

Cabinet

Wednesday, 15 July 2020

10.00 am

Virtual Meeting via Microsoft Teams

NB. Members are requested to ensure that their Laptops/Tablets are fully charged before the meeting.

John Tradewell
Director of Corporate Services
7 July 2020

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Decision notice of the meeting held on 17 June 2020** (Pages 1 - 6)
4. **Leader's Update**

Oral report of the Leader of the Council
5. **Minutes of the meeting of the Property Sub-Committee held on 1 July 2020** (Pages 7 - 8)
6. **Integrated Performance Report - Quarter 1, 2020-21** (Pages 9 - 48)

Leader of the Council and Cabinet Member for Finance
7. **The Award of the Service and Testing of Domestic Water Systems Framework Agreement** (Pages 49 - 58)

Cabinet Member for Commercial
8. **Provision of Apprenticeship Services** (Pages 59 - 68)

Cabinet Member for Learning and Employability
9. **Update from COVID-19 Member Led Local Outbreak Control Board** (Pages 69 - 70)

Deputy Leader and Cabinet Member for Health, Care and Wellbeing
10. **Decisions taken by Cabinet Members under Delegated Powers** (Pages 71 - 72)

11. **Forward Plan of Key Decisions**

(Pages 73 - 78)

12. **Exclusion of the Public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are exempt)

Membership	
Philip Atkins, OBE (Chairman)	Mike Sutherland
Mark Winnington	Philip White
Alan White	Gill Burnett
Mark Deaville	Bryan Jones
Gill Heath	Jonathan Price
Mark Sutton	Conor Wileman
Helen Fisher	Charlotte Atkins

Note for Members of the Press and Public

Filming of Meetings

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Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

DECISION NOTICE

Cabinet Meeting - 17 June 2020

Present: Philip Atkins, OBE (Chairman), Mark Deaville, Helen Fisher, Gill Heath, Mike Sutherland, Mark Sutton, Alan White, Philip White and Mark Winnington.

Cabinet Support Members in attendance - Gill Burnett, Bryan Jones and Jonathan Price.

Also in attendance - Charlotte Atkins

PART ONE

141. Decision notice of the meeting held on 20 May 2020

Decision – That the notes of the meeting held on 20 May 2020 be approved.

142. Leader's Update

Decision – That the oral report of the Leader of the Council giving an update on a range of issues including the County Council's ongoing response to Covid-19; how it will spearhead Staffordshire's economic and social recovery from the pandemic; the need to stay alert and prevent the spread of the virus as the county and the country reopens; the three voluntary groups in Staffordshire who all received the Queen's Award for Voluntary Service this month; the peaceful Black Lives Matters protests across the county over the past fortnight and the need to ensure that everyone in Staffordshire enjoys equality of opportunity, regardless of their race, creed, gender or sexuality; be noted.

143. Minutes of the meeting of the Property Sub-Committee held on 3 June 2020

Decision – That the minutes of the meeting of the Property Sub-Committee held on 3 June 2020 be received.

144. Impact of COVID-19 on SCC Communities, Economy, and Organisational and Recovery Approaches



“Throughout this pandemic, the people of Staffordshire have pulled together to help keep people safe, protect the vulnerable and support one another.

While the shadow of Covid-19 will undoubtedly be felt for some time, it is the resilience and spirit of Staffordshire people which will help us bounce back from this crisis.

It is great to see 99 per cent of our primary schools reopen to more pupils and all our secondary schools offering some face to face support for Year 10 and Year 12 pupils.

We have also seen more people back at work, more

	<p>businesses reopening their doors and our town centres gradually welcoming back shoppers this month.</p> <p>However, as a county council we know that there is still much hard work to be done in helping keeping our communities safe as lockdown restrictions are lifted further and also in helping this county not only recover from the impact of Covid-19 but also to shape a brighter future for both residents and businesses.”</p> <p>Philip Atkins OBE, Leader of the Council</p>
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Reasons for the Decision – To consider details of the approach that Staffordshire County Council is to take to its planning and recovery from the COVID-19 pandemic together with the learning that has been taken from the response phase, the high-level priorities for recovery across the council and the progress against these.

Decision – (a) That the approach to recovery be noted and endorsed.

(b) That the approach to understanding the impact of COVID-19 be endorsed

(c) That the high-level priorities and plans from each of the recovery areas (contained in appendices 2-9 of the report) be endorsed.

145. Economic Recovery, Renewal & Transformation Strategy

	<p>“The role of the county council is central to supporting everyone during these changing times, and indeed the recovery and renewal of our economy is already under way.</p> <p>As well as continuing to invest in the conditions all businesses need to thrive, the current situation has also presented us with opportunities to further develop the Staffordshire economy by supporting the creation of those clean, digital, highly productive businesses that will provide the jobs of the future.</p> <p>Our five-year Economic Recovery and Renewal Strategy is a roadmap to regrowth and a renewed economic landscape. It includes our approach to supporting new businesses to become established, robust and thrive. Including the refurbishment of previously unused parts of the in-demand Cannock Chase Enterprise Centre, and the expansion of the Silverdale centre to create much needed extra workshop space.”</p> <p>Philip Atkins OBE, Leader of the Council</p>
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Reasons for the Decision – To consider the Council’s Economic Recovery, Renewal and Transformation Strategy which sets out its priorities for the next five years to respond to the COVID-19 crisis and subsequently recover, renew and transform the local economy.

Decision – (a) That the Economic Recovery, Renewal and Transformation Strategy be approved.

(b) That the Leader of the Council, Cabinet Member for Economic Growth and Cabinet Member for Learning and Employment take the Strategy to the next available Prosperous Select Committee for consideration and input.


(c) That the Leader of the Council, Cabinet Member for Economic Growth, Cabinet Member for Learning & Employment and Director for Economy, Infrastructure & Skills be authorised to continuously review the Strategy due to changes in economic circumstances.

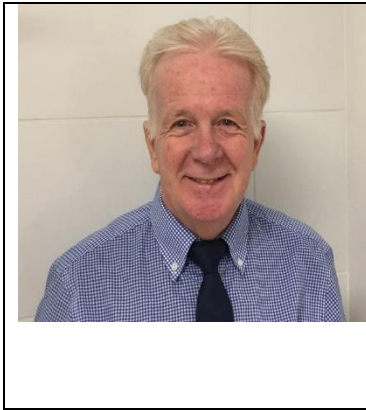
(d) That, working with those Cabinet Members with associated responsibilities, the Director for Economy, Infrastructure & Skills be authorised to progress the development of supporting delivery plans, working with our partners as appropriate.

(e) That, as part of the delivery of the Strategy, the progression of the extensions to the Cannock Chase and Silverdale Enterprise Centres, including investment of £355,850 from Staffordshire County Council borrowing and £150,000 for the Cannock Chase scheme from the joint County Council and Cannock Chase District Council Pye Green Investment Fund, be approved.

(f) That Cabinet Members communicate the new £0.360m Staffordshire County Council start-up support scheme with their communities and across the county to maximise the benefit of the scheme in supporting people at risk of redundancy to start their own business.

146. Final Financial Outturn Report for 2019/20

	<p>“This report covers the last financial year and the period when the authority first began helping those affected by the Covid-19 pandemic so, as a result, does not begin to reflect the millions of pounds subsequently spent in that direction.</p> <p>However, it shows that despite the rising costs of care for older people and providing support to vulnerable children and young adults, the council has still been able to invest millions of pounds in more school places, highways and economic regeneration.”</p> <p>Philip Atkins OBE, Leader of the Council</p> <p>“At a time when local authorities face great pressures, good management and investment of our resources</p>
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means the county council has been able to balance the books, invest in Staffordshire's future and keep some money for emergencies.

The longer-term implications for this authority, particularly around the rising costs of adult care and children's services, remain a serious concern. We continue to work with Government to find answers to putting local government funding on a more sustainable footing."

Mike Sutherland, Cabinet Member for Finance

Reasons for the Decision – To consider the final financial outturn position of the county council including delivery of the Medium Term Financial Strategy.

Decision – (a) That the final outturn position be noted.

(b) That the unspent Contingency sum of £4m be added to the Investment Fund previously established to fund commercial or other investments.

(c) That the capital financing arrangements, as set out in Appendix 3 to the report, including the capitalisation of transformational revenue expenditure, be approved.

147. Forward Plan of Key Decisions

The Forward Plan of Key Decisions for the period 15 July to 18 November 2020, which detailed the following issues, was approved:

Subject Matter	Contact
Provision of Apprenticeship Services	Name: Anthony Baines Tel: (01785) 895984
Integrated Performance Report 2020-21 - Quarter 1	Name: Andrew Donaldson/ Rob Salmon Tel: (01785) 278399/ 276354
Recommissioning of Home Care Services	Name: Helen Trousdale Tel: (01785) 277008
The Award of the Service and Testing of Domestic Water Systems Framework Agreement	Name: Ian Turner Tel: (01785) 277228
Treasury Management report for the year ended 31 March 2020	Name: Rob Salmon Tel: (01785) 276354
Review of Future Use of Kingston Centre, Stafford	Name: Andrew Marsden/ Ian Turner Tel: (01785) 278787/ 277228
Mitigation Plans for Cannock Chase Special Area of Conservation	Name: Janene Cox Tel: (01785) 278368
North Staffordshire Ministerial Direction for Nitrogen Dioxide - Project Update	Name: Clive Thomson Tel: (01785) 276522

Refurbishment of Council Owned Older People Nursing Home	Name: Andrew Jepps Tel: (01785) 278557
Children's and Families (including SEND) System Transformation	Name: Janene Cox Tel: (01785) 278368
Waste Disposal Arrangements in the North of Staffordshire from 2025	Name: Clive Thomson Tel: (01785) 276522
Nexus Trading Services Limited - Annual Report 2019/2020	Name: Dr Richard Harling/ Helen Riley Tel: (01785) 278700/ 278580
Integrated Performance Report 2020-21 - Quarter 2	Name: Andrew Donaldson/ Rob Salmon Tel: (01785) 278399/ 276354

**Philip Atkins OBE
Leader of the Council**

Minutes of the Property Sub-Committee Meeting held on 1 July 2020

Present: Philip Atkins, OBE (Chair)

Mark Deaville
Alan White (Vice-Chairman)

Philip White
Mark Winnington

PART ONE

261. Declarations of Interest

In submitting written representations as the Local Member for the area in which the Seabridge Centre lies (minute 265 below) Mr Tagg declared an 'Other Interest' due to his role as a Member of Newcastle under Lyme Borough Council.

