) are now in place for the first meetings to take place in private in September. Appointments to the Policy Development Groups is being arranged through the group whips.
- 10.3 Members are asked to review the schedule attached to this report and if appropriate add new items or delete items that are no longer require any scrutiny activity. When selecting potential topics, Members must have regard to the Corporate Plan and Sustainable Community Strategy – ‘Ambition for all’ and also to the general criteria which should be applied to all potential items when considering whether any Scrutiny activity is appropriate. Matters should be assessed against the following criteria:
- Does the issue fall within a corporate priority;
  - Is the issue of key interest to the public;
  - Does the matter relate to a poor or declining performing service for which there is no obvious explanation;
  - Is there a pattern of budgetary overspends;
  - Is it a matter raised by external audit management letters and or audit reports?
  - Is there a high level of dissatisfaction with the service;
- 10.4 If during the assessment process any of the following emerge, then the topic should be rejected:
- The topic is already being addressed elsewhere
  - The matter is subjudice
  - Scrutiny cannot add value or is unlikely to be able to conclude an investigation within the specified timescale



**11    *Access to Information***

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

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Corporate Overview and Scrutiny Committee Work Programme 4 September 2012

<b>Issue</b>	<b>Description/Comments</b>	<b>Suggested by</b>	<b>Portfolio Holder as at May 2012</b>	<b>Corporate Priority</b>	<b>Current Position R,A,G</b>	<b>Date for completion</b>
Budget	Consultation group set up to review consultation arrangements for 2011/2012.	Committee	Finance	Nurture Strong Communities	The first meeting of the Budget Task group took place on 11 July 2012. The next meeting will follow this meeting.	Start date June 2012 and ongoing
Business Generation Centres	Review the formal response of Cabinet and subsequent actions	Portfolio Holder	Prosperity and Regeneration	Create Conditions for Business growth	Response of the Strategic Director considered on 20 July 2012. A further request to expedite matters will be monitored.	TBA
Procurement	To review procurement arrangements in Cheshire to ensure that the Council is achieving best value.	Portfolio Holder	Corporate Policy	Nurture Strong Communities	To be kept under review	TBA
Shared Services	The Committee received a presentation on the latest position with regard to shared services and the possible creation of a	Portfolio Holder	Corporate Policy	Nurture Strong Communities	Invitation to observe CWAC meeting on 13 September 2012.	TBA

	Separate legal entity for certain core services on 1 November 2011					
Future Political Management arrangements in Cheshire East	To review the range of options likely to be available to local authorities in the Localism Bill in respect political management structures	The Committee	Corporate Policy	Nurture Strong Communities	Comment contained in the covering report	TBA
Temporary Agency Staff Contract	To be consulted on the procurement of temporary agency staff – a joint arrangement with Cheshire West and Chester Council.	The Committee	Performance	Nurture Strong Communities	Report on today's agenda	4 September 2012
Second Homes Discount	To review the Council Policy on second home discounts	The Committee	Finance	Nurture Strong Communities	A further progress report is to be prioritised.	TBA
Pensions	To receive an update on the Councils contributions to the Cheshire pension fund	Finance portfolio holder	Finance	Nurture Strong Communities	Report on today's agenda	4 September 2012
Benefits	To receive an update on the new arrangements relating to benefits and the implications for the Council	Finance portfolio holder	Finance	Nurture Strong Communities	Report on today's agenda	4 September 2012



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## **FORWARD PLAN 1 SEPTEMBER 2012 - 31 DECEMBER 2012**

This Plan sets out the key decisions which the Executive expect to take over the next four months. The Plan is rolled forward every month. It will next be published in mid September and will then contain all key decisions expected to be taken between 1 October and 31 January 2013. Key decisions are defined in the Councils Constitution.

Reports relevant to key decisions, and any listed background documents may be viewed at any of the Councils Offices/Information Centres 6 days before the decision is to be made. Copies of, or extracts from these documents may be obtained on the payment of a reasonable fee from the following address:-

Democratic Services Team  
Cheshire East Council ,  
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ  
Telephone: 01270 686463

However, it is not possible to make available for viewing or to supply copies of reports or documents, the publication of which is restricted due to confidentiality of the information contained.

A decision notice for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's Website, Council Information Centres and Council Offices.

The law and the Council's Constitution provides for urgent key decisions to be made. A decision notice will be published for these in exactly the same way.