262. Minutes of the Meeting held on 3 June 2020

RESOLVED – That the minutes of the meeting held on 3 June 2020 be confirmed and signed by the Chairman.

263. Exclusion of the Public

RESOLVED – That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972.

264. County Farm Holding No. 47, Plardiwick Estate, Gnosall - Proposed sale of 51.92 Acres (exemption paragraph 3)

Details were submitted of the Terms for the proposed sale of part (51.92 acres) of the vacant Holding No.47 Plardiwick Estate, Gnosall as part of the County Farms Review Programme included in the Medium Term Financial Strategy.

RESOLVED – That approval be given to the sale of part (51.92 acres) of Holding No. 47 Plardiwick Estate, Gnosall on the Terms indicated in the report.

The Chairman agreed to the following item being dealt with as urgent as the planning appeal process was in progress.

265. Former Seabridge Centre, Newcastle -under-Lyme (exemption paragraph 5)

The Sub-Committee considered representations received by the Chairman from residents of the Ash Way area of Newcastle under Lyme calling on the County Council to withdraw their appeal against the decision of Newcastle under Lyme Borough Council to refuse to grant outline planning permission for residential development of the site of the former Seabridge Centre, off Ash Way.

The representations referred to the potential loss of an educational asset, the unsuitability of the development proposed and the use of Ash Way to access that

development, the timing of the appeal during the COVID 19 Pandemic and argued that the appeal was a challenge to the legitimacy of the Borough Councils decision making powers.

Members considered the background to the proposed development of the site, particularly the discussions which had taken place with the Borough Council's Planning Officers on the design and density of any development and the access arrangements thereto; the unsuitability of the Seabridge Centre for adaptation for future educational use and the use of the planning process to help determine the best options for future disposal of the site.

As the local member for the area, Mr Tagg submitted written representations in support of the residents. He called for the retention of the building on the site for future use for educational purposes and sought dialogue between the two local authorities on the future of the site.

In view of his role of Leader of Newcastle under Lyme Borough Council, Mr Tagg had not been afforded the right to attend the meeting in person to participate in any discussions as those discussions were subject the subject of legal privilege.

RESOLVED – That the representations be noted and the appeal against Newcastle under Lyme Borough Council's refusal to grant outline planning permission for residential development on the site of the former Seabridge Centre continue.

Chairman

Cabinet Meeting on Wednesday 15 July 2020

Integrated Performance Report - Quarter 1, 2020/21



Philip Atkins, Leader of the Council said,

“Our immediate priority remains dealing with the Coronavirus pandemic, which continues to present us with a challenge of a generation.

Our own internal Incident Management Team have been working tirelessly with colleagues in Public Health England to manage the situation locally and mitigate against the outbreak. Right from the start and throughout the crisis, our priority as a county council has been to protect the most vulnerable, that is the elderly, the disabled and children in our care which we

continue to do.

Many of our nonessential services like libraries, the school crossing patrol service and day centres remain closed for now with some staff being moved into other areas including adult social care and children’s services.

We have continued to support the care sector throughout the pandemic, including daily advice and guidance and pledging around £22.4million to help with staffing costs, increased care packages and purchasing of additional PPE to ensure adequate supplies. To date, we’ve provided 2 million pieces of PPE to ensure staff can do their job safely.

During the lockdown period around 90% of our primary schools have remained open to support both vulnerable and keyworker children, and we continue to provide support and advice to them. We have also been providing extra funding for nurseries and childminders to stay open for the children of key workers and have given our 450 foster households an additional allowance to help them cope with the extra costs of having children and young adults at home all the time.

To help support some of our more vulnerable families we also launched new Family Hubs within each district. The Family Hub is a virtual space, acting as a single point of contact for families wanting information, advice and guidance and creating key links to local support networks.

Regarding our economy, we continue to support local businesses to survive, adapt and continue to operate if appropriate throughout the crisis. Through our small business support fund, we also made £500,000 available to help companies with less than nine employees. This fund was on a first come first served basis and was fully subscribed in the first week. At our Cabinet meeting in June, we also published our Economic Recovery, Renewal and Transformation plan setting out how we will support our local economy over the next five years.

A key positive from the pandemic has been the upsurge in volunteering and social action. The council's 'I Count' campaign saw over 750 staff working in noncritical jobs volunteer to switch roles to support Staffordshire residents in key services, such as adult social care and children's services. In addition, the public facing 'I Care' campaign recruited members of the public willing to step up and help deliver personal care in people's homes.

As we move forward carefully and into the recovery phase of the pandemic; continuing to be informed and driven by national guidance and timescales, we will ensure that all aspects of life can begin to recover and grow to what they were in the new normal way of life after this pandemic."



Mike Sutherland, Cabinet Member for Finance said,

"The latest revenue forecast outturn shows a forecast overspend of £10.149m (1.9%). This is mostly due to our response to the COVID-19 pandemic but also due to underlying cost pressures in children and education services that were evident before the crisis hit.

The Coronavirus pandemic has no doubt put extra pressures on finances as we deal with the crisis, but we continue to do what is needed and to spend on what is required to get through the pandemic.

We continue to ensure that the county council and its finances are managed carefully and effectively. Be assured, wherever spending is necessary, we will always try and get the best value for money for tax-payers and our residents."

Report Summary:

This quarterly Integrated Performance Report provides an overview of Staffordshire County Council's progress, performance and financial position in delivering against our Strategic Plan and Delivery Plan.

Recommendation(s)

We recommend that:

- a. Cabinet notes and challenges performance and advises of any further information and/or action required.

Local Members Interest
N/A

Cabinet – Wednesday 15 July 2020

Integrated Performance Report – Covid-19 Response and Recovery Update Quarter 1, 2020/21

Recommendations of the Leader of the Council and the Cabinet Member for Finance

We recommend that:

- a. Cabinet notes and challenges performance and advises of any further information and/or action required.

Report of the Director of Corporate Services

1. Background

1. Covid-19 continues to impact Staffordshire's people and places and is a focus for the county council's operations. As such this Quarter 1 report provides an update on the council response activities during quarter 1, including specific highlights from this work, as well as setting out progress against immediate and longer-term recovery priorities.

2. Summary



3. At the end of Quarter 1, the overall assessment on the council's performance and financial position is Amber. Particular areas of risk are in Adult Social Care and Children's and Families. Further details are included in this report and its appendices. The latest revenue forecast outturn shows a forecast overspend of £10.149m (1.9%). This is mostly due to the COVID-19 pandemic, but also due to underlying cost pressures that were evident before the crisis hit.

4. Covid-19 Response Highlights – Quarter 1 (2020/21)

5. Health and Care

6. The council has provided public health advice and guidance to support the pandemic response. A wide range of information is available on the website and has been provided to different sectors including care providers, schools and local businesses. The council has established arrangements to support vulnerable people who are self-isolating – including with emergency food supplies where required.



7. The council has supported the establishment of Covid-19 Regional Testing Centres and Mobile Testing Units, as well as testing of care home residents and staff. The council has established an emergency supply of personal protective equipment (PPE) and provided 2 million items to a range of settings.

8. The council has been supporting Staffordshire's care providers with daily advice and guidance throughout the crisis and pledged around £22.4million to help with increased costs of staffing and personal protective equipment (PPE). All care homes have had assistance and training in infection prevention and control and have access to additional clinical support. An emergency volunteer care workforce has been trained to provide care in the event of high levels of staff sickness absence. The council has developed a Care Home Support Plan that sets out all of the support available to care homes and this has been endorsed by a regional assurance process on behalf of the Department of Health and Social Care.
9. The council along with the NHS has implemented a Covid-19 hospital discharge pathway. This is helping to ensure that health and care professionals work together to identify the right discharge options for people, whether this be returning home with reablement and/or support or rehabilitation in a temporary bed. The council has been assessing and arranging care for people where necessary, including at weekends.
10. Day services have been supported to work in different ways on a temporary basis to take ensure ongoing care and support for people, whilst minimising the risk of spread of infection. They will continue to explore different ways of providing care and support during recovery to ensure that they are compliant with government guidance for social distancing.
11. Initial feedback on the Care Home Support Plan, completed during May, has recently been received, with the council given a strong rating, along with recognition of the many initiatives which have been implemented over the past three months.
12. The council has provided expert public health information, advice and guidance in areas such as testing and contact tracing. A wide range of information is available on its website, including details of the helpline that has been set up for emergency food parcel requests, as well as signposting and advice on domestic abuse, financial support and education resources.

13. Families and Communities

14. During the lockdown period around 90% of Staffordshire's primary schools have remained open to support both vulnerable and key worker children. The council has established a vulnerable children's weekly return from schools, independent settings and early years to ensure continued safeguarding and support for those in need.



15. Following the easing of lockdown measures, we are now seeing early years settings and schools beginning to reopen to children in nursery and reception (4-year olds), Year 1 (5-year olds) and Year 6 (11-year olds). The council has worked with schools to give them the support they need to open safely. This support includes advice and guidance on social distancing, as well as packs of personal protective equipment (PPE) for all schools. During the pandemic the

council has also been providing extra funding for nurseries and childminders to stay open for the children of key workers.

16. The council has given its 450 foster households an additional allowance to help them cope with the extra costs of having children and young adults at home all the time, as well as providing a range of practical and emotional support. Carers have had access to online training, are still having their regular scheduled conversations with allocated social workers and use virtual support groups to maintain contact.
17. Looked-after Staffordshire young people moving towards independence have been given additional support during the current Covid-19 crisis. Young people who have left the council's care network have received additional help, while those who were scheduled to become semi-independent have being funded to stay where they are until the situation improves. Those who have already left the council's care are receiving increased contact from their personal advisors, with physical visits paid if needed and food parcels provided where necessary.
18. As the council continues to respond to Covid-19, families who "cope" under normal circumstances may become increasingly more vulnerable due to financial strain and increasing domestic pressures. To help support, the council have launched new Family Hubs within each district, which will be targeting a specific number of families to offer them extra support. The "Family Hub" is a virtual space in each district, acting as a single point of contact for families wanting information, advice and guidance and creating key links to local support networks.
19. The lockdown has also seen local residents really embrace the council digital offer in libraries. E-book downloads have increased by over 100%, and e-audio by around 80%. A total of 9,288 e-books were loaned from our e-library in May. Over 1,000 people applied on-line to become library members, and more than 3,300 new people followed the Staffordshire Libraries Facebook page.

20. Economy, Infrastructure and Skills

21. The council is supporting local businesses to survive, adapt and continue to operate if appropriate. At June Cabinet our Economic Recovery, Renewal and Transformation Strategy was published setting out how we will support the economy of Staffordshire over the next five years. A business and employee support campaign has been promoting a range of schemes launched as a result of the Coronavirus crisis. Together with the Stoke-on-Trent and Staffordshire Local Enterprise Partnership, it has ensured people and businesses know where to go to access essential support.
22. The Stoke-on-Trent and Staffordshire Growth Hub has all the latest information on both national and localised initiatives. These include a local Redundancy and Recruitment Triage Service which is being delivered for the LEP by the National Careers Service and the national furlough and bounce back loan schemes.



23. Micro businesses in Staffordshire have been backed by a council grant scheme. Hundreds applied for grants of up to £1,000 following the launch of the scheme in April. The £500,000 scheme has been helping businesses with nine employees or less who could not get support from other Government initiatives. The emergency fund is allocated on a first come, first serve basis and provides support for hundreds of local businesses.
24. At the beginning of June, the council launched a support programme for people with ambitions of starting their own business and whose current employment may be at risk due to the Coronavirus crisis. The Staffordshire Start-up Programme aims to build on and complement existing support for new businesses, with a focus on helping them to be robust in overcoming future challenges.
25. Additional support available for business has included an Enterprise Centre Payment Holiday - direct debit collections were cancelled for 3 months, from 1 April, to allow Enterprise Centres tenants to defer rental payments if there is no work.

26. Voluntary Sector and Social Action

27. A key positive from the pandemic has been the upsurge in volunteering and social action. The council's I Count campaign saw over 750 staff working in non-critical jobs volunteer to switch roles to support Staffordshire residents in key services, such as adult social care and children's services. In addition, the public facing I Care campaign recruited members of the public to step up and help deliver personal care in people's homes. As a result of the two campaigns more than 400 people offered support in the area of Home Care, with volunteers trained to support our dedicated care workforce during the pandemic. Over 100 volunteers were made available to be deployed across the county as required.
28. The vital role of charities and community groups has also been highlighted; having been the first line of support for some of our most vulnerable residents. The council is providing additional funding to key voluntary and community sector partners to provide ongoing support to local community groups in their response to Covid-19. Working with the community and voluntary sector, over 3,100 food parcels have been delivered across the county so far, to vulnerable people who are self-isolating and have no network of support to call on. The council has also been working closely with the local voluntary and community sector to provide ongoing support for vulnerable self-isolators through a network of 'anchor organisations' that make direct contact and support the most vulnerable people at a local level.
29. The establishment of a Staffordshire County Council Covid-19 Support Fund has supported more than 90 community groups or organisations, with councillors earmarking £155,000 for applications across the county. This funding has been made available to voluntary and community groups setting up new projects to help support people through the crisis, or to keep their own activities and services running. Projects include those helping people who are self-isolating or shielding, or to help develop a network of local volunteers. Groups who have benefitted include: Here to Hear Listening Service in Uttoxeter; the Pathway Project in

Lichfield who received £3500 for cleaning materials and safety equipment to ensure that a crucial domestic abuse refuge could remain open and safe; and Shield Tamworth, a Tamworth Round Table led project which has been manufacturing and distributing free PPE face shields to NHS health professionals and care providers in the town.



30. **Health and Safety**

31. By mid-June 2 million items of PPE had been delivered by the council to front line care staff, social workers, and other roles in direct contact. This included gloves, masks, aprons and other safety equipment. This has helped ensure that every care home and care provider in Staffordshire has what it needs to care for the most vulnerable in the county during the pandemic.

32. Health protection, including infection control and PPE training has also been delivered, as well as risk assessments across council services to ensure risk is managed effectively. Webinars are now taking place to support schools and premise managers to ensure buildings are compliant with Covid-19 guidance.

33. **Planning and Recovery Progress Overview – Quarter 1 (2020/21)**

34. **Recovery**

35. As we move forward, the council will be in the unusual position of running recovery operations at the same time as response efforts continue. Our work will ensure that all aspects of life can begin to recover and grow. Whilst recovery will be informed and driven by national guidance and timescales for easing restrictions, it is also an opportunity to build on progress that has been made, to build on improved internal and external relationships, to assess how best to reintroduce paused activities, and to refresh the council's strategic plan in light of the changing world.

36. The council's Planning and Recovery Group meets weekly with links to the multiagency Staffordshire Resilience Forum's Recovery Coordinating Group (RCG), which meets fortnightly. As part of recovery planning key services have developed plans setting out both immediate and longer-term priorities. In addition, service areas continue to review and restart pre-Covid work that had been paused as a result of the pandemic.

37. Initial progress against each area is set out below.

38. Health and Care

39. The council has a key new responsibility to develop and implement a Covid-19 Local Outbreak Control Plan to prevent and manage outbreaks. Arrangements for surveillance and response to outbreaks are being established, including a Covid-19 Member Led Local Outbreak Control Board to provide democratic oversight and lead communication with the public about the overall management of Incidents.
40. The council's Supportive Communities programme has been accelerated as a result of the rise in volunteering and community action during the pandemic. To build on this work a new digital volunteering platform, Do-It, was launched on 8th June to link volunteers to people who need support. The platform already hosts over 2000 Staffordshire volunteers and close to 700 voluntary and community sector organisations. Alongside this Community Help Points are being rolled out to help people find support in their communities.
41. Alongside this a refresh of the Supportive Communities Programme is now underway, including the roll out of Community Help Points (involving Anchor Organisations) that ensure a range of community support is available. Furthermore, additional investment in the voluntary sector is being considered to build capacity to support vulnerable people and divert them away from funded care.
42. The council will also be refreshing its public health strategies and services to mitigate the ongoing public health risks from COVID-19, such as obesity, mental ill health and addiction. Increasing the number of people engaging in physical activity will be an early priority and work is underway in partnership with Sport Across Staffordshire And Stoke-On-Trent to expand current initiatives and to take advantage of the government's £2 billion pledge to increasing walking and cycling.
43. A reduction in adult social care staffing capacity at the height of the pandemic was managed with the introduction of a shortened assessment for care and support. This has led to a backlog of Care Act assessments and reviews, which will be cleared by the end of September.
44. Video and telephone social care assessments and reviews will continue as routine to help prevent the spread of infection to vulnerable people and enable staff to work flexibly. The council and Midlands Partnership NHS Foundation Trust will continue to promote remote working for social care staff, both in their interactions with residents, and for training and supervision.
45. Development work is also underway to review options for adult learning disability providers - council run services providing both day opportunities and respite care. The aim is to identify and trial new ways of providing support in light of national requirements for social distancing and 'shielding'.
46. For care providers enhanced infection prevention and control measures will remain necessary for a long period. The council will continue to provide support

with advice and guidance, testing, and emergency supplies of PPE to help prevent and manage outbreaks. The council will review the impact of Covid-19 on the market and what this means for forecast demand and cost for care and the financial sustainability of providers.

47. Further work is planned to resume pre-Covid work, such as reviewing the Preparing for Adulthood pathway to ensure smooth transition of care at the age of 18 and strengthening financial assessments to ensure timely collection of income and minimise client debt.

48. In Health and Care the forecast outturn at Quarter 1 is breakeven. There remains a range of high risk Medium-Term Financial Strategy (MTFS) savings within this position and the directorate will seek alternative savings where necessary. On top of this, the forecast financial impact of Covid-19 for the directorate is £24.876m. The longer-term financial impact of Covid-19 is not yet clear and this will undoubtedly affect the MTFS in future years.

49. Families and Communities

50. Work continues to help ensure safe opening of schools into the summer and to prepare for a larger reopening in September. Work is underway to complete school risk assessments, specifically around vulnerable children with underlying health needs, to ensure they can start to return safely. Additionally, as schools reopen, Education Inclusion Officers are continuing their work to ensure vulnerable children are attending school. The council will also work with schools and other partners to proactively target families they have identified as vulnerable, especially those with multiple issues.

51. The government recently announced a £1 billion Covid “catch-up” package to tackle the impact of lost teaching time. £650 million will be shared across state primary and secondary schools during the 2020/21 academic year, to be spent on small group tuition for whoever needs it. Separately, a National Tutoring Programme, worth £350 million, will provide access to tuition for the most disadvantaged young people. The council will continue working with schools, following release of the guidance, to ensure appropriate support is offered.

52. A review of Home to School transport arrangements is also underway, this remains a challenge as staggered school times and ongoing social distancing requirements mean an increased complexity in delivering this service.

53. As lockdown eases, Families and Communities are focusing on understanding where demand will start to hit. For example, it is expected that there will be an increased demand in mental health and domestic violence. In preparation for this the Education Psychology traded offer has been suspended to allow capacity to support children with social, emotional and mental health concerns. Education Psychologists are currently talking to schools and developing guidance, with a view to being able to offer a 1-2-1 service for children as they return to school in September.

54. Work on transforming the Children's system has restarted, specifically development of a district model and pathways and processes for support, although revised timescales are yet to be confirmed. The SEND transformation has been considered a priority and therefore continued throughout the pandemic. The workforce development programme has been revised and will be restarting in July, including further roll out of restorative practice training. SEND and inclusion training was delivered virtually for the first time at the beginning of June. In addition, plans to restart the SEND public engagement and consultation, paused due to Covid-19, will be discussed with partners in June to agree how this work can be resumed.
55. Progress is also underway to monitor and address the timeliness and backlog of Education, Health and Care Plans (EHCPs). 89% of all EHCPs due for completion in May were completed within the 20-week timescale. In 2020, to date, 29% of all EHC Plans have been issued within 20 weeks. Progress has also been made to reduce the backlog.
56. In Families & Communities there is a forecast overspend at Quarter 1 of £10.463m. Around £8.5m of this relates to the financial impact of the Covid-19 pandemic including delayed savings and lost income. The forecast overspend also reflects overspending on Education Services, particularly regarding SEND transport expenditure.