Forward Plan 1 September 2012 to 31 December 2012

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-21 Cheshire Homechoice - Allocation Policy Review	To approve the allocation policy for adoption.	Cabinet	20 Aug 2012	Partner housing providers, Homechoice officers, housing benefits, Police and community safety, tenants and residents.	Environment and Prosperity 21st February 2012	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-29 Crewe Green Link Road - Confirmation of CPO	To approve the serving of the necessary Orders to begin the compulsory purchase of land to deliver this scheme.	Cabinet	20 Aug 2012	Affected land owners and developers.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-30 Strategic Tenancy Strategy	In accordance with the Localism Act to publish a Tenancy Strategy setting out the broad objectives to be taken into consideration by Social Landlords when producing their own policies, and on the granting and reissuing of tenancies.	Cabinet	20 Aug 2012	Registered Providers and their Board Members, Stakeholders. Further guidance awaited from DCLG.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)



<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE11/12-42 Review of Discretionary Rate Relief Policy	To amend policy so applicants for discretionary rate relief must also apply for small business rate relief if appropriate, award top-up relief to those qualifying for mandatory rural settlement relief and to remove any legacy authority protection.	Cabinet	20 Aug 2012	N/A	Corporate	Lisa Quinn, Director of Finance and Business Services
CE12/13-6 SEMMMS Scheme Update	To authorise Officers to approve the major scheme business case in order to access DfT funding. To review the mitigation strategy, authorise the next stage of public consultation, and to delegate the lead on delivering the scheme to Stockport MBC on behalf of the 3 promoting authorities.	Cabinet	20 Aug 2012	With residents, landowners, the general public and key stakeholders through public meetings and the Council's website.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-7 Special Educational Needs and Disability Policy	To approve the implementation of the Special Educational Needs and Disability Policy.	Cabinet	20 Aug 2012	This has already been carried out.	Children and Families	Lorraine Butcher, Strategic Director (Children, Families and Adults)
CE12/13-9 Libraries Strategy	To approve the Libraries Strategy and its implementation.	Cabinet	20 Aug 2012	With relevant stakeholder and user groups on individual proposals during the implementation.	Sustainable Communities	John Nicholson, Strategic Director (Places and Organisational Capacity)

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-10 Review of Recycle Bank Sites	To review the number and type of banks provided in the light of reduced demand and improved kerbside service.	Cabinet	20 Aug 2012	To include notice to premises such as Pubs, Clubs and Hotels where collections are currently made.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-12 Affordable Housing Programme Phase 2	To approve the inclusion of identified land assets in phase 2 of the programme, and to grant permission to incorporate some open market housing into identified sites in the Crewe area.	Cabinet	20 Aug 2012	Through the Homes and Communities Agency at weekly group meetings.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-44 Review of the Interim Planning Policy on the Release of Housing Land	To approve and to recommend to Council the interim planning policy on the release of housing land.	Cabinet, Council	17 Sep 2012	With housing stakeholders, Parish Councils, Housing Market Partnership and the Local Plan database using the website, post and email.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-11 Congleton Transport and Economic Development Strategy	To authorise work to establish a range of options for measures to reduce congestion, support economic growth, and improve the strategic connectivity of Congleton.	Cabinet	17 Sep 2012	tba	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-15 Superfast Broadband	To recommend to Council the approval of the Connecting Cheshire Collaboration Agreement for the delivery of the Superfast Broadband Programme with partners Cheshire West and Chester, Warrington and Halton Councils; and for Cheshire East Council to act as the accountable body and principal delivery agent for the Connecting Cheshire Programme.	Cabinet, Council	17 Sep 2012	The Project Board (Cheshire East, Cheshire West and Chester, Warrington, Halton), LEP Board, Public consultation, Broadband Delivery UK and the European Regional Development Agency.	Sustainable Communities	Lisa Quinn, Director of Finance and Business Services
CE12/13-16 Development Autistic Spectrum Disorder - Special School	To seek permission to proceed with the development of an ASC special school on the site of the former Church Lawton Primary School.	Cabinet	17 Sep 2012	Briefings with Parish Councils and residents in the locality, through the special needs review and as part of the planning application consultation will take place with local stakeholders, parents, the wider schools community and neighbouring local authorities.	Children and Families	Lorraine Butcher, Strategic Director ( Children, Families and Adults)