57. Economy, Infrastructure and Skills

58. An immediate priority for recovery has been the reintroduction of services in line with the easing of the lockdown. This began in May with the reopening of Household Waste and Recycling Centres where restrictions have been put in place to ensure social distancing. Council staff are currently working with colleagues from borough and district councils across the county to assist with plans to reopen town centres. Linking borough and council plans with our own infrastructure planning also means we can maximise the impact of available government funding.
59. Planning is underway to deliver new ways of working across some complex service areas, including home to school transport and school crossing patrols. Uncertainty around school reopening arrangements makes planning increasingly difficult, whilst a large number of school crossing patrol staff are amongst the most vulnerable residents and may not be able to return to work at the current time.
60. A bid was submitted at the start of June for additional Government funding for the Local Cycling and Walking Infrastructure Plan. Funding is aimed at helping councils to make immediate improvements to cycling and walking facilities and relieve pressure on public transport due to social distancing rules. If successful, the work must be completed within 2 months and will be followed by a larger round of potential funding in the summer. The Local Cycling and Walking Infrastructure Plan is currently under review to ascertain what changes are required due to the impact of Covid-19 on travel and transport.

61. Alternative delivery models will be explored for Community Learning, College and Training Providers in readiness for the start of the new academic year. The pandemic has seen placements disrupted and created uncertainty around transitions for students in September, particular those with high or additional needs. Recovery plans include support from Education Psychologists for students struggling to adjust to returning to education and training. Increases have been seen in community learning provision. Some providers have adapted courses for online and virtual learning, meaning capacity can be increased. There have been over 200 enrolments so far this year compared to around 40 at the same time last year. Work is underway to identify gaps in provision where providers have not been able to adapt to new ways of delivery.
62. Work is also underway to restart apprenticeships that had to cease as a result of Covid-19. Over the next quarter work is planned to identify the impact of the crisis on this cohort of young people – this will include looking at employer attitudes to apprenticeships, and possible rises in the numbers of young people not in education, employment or training. Longer term recovery work will focus on the economic viability of providers in the sector.
63. Economic recovery will be driven by the Economic Recovery and Renewal Strategy, including a refresh of existing delivery programmes as well as developing new programmes to support the recovery. The aim is to work closely with partners and maintain the confidence and trust of businesses through communications and engagement. After listening to business concerns around the availability of cost-effective regulation PPE, the council will be launching a PPE Program at the end of June. Over 2,000 PPE Start Back Packs will be available for local micro businesses, to give staff and customers confidence during the reopening phase. Signposting will also help local businesses source ongoing supplies for the future.
64. Further investment has also been agreed to expand two of the council's Enterprise Centres in Cannock and Silverdale. The expansion will see 21 new units created across the two centres and 45 new jobs.
65. A range of pre-Covid work is also being restarted such as managing the increased demand in household waste and transitioning staff from supporting response phase work to ongoing service activity. This includes delivery of the external funding programme and ensuring staff resource is available to support delivery of the Farms Investment Programme.
66. The council's highways teams have continued work throughout the lockdown period to ensure the road network is maintained and major infrastructure projects have been kept on track. Major projects such as the Stafford Western Access Route, Lichfield Southern Bypass and i54 South Staffordshire have carried on with minimal disruption.
67. In Economy, Infrastructure and Skills there is a forecast overspend at Quarter 1 of £0.365m. On top of this, the forecast financial impact of Covid-19 for the directorate is £7.234m.

68. Corporate Services

69. Recovery plans that cut across all service areas is being led through recovery groups linked to the council's Strategic Plan Principles – communities, digital, workforce and climate change. A summary of progress against recovery priorities is set out below.

70. Communities

71. A Communities Recovery Group has been established with an immediate focus on the re-opening of community services. Country Parks have already reopened, with the focus now on maintaining resilience in light of increased demand whilst alternative visitor options remain limited. Discussions around toilet facilities, and the safe return of service volunteers are now underway. Risk assessment are currently being completed for county managed libraries, with community managed libraries to follow at a later date. A paper on library reopening will be presented to the SCC Planning and Recovery Group in mid-June.

72. Six Children's Centres are now open following Health and Safety site visits, with agreements in place with providers to enable the reopening of the onsite childcare facilities. Further planning is underway to meet the next phase of reopening on July 1st, when social care visits, 0-19 services and health visitor services can recommence.

73. The group will also be looking to identify learning from our response to Covid-19, and how this can be sustained. This work will result in a series of recommendations which will inform council change programmes and refresh of the Communities Delivery Plan in September. The Communities Recovery Group has also identified a series of risks for communities following COVID-19, and will continue to work with partners, members and the People Helping People programme board to mitigate these wherever possible.

74. Digital

75. Prior to the Covid-19 crisis, the council was developing an ambitious Digital Strategy and delivery programme of work for 2020/21 for agreement. Work is now underway to reset the Digital Programme informed by the learning and innovation of the response and recovery phase. Key priorities, linked to recovery, include developing a Digital Infrastructure Plan and a particular focus on how we move forward with 5G across Staffordshire, as well as transforming the way we work in achieving our smart working ambitions.

76. Digital has been a key element of the response to Covid-19, and the aim is to build on this progress. This includes working with frontline services to increase smart and virtual working and enhance community connectivity. The organisational rollout of Microsoft Teams is well underway, and promotion and development of the recently launched ILearn platform will continue.

77. Climate Change

78. The current Climate Change Strategy, 'Green Shoots', is currently being refreshed following the declaration of a Climate Change Emergency by the council in July 2019. The emerging plan contains four key climate change themes to support the organisation; improved air quality; reduction in carbon; protecting the environment; and minimising waste.
79. Work is underway to review the current action plan and strategy, with the aim of prioritising activities to commence delivery of the action plan. A baseline carbon assessment is being developed, and an approach is currently being developed to ensure that all recovery plans will consider their impact on climate change as a key element.
80. A recent engagement exercise, working with Staffordshire Council of Voluntary Youth Services and Staffordshire Youth Union, to gather young people's views on climate change, will be used to influence our climate change plans.

81. Workforce

82. The immediate recovery priority will focus on easing the lockdown and supporting the organisation to establish new ways of working. A project team has been developed focussing on a range of immediate issues, including the review of staff policies and procedures to meet our Smart Working vision, learning from how remote working has been utilised in response to the pandemic, as well as making our buildings are Covid-19 secure.
83. The wider HR function will address how backlogs in Casework are addressed, support future recruitment and work with managers to assess the impact that the crisis has had on existing change programmes.
84. In Corporate Services the forecast outturn at Quarter 1 is breakeven. The Covid-19 related costs total £2.753m and include forecast loss of income in Registrars, increased ICT costs to enable working from home and a forecast loss of income in the annual leave purchase scheme. There are also costs for the temporary mortuary facilities at the County Showground of £1.5m and for food and B&B accommodation for rough sleepers of £0.115m.

List of Appendices:

1. Finance Quarter 1 Summary
2. Finance Quarter 1 Detailed Report
3. Corporate Checklist
4. Revenue Forecast Outturn 2020/21
5. Capital Forecast Outturn 2020/21
6. Financial Health Indicators 2020/21

Contact Details

Report Commissioner: Andrew Donaldson
Job Title: Assistant Director - Strategy, Public Health & Prevention
Telephone No.: 01785 278399
E-Mail Address: andrew.donaldson@staffordshire.gov.uk

Report Commissioner: Rob Salmon
Job Title: County Treasurer
Telephone No.: 01785 276350
E-Mail Address: rob.salmon@staffordshire.gov.uk

Latest Financial Summary

The following graphs summarise the financial performance of the council. Full details are contained in this report.

The graphs and charts are compiled using quarter 1 forecast information.

The latest revenue forecast outturn shows an overspend of £10.1m (1.9%), compared to the balanced position at the budget set in February. Since the budget was set Covid 19 has become a global pandemic. Central Government have issued two additional grant payments to support the additional pressures of continuing to provide vital services while protecting the workforce and local residents.

There has been use of £0.7m of the Exit and Transition Fund which was established in 2018/19.

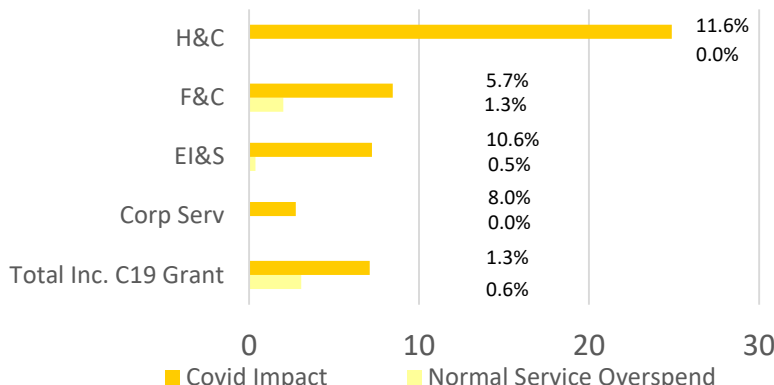
There is a forecast non-Covid overspend of £2.5m on Education Services,. This is due to SEND Transport increasing costs and demand, due to increased use of single occupancy taxis.

Savings are categorised into confidence of delivery. There are £9.9m savings currently classified as Low confidence of delivery, of which £7.5m is due the impact of Covid 19, and the remaining are non-Covid related. We are only at the beginning of the year, so this position will inevitably change as we move forwards. Some savings classified as low confidence include – Adult Social Care In House Services, Reduction in Looked After Children as a result of transformation and property rationalisation.

The latest capital outturn projection is £149m, compared to the budgeted position of £137.2m, an increase of 8.6%. This projection is a fully funded position. This increase is mainly due budget refinements and slippage into 2020/21 on various Schools projects, and the introduction of Challenge Fund money of £2.4m and Pothole Action Fund of £11.1m within Highways Schemes. More detail is available within the report.

Within the national context, the retail price index is currently 1.0%, and the latest consumer price index is 0.0%. GDP is estimated to be a reduction of 10.4% in the three months to April 2020. Current unemployment figures show Staffordshire benefit claimant rate remains below that of the West Midlands and Great Britain.

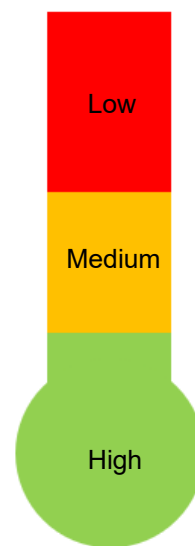
Revenue Budget Variance



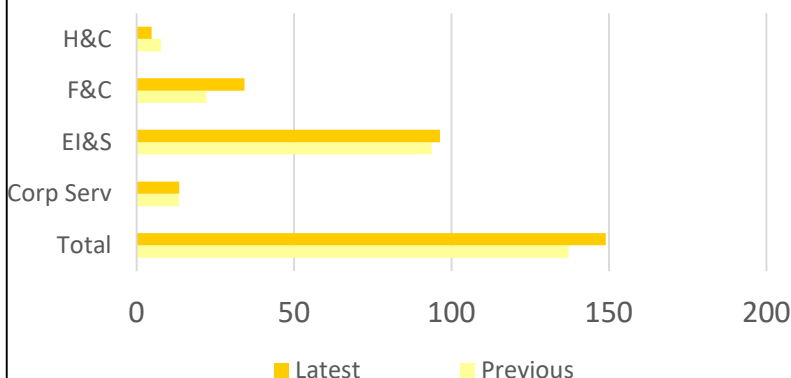
Savings Tracker – Target £28.079m

Budget - £28.079m

Quarter 1 - £28.079m



Capital Programme



Introduction

Revenue Forecast

1. The latest revenue forecast outturn (as provided in appendix 4) shows a forecast overspend of £10.149m (1.9%). This is mostly due to the COVID-19 pandemic but also due to underlying cost pressures that were evident before the crisis hit.
2. Since the 2020/21 budget was set, Covid 19 has become a global pandemic requiring a combined response from public sector services and which is also having a severe impact on the economy. Central Government has issued two payments of general grant to local authorities, totalling £37.1m, in order to support the additional pressures of continuing to provide vital services during the pandemic while protecting both workforce and local residents.
3. The table below sets out the current forecast of additional costs relating to the pandemic, plus lost income and delayed savings caused by the crisis. This can be mostly funded by the government grant provided; however, this is not enough and a gap of £7.5m is likely to remain.

	£m
Additional Costs	32.189
Lost income	3.232
Delayed savings	9.253
Grant funding	(37.079)
Shortfall	7.595

There was £0.680m of costs incurred in 2019/20 which has been funded in total from the grant.

4. Taking this grant shortfall into account, plus some pressures resulting from normal service activity results in the current forecast overspend of £10.149m. In addition, there is a great deal of uncertainty regarding future funding levels which taken together mean that services must continue to follow the ‘£ in, £ out’ principle and find mitigating savings wherever possible and aim to live within their allocated budgets for 2020/21.

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5. The following paragraphs consider the key financial issues in each of the council's portfolios.
6. **Health and Care** **Covid impact - £24.876m**
Normal service forecast - breakeven
7. The forecast outturn for the directorate is breakeven. This position includes a number a high-risk savings and the directorate is using one-off funding streams as well as identifying alternative savings options where required.
8. The forecast costs relating to Covid 19 are £24.876m. The longer-term impact of the Covid 19 pandemic on service delivery models and service user choices is not yet clear and this will undoubtedly impact the current years position and the Medium-Term Financial Strategy in future.
9. *Adults Social Care & Safeguarding* *Covid impact - £45,000*
Normal service forecast - breakeven
10. The forecast for the service is a breakeven position. Covid related costs are forecast to be £45,000.
11. There are currently a number of vacancies in the Adults Learning Disability Team (ALDT) which are expected to be filled in the coming months. It is assumed that agency staff will be required until then. However, it is expected that the £0.3m MTFS saving for the service will be delivered in full and that the service will not exceed its budget.
12. A new Section 75 agreement for Mental Health South has been agreed for the year and it is forecast that the service will breakeven. It is also forecast that the £0.1m MTFS saving for the Mental Health North team will be delivered in the first half of the year.
13. The future temporary operating of the in-house Respite and Specialist Day Opportunists services are currently being considered, and these changes may result in additional costs and it is expected that these will be funded from the Covid 19 grant funding.

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14. *Care Commissioning* *Covid impact - £24.876m*
Normal service forecast - breakeven
15. The forecast for the service is breakeven. Covid related costs are forecast to be £24.831m.
16. Prior to the Covid 19 outbreak, demand for both residential and nursing home placements and stabilised, however the trend for the cost of new Older People Care Home placements to be higher than existing placements continued. The overall additional costs to the Council of price rises was, pre-Covid, expected to be £18.540m in 2020/21.
17. However, in the wake of the pandemic, a number of care homes have experienced reduced occupancy rates and incurred additional costs on staffing, personal protective equipment (PPE) and infection control. The Council has supported the provide market with a range of financial stability measures including a higher than planned fee uplift and one-off funding to meet additional staffing and PPE costs. These have been funded from the £3.2bn additional Emergency Covid 19 grant allocations to Local Authorities. Financial assumptions have been reviewed in light of the outbreak and based on revised early modelling; we are currently forecasting that we can fund in-year pressures utilising one-off funding streams. This assumes that any additional expenditure relating to the pandemic is met from the Covid 19 funding allocations.
18. There is now a risk that we will not achieve the levels of client and health income assumed in the MTFS due to changes in Continuing Health Care (CHC) financial procedures and the package of financial measures to support care providers as a result of Covid 19. However, the directorate is currently reviewing the MTFS in light of the pandemic and will look to identify mitigating actions where required. The achievement of income targets will be monitored closely throughout the year.
19. Given the uncertainty around future residential and nursing demand and costs due to the Covid 19 outbreak and the unpredictability of price rises in the market, there may be a further impact in 2020/21 and so this continues to an area of high risk.
20. Formal agreement of the 2020/21 Section 75 Better Care Fund agreement has been delayed while the Council and Clinical Commissioning Group (CCG) Staff

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have been leading the response on Covid 19. In the meantime, it has been agreed that funding will be transferred to the Council at 2019/20 levels. Any inflationary uplifts due will be reviewed and applied as required when colleagues are able to finalise the position.

21. The Council has been allocated £9.915m from the Adult Social Care Infection Control Fund that was recently announced. Of this, 75% is to be passported directly to care homes in the county who comply with the requirements set out in the national guidance. The balance of the funding can be used to support care homes or domiciliary care providers and to support workforce resilience, and plans are currently being developed as to how this funding will be allocated.
22. The Learning Disability placement service is forecast to breakeven. There is a high risk that the Community Offer and Reviews Programme MTFs savings will not be delivered in full due to the impact of staff resources being directed to respond to the Covid 19 pandemic. However, it is expected that continued increases in client and health income will offset this. There remains a risk that demographic growth and care price increases will cause an overspend but this will be monitored through the year.
23. The council will continue to work with the local CCG's to support the discharge of people with learning disabilities or autism from specialist hospitals to community-based settings under the Transforming Care Partnerships (TCP). Despite the recent announcement of the government's intention to provide some additional grant funding to support future discharges there remains a risk of an overspend in 2020/21.
24. The Mental Health service is forecast to breakeven. There is a risk that the £0.250 MTFs saving will not be delivered due to staff resources being diverted to respond to the Covid 19 pandemic.
25. The planned recommissioning of the Carers service has been delayed due to Covid 19. The new service is unlikely to begin now until 2021/22. The financial implications are being considered but it is not expected to impact this financial year.

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- 26. Families & Communities** **Covid impact - £8.455m**
Normal service forecast - £2.008m overspend
27. The forecast at quarter 1 is an overspend of £10.463m. Around £8.5m of this relates to the financial impact of the Covid 19 pandemic including delayed savings and lost income. The forecast overspend also reflects overspending on Education Services, particularly regarding SEND transport expenditure.
28. *Children's Services* *Covid impact - £6.590m*
Normal service forecast - breakeven
29. The budget for 2020/21 included additional investment of £2.570m for the continuation and progression of planned transformation works as outlined in the business case which was previously approved. This is expected to be fully spent in year, and prior to the Covid 19 pandemic, appeared to be having positive outcomes and was forecast to deliver in full the target savings of £4.7m. However, it is now forecast that these savings will be delayed.
30. Due to the Covid 19 pandemic, there are non-delivery of savings of £4.7m as the service has not been able to process the necessary transformation programmes as intended, most significantly impacting on the number and cost of Looked after Children.
31. There have been additional, exception costs of £1.7m to, for example, support providers that have seen reduced demand for services, additions support for our foster carers and additional care package costs to ensure that the most vulnerable are protected and that in the longer term business continuity and market sustainability is assured.
32. *Education Services* *Covid impact - £0.944m*
Normal service forecast - £2.008m overspend
33. The forecast is an overspend of £2.578m. There is continued pressure from SEND Transport, which is forecast to overspend by £1.763m as a result of increasing transport costs and demand due to a move towards single occupancy taxis in an attempt to manage disruptive behaviours.
34. There is also an overspend of £0.815m for additional investment in SEND stabilisation works, as approved by Cabinet earlier this year.

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35. While this service faces further pressures of £0.5m due the non-delivery of historical savings, it is forecast that this can be mitigated in year. However, this will remain a pressure and will need to be addressed as part of the wider transformation programme.
36. *SEND High Needs Block*
37. The High Needs Block funded from Dedicated Schools Grant (DSG) has for several years been overspent leading to the almost complete depletion of DSG reserves.
38. SCC alongside other authorities have been lobbying for additional resources and it is a positive sign that the government this year provided for a significant increase in funding of around 15%. In 2020/21 Staffordshire will receive approximately £9.5m extra compared to last year and, though this remains a high-risk area, is currently forecast to be within budget.
39. *Culture & Communities* *Covid impact - £0.321m*
Normal service forecast - £19,000 overspend
40. There is a £0.245m forecast overspend due to an unsuccessful bid for Staffordshire History Centre Lottery Fund funding. Although a further bid has been submitted, it is forecast that this saving will be delivered in future years from a staffing restricting if unsuccessful. In year, vacancy savings will mitigate the shortfall, along with a contribution of £19,000 from the Exit and Transition Fund.
41. There is loss of income due to reduced trading activity – refreshments, room hire etc due to the Covid 19 pandemic.
42. *Community Safety* *Covid impact – nil*
Normal service forecast - £15,000 overspend
43. There is a forecast overspend of £0.168m due to prior year transformation savings that forecast to be undelivered – these should be mitigated by vacancy savings and a small £15,000 contribution from the Exit and Transition Fund will bring the service to a breakeven position.