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-18 Delivery of Streetscape Operations	To agree to detailed work being carried out to determine the full range of services associated with Grounds Maintenance, Street Cleansing and Car Park maintenance/management that could be managed more cost effectively through the Highways Service Provider and, subject to the outcome of that work, to commence procedures to transfer the relevant services in accordance with all statutory requirements.	Cabinet	17 Sep 2012	Council Members and all existing staff currently employed within the affected services via Stakeholder Groups, and Member Briefing Sessions	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-19 Leisure Services future Operating Model	The report will consider options for the future delivery of leisure services throughout the Borough and will make recommendations to Cabinet for a preferred way forward.	Cabinet	17 Sep 2012		Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-20 PATROL Nomination to be Host Authority	To agree to the Council undertaking the role of lead Authority for the Parking Adjudication Committee and Bus Lane Adjudication Committee.	Cabinet	17 Sep 2012		Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-13 Flexible, Public and Community Transport	To consider the results of public consultation on the Council's support for public transport and to consider proposals to deliver savings in the Business Plan 2012-15.	Cabinet	15 Oct 2012	Extensive public consultation, at key service centres and online, including with town and parish councils, community and voluntary sector groups and public transport operators.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-14 Cheshire East Local Plan Borough Development Strategy	To approve the Borough Development Strategy.	Cabinet	15 Oct 2012	With housing stakeholders, parish councils and people on the local plan database, and the housing market partnership, via the website, post and email.	Sustainable Communities	John Nicholson, Strategic Director (Places and Organisational Capacity)

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-17 Appointment of preferred contractor for Lyceum Theatre, Crewe	To select the preferred bidder to take over the operational responsibility for the Lyceum theatre, Crewe.	Cabinet	15 Oct 2012	Chartered Trustee, Ward Members, Portfolio Holders	Sustainable Communities	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-45 Cheshire East Local Plan Core Strategy	To approve and to recommend to Council the publication draft of the Cheshire East Core Strategy.	Cabinet, Council	12 Nov 2012	With housing, business and environment stakeholders, infrastructure providers, Parish Councils and local communities through the website, email post and general publicity.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE12/13-4 Health and Wellbeing Strategy	To consider and review the draft health and wellbeing strategy.	Cabinet	12 Nov 2012	Extensive community consultation.	Health and Wellbeing	Lorraine Butcher, Strategic Director (Children, Families and Adults)

<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-8 Determination of School Organisation Plan 2011-2016	To approve the Plan which drives the overall School Organisation Framework and provides the strategy for ensuring the provision of sufficient suitable school places for all children and young people resident in the Borough for the period 2011-2016.	Cabinet	12 Nov 2012	By meetings and the School Organisation website.	Children and Families	Lorraine Butcher, Strategic Director (Children, Families and Adults)
CE11/12-39 Cheshire Shared Services Legal Entity	To consider the policy decision to establish a Separate Legal Entity (SLE) for the ICT, HR and Finance, and Occupational Health Shared Services from 1 April 2013.	Cabinet	7 Jan 2013	With Chester West and Chester Council.	Corporate	Lisa Quinn, Director of Finance and Business Services
CE12/13-21 Rural Housing Enabling Guide	To approve revisions to the draft guide and to authorise officers to implement it.	Cabinet Member for Prosperity and Economic Regeneration	September 2012	Consultations with all Parish Councils, Councillors with rural wards, Cheshire Community Action and local Housing Associations have been completed.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)
CE11/12-41 Future Operation of the Old Town Hall, Macclesfield	To decide upon the future running and preferred operating model for the Old Town Hall.	Cabinet	7 Jan 2013	With Macclesfield Charter Trustees and Macclesfield Forum.	Environment and Prosperity	John Nicholson, Strategic Director (Places and Organisational Capacity)



<b>Key Decision</b>	<b>Decisions to be Taken</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Relevant Scrutiny Committee</b>	<b>How to make representation to the decision made</b>
CE12/13-3 Business Planning Process 2013/16 Business Plan	To approve the business plan for 2013/16 incorporating the Council's priorities, budget, policy proposals and capital programme.	Cabinet	4 Feb 2013	Members, a range of stakeholders including PCT's, Parish Councils, social care representatives, businesses, trades unions, the schools forum and the public by meetings and the website.	Corporate	Lisa Quinn, Director of Finance and Business Services