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44. Economy, Infrastructure & Skills **Covid impact - £7.234m**
Normal service forecast - £0.365m overspend

45. The forecast overspend is £0.365m. On top of this, the forecast financial impact of Covid 19 for the directorate is £7.234m. This is a total forecast overspend of £7.599m.

46. *Business & Enterprise* *Covid impact - £0.340m*
Normal service forecast - £0.201m overspend

47. The forecast overspend for the service is £16,000 which is due to the delay in the achievement of the £75,000 MTFS saving on St Albans Enterprise Centre along with other small pressures on staffing offset by savings forecast on Farms repairs and maintenance of £50,000 and other small savings.

48. There are £0.340m of forecast Covid 19 costs for the service, £0.310m is forecast loss of earnings in Enterprise Centres and £30,000 is the estimated loss of income from Newcastle Town car park.

49. *Infrastructure & Highways* *Covid impact - £0.9m*
Normal service forecast - £0.349m overspend

50. The forecast overspend for the service is £0.349m, which includes a small overspend on Lighting and Signals which is a non-achievement of the advertising income MTFS saving of £50,000 and a forecast overspend of £0.3m in the Developments and Improvements service due to having to buy-in resource.

51. The forecast financial impact of Covid 19 is forecast to be £0.9m, which is largely a loss of income for street parking and bus enforcement in the Regulation and Governance areas of £0.8m and increased costs of £0.1m on Safe Operating Procedures.

52. *Transport, Connectivity & Waste* *Covid impact - £3.615m*
Normal service forecast - breakeven

53. The Transport and Connectivity service is forecast to breakeven – this includes an allowance for a number of potential pressures which need to be fully explored including a further challenge to concessionary reimbursement

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following our successful defence to a claim made last financial year. It is expected more detail will be available later in the financial year.

54. A general provision of £3m for potential additional Transport costs as a result of Covid-19 has been included.
55. Additional Covid 19 costs for providing additional home to school transport to date are £17,200 and there are likely to be more costs over half term, forecast to be under £10,000. It is hoped that the transport costs for the remainder of the summer term can be contained within the available budget.
56. It should be noted that there is a high risk of a significant additional Covid 19 home to school transport spend from September which is not budgeted for.
57. SCC are continuing to pay Concessionary Fare operators, and Home to School operators until the end of the summer term, even when these services are not running at capacity.
58. Within the Waste budget – Covid 19 brings potential for increased costs for recycling credits for green and dry mixed recycling material streams due to a) hospitality being closed and b) HWRC's being closed. In addition, there will be a loss of income from non-household waste and trade waste at HWRC's for the first few months of the financial year. The recent closure lead to a loss of income of £90,000. This with the limited re-opening has led to an initial forecast overspend of £0.5m, which will be reviewed when the full extended of the closure and re-opening costs are understood.
59. *EI&S Business Support* *Covid impact - £0.890m*
Normal service forecast - breakeven
60. There are forecast £0.890m Covid 19 related costs, which includes £0.5m for the Emergency Small Business Grants Scheme, £0.360m for the Start-Up Businesses Scheme (over 3 years) and £30,000 for potential overtime claims relating to Covid 19 work.

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61. Corporate Services

Covid impact - £2.753m

Normal service forecast - breakeven

62. The service is forecast to breakeven, excluding any Covid 19 costs. There are forecast overspends in HR which are the non-delivery of MTFS savings, which is largely offset by a saving in ICT along with small savings in the strategy areas. There are also £0.5m of restructure costs that will be funded by the Exit and Transition fund.

63. The Covid 19 related costs total £2.753m and include forecast loss of income in Registrars, increased ICT costs to enable working from home and a forecast loss of income in the annual leave purchase scheme. There are also costs for the temporary mortuary facilities at the County Showground of £1.5m and for food and B&B accommodation for rough sleepers of £0.115m.

64. Centrally Controlled

65. There is a forecast overspend of £0.687m for the delay in the rental of Staffordshire Place 2.

66. There is also £0.850m of Covid 19 related pressures which includes £0.264m of cleaning materials, £0.170m forecast loss of income and the non-delivery of the 2020/21 MTFS property rationalisation saving.

67. Capital Forecast

68. Appendix 5 compares the latest capital forecast outturn of £149.0m, an increase from the budgeted position of £137.2m. The key reasons for this increase of £11.8m are set out in the following paragraphs.

69. Health and Care

Forecast spend £4.816m

70. There has been a reduction of £2.969m since the budget set in February. This is due to significant uncertainty and rephasing of works on 3 major projects into 2021/22 due to the Covid 19 pandemic – Hillfield House Refurbishment of £0.548m and Histon Hill and Rowley Hall Nursing Home new builds of £1.765m and £1.147m respectively. The council is going to review its position on these schemes due to the impact of the current pandemic and further updates will be presented to cabinet in due course.

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71. These reductions have been offset by the rephasing of the Scotch Orchard sale of £0.280m and the Care Director upgrade rephase and repurpose of £0.232m into 2020/21.

72. Families and Communities **Forecast spend £34.250m**

73. *Maintained Schools* *Forecast Spend £33.751m*

74. There has been an increase in forecast spend of £11.948m since the budgeted position.

75. There have been a number of budget refinements and slippage into 2020/21 on schemes including – Rawlet Academy £1.593m, New Primary at Branston Locks £0.335m, Bishops Lonsdale Primary Academy £0.365m, Baldwins Grate CE Primary £0.439m, Scienta Reach2 £0.340m, Branston Road £0.778m, King Edwards VI Lichfield £0.519m, Western Road Academy £0.378m, Basic Needs unallocated budget £1.870m and other smaller amounts across a significant number of smaller projected total £2.2m.

76. There has also been rephasing of forecast spends into 2020/21 for New Starts School Conditional Allocation of £0.720m and Unallocated SEND provision of £0.8m. There is also slippage on Schools Conditional Allocation from 2019/20 into 2020/21 of £0.854m. There is £0.750m additional forecast is the result of smaller instances of slippages and budget refinements across a number of smaller projects.

77. Economy, Infrastructure and Skills **Forecast spend £96.369m**

78. *Economic Planning & Future Prosperity* *Forecast spend £15.250m*

79. There has been a reduction of £5.837m since the budgeted position. This is due to rephasing of final A50 payments of £2.523m and i54 Western Extension of £4.349m.

80. These reductions have been slightly offset by the addition of a new project – Eastgate Regeneration of £0.310m, and other rephasing of projects.

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81. It should be noted that the Superfast Broadband scheme has now moved from Economic Development to the Connectivity area.
82. *Highways Schemes* *Forecast spend £78.561m*
83. There has been an increase of £9.784m since the budgeted position, which largely reflects a £8.846m increase in Maintenance and Integrated Transport Schemes. This is due to the introduction of Challenge Fund money of £2.350m, Pothole Action Fund of £11.1m, and other third-party contributions of £2.3m.
84. This additional budget has been offset by refinements on budgets for Developer contributions, a reduction of £7.1m as well as refinements across a number of smaller projects.
85. Major schemes have increased by £0.528m since the budget – this forecast includes the agreed movement of £0.5m from Stafford Western Access Route (SWAR) to the Lichfield Southern Bypass scheme for their shared contingency and risk allocation. This has no effect on the overall major schemes budget.
86. SWAR has increased costs of £1.4m which is largely due to the potential additional costs of Covid 19. Despite the unprecedented circumstances around the pandemic, construction work has managed to continue on site, with the project team working hard to keep disruption to a minimum whilst maintaining safe working conditions. Lichfield Southern Bypass forecast costs have also increased by £0.9m which includes £0.450m for risk around the remaining piling and risk possessions.
87. Staffordshire County Council has submitted a bid for Emergency Active Travel Funding from the Department for Transport. The first tranche of monies is expected to be £0.366m with the second approximately £1.4m. If the bid is successful, further information on this will be contained in the quarter 2 report.
88. *Waste & Sustainability Projects* *Forecast spend £2.588m*
89. The forecast has reduced by £1.282m from the budget largely due to the rephasing of Newcastle HWRC to 2021/22 of £0.890m and the decision to rephase the sustainability schemes into next year while the Sustainability Options Plan is being developed.

Appendix 2 – Quarter 1 Finance Report

90. Finance and Resources & ICT Forecast spend £2.405m

91. There has been an increase in forecast spend of £0.460m since the budgeted position, this is due to the refining of UCS Blades and Physical Service project budget of £0.215m and the introduction of a new project, PSN Core Switch Replacement with an estimate of £0.245m.

92. Property Forecast spend £9.875m

93. There has been a reduction in forecast spend of £0.476m since the budgeted position. There has been an amendment to the budget for Greenwood House to correctly reflect the VAT position, reducing the forecast by £1.306m. This has been offset by the rephrasing of several budgets including District Rationalisation of £0.429m, Pre-sale Planning and Improvement works of £0.128m, and the addition of a new project, Oakdene Demolition of £0.123m.

94. Financial Health

95. Appendix 6 provides a forecast outturn performance against the key Financial Health Indicators approved as part of the 2020/21 budget setting process.
96. There have been 97.6% of invoices were paid within 30 days of receiving them at the end of quarter 1, exceeding the financial health indicator target. This reflects early payments to suppliers to help them with cashflow during the pandemic.
97. The estimated level of outstanding sundry debt over 6 months old is £15.966m, this is over the target of £14.7m by £1.266m. This is an increase of £0.158m since 31st March 2020. The debt recovery process involves chasing by a range of methods with the eventual escalation to the external collection agent or to Legal for the possibility of a court decision to recover the debt.
98. Client debt now stands at £8.913m and could potentially increase as a consequence of the pandemic. A working group has been established to look at why clients are not paying debts and to implement ways to avoid clients getting into debt in the first instance.

Appendix 2 – Quarter 1 Finance Report

Debtor Type	31/03/2020 £m	30/06/2020 £m	Increase / (Decrease) £m
Health Bodies & CCGs	1.634	1.409	(0.225)
Other Govt. and Public Bodies	1.917	2.063	0.146
Other General Debtors (Individuals & Commercial)	3.755	3.581	(0.174)
Health & Care Client Debt	8.502	8.913	0.411
TOTAL	15.808	15.966	0.158

Appendix 3 – Corporate Checklist

Equalities implications:

Through the delivery of county council business plans, service delivery is increasingly reflecting the diverse needs of our various communities.

Legal implications:

There are no legal implications arising from this report.

Resource and Value for money implications:

The resource and Value for money implications are set out in the report.

Risk implications:

The risk implications concern the robustness of the forecast outturn which may change owing to pressures on services with a consequent effect on county council functions being able to keep within budgets and a potential call on balances.

Climate Change implications:

Staffordshire's communities are places where people and organisations proactively tackle climate change, gaining financial benefit and reducing carbon emissions' is one of the county council's priority outcomes. Through the monitoring and management of this outcome; climate change and carbon emissions are being addressed in an active manner.

Health Impact Assessment and Community Impact Assessment screening:

Not required for this report.

Report authors:

Author's Names: Rachel Spain, Nicola Lycett
Telephone No: (01785) 85 4454
Location: Staffordshire Place No.1

Revenue Forecast Outturn 2020/21









	Revised Budget Qtr 1 £m	Forecast Outturn £m	Covid Impact	Normal Service Overspend / (Savings)	Total Variation £m
Health and Care					
Public Health & Prevention	(5.932)	(5.932)	0.000	0.000	0.000
Adult Social Care & Safeguarding	38.075	38.075	0.045	0.000	0.045
Care Commissioning	183.663	183.663	24.831	0.000	24.831
Specific Grant Allocation (Public Health)	(1.307)	(1.307)	0.000	0.000	0.000
Exit and Transition Fund	0.000	0.000	0.000	0.000	0.000
Health and Care Total	214.499	214.499	24.876	0.000	24.876
Families and Communities					
Children's Services	114.632	114.632	6.590	0.000	6.590
Children's Public Health	(4.546)	(4.546)	0.000	0.000	0.000
Education Services	25.359	27.367	0.944	2.008	2.952
Culture and Communities	5.256	5.275	0.321	0.019	0.340
Rural	1.969	1.969	0.600	0.000	0.600
Community Safety	7.938	7.953	0.000	0.015	0.015
Specific Grant Allocation (Public Health)	(1.710)	(1.710)	0.000	0.000	0.000
Exit and Transition Fund	0.000	(0.034)	0.000	(0.034)	(0.034)
Families and Communities Total	148.898	150.906	8.455	2.008	10.463
Economy, Infrastructure and Skills					
Business & Enterprise	1.056	1.257	0.340	0.201	0.541
Infrastructure & Highways	27.595	27.944	0.900	0.349	1.249
Transport, Connectivity & Waste	39.476	39.476	3.615	0.000	3.615
Skills	2.379	2.379	0.000	0.000	0.000
EI&S Business Support	1.103	1.103	0.890	0.000	0.890
Specific Grant Allocation (Public Health)	0.000	0.000	0.000	0.000	0.000
Covid related capital project costs	0.000	0.000	1.489	0.000	1.489
Exit and Transition Fund	0.000	(0.185)	0.000	(0.185)	(0.185)
Economy, Infrastructure and Skills Total	71.609	71.974	7.234	0.365	7.599
Corporate Services	34.428	34.928	2.753	0.500	3.253
Specific Grant Allocation (Public Health)	0.000	0.000	0.000	0.000	0.000
Exit and Transition Fund	0.000	(0.500)	0.000	(0.500)	(0.500)
Corporate Services Total	34.428	34.428	2.753	0.000	2.753
Traded Services	(0.528)	(0.528)	0.000	0.000	0.000
TOTAL PORTFOLIO BUDGETS	468.906	471.279	43.318	2.373	45.691
Centrally Controlled Items					
Interest on Balances & Debt Charges	34.203	34.203	0.000	0.000	0.000
Pooled Buildings and Insurances	16.447	17.134	0.850	0.687	1.537
Investment Fund	2.431	2.431	0.000	0.000	0.000
Contingency Position	4.000	4.000	0.000	0.000	0.000
Covid 19 Grant	0.000	0.000	(37.079)	0.000	(37.079)
TOTAL FORECAST OVERSPEND	525.987	529.047	7.089	3.060	10.149

CAPITAL PROGRAMME 2020/21

	Budget	Enhancements to Programme	1st Quarter Budget
	£m	£m	£m
Health and Care			
Care and Independence	7.785	(2.969)	4.816
Health and Care Total	7.785	(2.969)	4.816
Families and Communities			
Maintained Schools	21.803	11.948	33.751
Academy Conversion Residual	0.000	0.027	0.027
Rural County (Countryside)	0.307	0.002	0.309
Tourism and Culture	0.034	0.129	0.163
Families and Communities Total	22.144	12.106	34.250
Economy, Infrastructure and Skills			
Economic Planning & Future Prosperity	22.892	(7.642)	15.250
Highways Schemes	68.777	9.784	78.561
Waste & Sustainability Projects	2.035	0.523	2.558
Economy, Infrastructure and Skills Total	93.704	2.665	96.369
Trading Services - County Fleet Care	1.200	0.000	1.200
Finance, Resources & ICT	1.945	0.460	2.405
Property	10.351	(0.476)	9.875
Corporate Leased Equipment	0.050	0.000	0.050
Total	137.179	11.786	148.965

Financial Health Indicators 2020/21

Appendix 6

Indicator	Current Performance	
<p><u>Debtors</u> Level of outstanding general debtors more than 6 months old does not exceed £14.7m (Current Performance – £15.966m)</p>		
<p><u>Payments to suppliers</u> At least 90% of invoices have been paid within 30 days of us receiving them during the last quarter (Current Performance – 97.6%) This reflects early payments to suppliers to help them with cashflow during the pandemic.</p>		
<p><u>Monitoring</u> Quarterly financial monitoring reports have been issued to Cabinet during the last 12 months</p> <p>The council's most recent revenue outturn forecast did not vary by more than +/-2% when compared to the overall revenue budget</p> <p>Quarterly monitoring reports of progress against MTFS savings have been produced for the Senior Leadership Team during the last 12 months</p>		 
 Indicator not met	 Indicator not met by small margin	 Indicator met

Cabinet Meeting on Wednesday 15 July 2020

The Award of the Service and Testing of Domestic Water Systems Framework Agreement (*Contract REF: IA2049*)



Cllr Mark Deaville, Cabinet Member for Commercial said,

“Ensuring we get maximum value and benefit from all our contracts is a key priority for this council.

This new award will not only do that, but will ensure that water systems in our buildings are inspected, maintained and remain fit for purpose.”

Report Summary:

To secure Cabinet approval for authority to approve the full procurement process to secure and manage the Framework Agreement for service and testing of domestic water systems which will commence around 1 September 2020 for up to 4 years be delegated to the Director of Corporate Services.

Recommendations

I recommend that:

- a. The Council concludes its regulated procurement in line with the Public Contracts Regulations 2015 for the Service and Testing of Domestic Water Systems (the “Framework Agreement”), in readiness for an agreement commencement of 1 September 2020;
- b. Following the conclusion of the procurement, Cabinet delegates authority for the Director of Corporate Services to approve:
 - i. the Framework Agreement to be awarded and entered into with the successful tenderer to the Framework Agreement; and
 - ii. all subsequent call-off contracts under the Framework Agreement to be awarded and entered into with the successful tenderer under this Framework Agreement;
 - iii. any novation of the Framework Agreement and call-off contracts to a new provider or variations to the terms of the Framework Agreement or call-off contracts, in accordance with the Public Contract Regulations 2015 (if applicable); and
 - iv. the 2 x 1-year extension to the Framework Agreement in accordance with the terms of the Framework Agreement (if applicable)

Local Members Interest
N/A

Cabinet – Wednesday 15 July 2020

The Award of the Service and Testing of Domestic Water Systems Framework Agreement (Contract REF: IA2049)

Recommendations of the Cabinet Member for Commercial

I recommend that:

- a. The Council concludes its regulated procurement in line with the Public Contracts Regulations 2015 for the Framework Agreement for Service and Testing of Domestic Water Systems (the “Framework Agreement”), in readiness for an agreement commencement of 1 September 2020;
- b. Following the conclusion of the procurement, Cabinet delegates authority for the Director of Corporate Services to approve:
 - i. the Framework Agreement to be awarded and entered into with the successful tenderer to the Framework Agreement; and
 - ii. all subsequent call-off contracts under the Framework Agreement to be awarded and entered into with the successful tenderer under this Framework Agreement;
 - iii. any novation of the Framework Agreement and call-off contracts to a new provider or variations to the terms of the Framework Agreement or call-off contracts, in accordance with the Public Contract Regulations 2015 (if applicable); and
 - iv. the 2 x 1-year extension to the Framework Agreement in accordance with the terms of the Framework Agreement (if applicable)

Report of the Director of Corporate Services

Reasons for Recommendations:

1. The current Service and Testing of Domestic Water Systems Framework Agreement (ref. IA1650), procured via the Public Contracts Regulations, expires on 31 August 2020 and a replacement arrangement is required.
2. One provider will be appointed to the new Framework Agreement.
3. The scope of the new Framework Agreement (which mirrors the current arrangement) includes:
 - a. the continual servicing and monitoring requirements of Approved Code of Practice L8 (the control of legionella bacteria in water systems) and HSG274 to minimise the risk from legionella bacteria and the scalding risk from hot water.

- b. ensuring that all domestic hot water and cold-water systems are maintained in a safe and hygienically satisfactory condition through a process involving biannual inspection and testing for the following properties:
 - i. 180 SCC Corporate properties
 - ii. 164 LEA Maintained Schools
 - iii. 232 Academies
 - iv. 14 Fire Stations
 - v. Stoke-on-Trent City Council properties
 - vi. Newcastle Borough Council properties
 - c. hot and cold domestic systems, together with any permanently connected equipment (e.g. Rainwater Systems) but excluding air conditioning equipment, swimming pools and hydrotherapy pools.
4. The estimated spend envisaged through this Framework Agreement over 4 years is approximately £2.8 million, the breakdown of spend across all parties is as follows:
- a. Staffordshire County Council - £1,420,000
 - b. Entrust - £880,000
 - c. Newcastle-under-Lyme Borough Council - £76,000
 - d. Unitas Stoke-on-Trent Ltd (part of Stoke City Council) - £500,000
5. The total procurement has been qualified up to £3.5 million to allow for flexibility in the Council's spend and to accommodate the potential additional spend of public sector partners.
6. The scope of the services required by the Council under the Framework Agreement is to service the corporate properties and maintained schools.
7. It is not envisaged the Framework Agreement provider will be awarded a single call-off contract valued in excess of £2 million, though it is possible that over the full term of the Framework Agreement the provider may accrue a total of work in excess of the £2 million (Cabinet) threshold.
8. The form of contract used for the call-off contracts will be the Council's standard Framework Agreement call-off terms and conditions. Newcastle-under-Lyme Borough Council and Unitas Stoke-on-Trent Ltd (part of Stoke City Council) will also use the same call-off contract terms and conditions as and when a requirement is needed. There should be no material amendments made to the Framework Agreement or call-off contracts.
9. There are no equivalent lotted agreements procured by any other independent 3rd party central purchasing bodies or contracting authority/local authority which uniquely hold the local providers required for such services. Conducting a procurement process not only serves as an opportunity for local providers to tender but also serves as a benchmark on value for money.

10. Without recourse to a Framework Agreement, Council Officers would be required to invest more resource into spot tendering / quoting for individual work packages which would require a plethora of separately tendered projects per annum conforming to the Council's own internal Procurement Regulations.

Legal Implications

11. The potential value of spend for the services means that the processes within the Public Contracts Regulations 2015 apply to the procurement. The implications of any process failing to follow these Public Contracts Regulations 2015 could lead to serious legal challenges to the Council with the probable halt by a court on any contract award. A template framework agreement has been developed in conjunction with Legal Services to allow for the relevant services to be called off as and when required and this template framework agreement has been used to for the purposes of this Framework Agreement. Legal Services have not been involved in preparing the specific term and conditions for this Framework Agreement. The Council's call-offs will be managed by Entrust and a call-off process is detailed within the Framework Agreement point (9) above. We are not aware of any other legal implications at the time of writing this report.
12. Newcastle-under-Lyme Borough Council and Unitas Stoke-on-Trent Ltd (part of Stoke City Council) will manage their own call-off arrangements.

Resource and Value for Money Implications

13. The Framework Agreement will be commissioned by the Council, led by a Strategic Property lead, and procured by the Council's Commercial Team.
14. The ongoing technical day-to-day contract management is delivered in conjunction with and managed by Entrust. There are no resource implications known at the time of writing this report.
15. The failure to conduct a competitive tender process will inevitably lead to a disaggregation of spend with each project being contracted separately when it arises leading to increase in prices, inefficiencies in the contracting process and a sharp increase in procurement and commissioning effort and therefore this is considered the best way to achieve best value.
16. The weighting for this tender will be assessed by 40% quality and 60% price, the price weighting is further split by;
 - a. costs for biannual service and maintenance is weighted at 45%
 - b. rates for labour, materials and ad hoc tasks is weighted at 15%

List of Background Documents/Appendices:

Community Impact Assessment – Summary Document

Contact Details

Assistant Director: Ian Turner, Assistant Director for Commercial and Assets

Report Author: Lee Wells

Job Title: Senior Land & Property Information Officer

Telephone No.: 01785 277732

E-Mail Address: lee.wells@staffordshire.gov.uk



Staffordshire
County Council

Community Impact Assessment Checklist and Executive Summary

Name of Proposal:

Award of the Service and Testing of Domestic Water Systems Framework Agreement (CONTRACT REF IA2049)

Project Sponsor:

Ian Turner, Assistant Director for Commercial and Assets

Project Manager:

Lee Wells, Senior Land & Property Information Officer

Date Completed:

10/06/20

Final Checklist

Prior to submitting your Community Impact Assessment (CIA), please ensure that the actions on the checklist below have been completed, to reassure yourself / SLT / Cabinet that the CIA process has been undertaken appropriately.

Checklist	Action Completed	Comments/Actions
The project supports the Council's Business Plan, priorities and MTFS.	Yes	
It is clear what the decision is or what decision is being requested.	Yes	
For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and potential impacts are clearly identified and mitigated for (where possible).	Yes	
The aims, objectives and outcomes of the policy, service or project have been clearly identified.	Yes	
The groups who will be affected by the policy, service or project have been clearly identified.	Yes	
The communities that are likely to be more adversely impacted than others have been clearly identified.	Yes	
Engagement / consultation has been undertaken and is representative of the residents most likely to be affected.	Yes	
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	Yes	
Appropriate evidence has been provided and used to inform the development and design of the policy, service or project. This includes data, research, engagement/consultation, case studies and local knowledge.	Yes	
The CIA evidences how the Council has considered its statutory duties under the Equality Act 2010 and how it has considered the impacts of any change on people with protected characteristics.	Yes	
The next steps to deliver the project have been identified.	Yes	

Executive Summary

The Executive Summary is intended to be a collation of the key issues and findings from the CIA and other research undertaken. This should be completed after the CIA and research has been completed. Please structure the summary using the headings on the left that relate to the sections in the CIA template. Where no major impacts have been identified, please state N/A.

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
PSED What are the impacts on residents with a protected characteristic under the Equality Act 2010? Highlight any concerns that have emerged as a result of the equality analysis on any of the protected groups and how these will be mitigated. It is important that Elected Members are fully aware of the equality duties so that they can make an informed decision, and this can be supported with robust evidence.	N/A			
Health and Care How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?	Anybody using public establishments such as schools, libraries and SCC office buildings etc	To ensure the water within SCC property portfolio is safe for consumption	The risk is contaminated water	As per this request to have a service and testing contract in place on a rolling basis to avoid contaminated water.

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
Economy	Both Small-and-Medium Enterprises ('SME') and, occasionally, larger national firms. The Framework Agreement does successfully attract suppliers with local supply chains	The successful appointment to the Framework Agreement (and the corresponding supply chains) for this type of employer contribute well to the local economy and the employment market. This type of work provides opportunity to up-skill and train existing and new Staffordshire residents.	Incumbent Framework provider who have been previously reliant on County Council work could suffer some economic impacts should they not be appointed this time around. This tends to be more prevalent where there may be a very high reliance on County Council work only and/or they are SME.	It is difficult to protect against suppliers who unfortunately are not re-appointed to the new framework. There is no guarantee of volume under a framework agreement. Where applicable remedies such as TUPE are available.
How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?				
Environment	Various Groups	Evaluation includes scoring criteria on environmental impact, this will focus on vehicle/fleet management, route management and efficient working practices and recycling policies where applicable.	N/A	
How will the proposal impact on the physical environment of Staffordshire? Does this proposal have any Climate Change implications?				
Localities / Communities	N/A			
How will the proposal impact on Staffordshire's communities?				

Cabinet Meeting on Wednesday 15 July 2020

Provision of Apprenticeship Services



Cllr Philip White, Cabinet Member for Learning and Employability said,

“The training and placing of apprentices is one of our top priorities as a council, and is a vital part of our strategy to bring growth and prosperity to Staffordshire.

Apprenticeships are high-quality pathways to successful careers. They also provide opportunities for new and existing employees to develop and progress, which helps the county council to meet our current and future skills needs. Having a system that allows us to procure and manage training easily is

therefore essential.”

Report Summary:

The report outlines the requirements to change to a new Dynamic Purchasing System (DPS) to procure apprenticeship provision as the current system will be not be extended for use after September 2020. It provides details and the benefits of joining another established DPS.

Staffordshire County Council (the “Council”) is required to pay the apprenticeship levy after its introduction in 2017. In February 2019 Cabinet approval was given for the Council to use the Directory of Approved Apprenticeship Providers (DAAP) managed by Nottingham City Council. Nottingham City Council has now advised that it does not intend to extend or re-procure this arrangement, therefore the County Council needs to pursue an alternative DPS.

The report also outlines how the apprenticeship levy underspend could be used if a number of asks of Government to decentralise responsibilities and resources were approved to enable Staffordshire to drive the local skills agenda. The Council has been successful in transferring the allowed 25% of its levy to smaller employers to meet the skills needs of priority sectors within the county, therefore if further flexibilities were given using the levy underspend more employers could be engaged to offer apprenticeship opportunities especially for 16-24 year olds.

Initiatives could include paid pre-apprenticeship training, wage subsidies for apprentices who were previously unemployed especially, those apprentices made redundant and need time in employment to allow them to complete their apprenticeship. The Council would support a local campaign to promote the incentives and support available to employers so that they are aware of how apprenticeship can benefit their business.

The annual levy paid and available to use for apprenticeship training is approximately £1,120,000. This figure may change regularly due to staff changes as it is calculated on 0.5% of the payroll each month. The actual annual spend of the levy cannot be estimated as it depends on the apprenticeship needs of the Council and schools during each year.

Recommendations

I recommend that:

- a. Approval is given for the Council to join the Eastern Shires Purchasing Organisation's (ESPO) Apprenticeship Dynamic Purchasing System (ADPS) 554_18 for the fixed period of 1 October 2020 to 30 September 2024; and
- b. Approval is given for the Council's Assistant Director for Skills and Employability to continue to be authorised to approve the award of contracts with training providers through the ESPO ADPS, and the release of funds from the apprenticeship levy to fund training.
- c. Cabinet delegate to the Cabinet Member for Learning and Employability, in discussion with the Assistant Director for Skills and Employability, to develop a number of asks of Government to decentralise responsibilities and resources to enable Staffordshire to drive the local skills agenda, and to provide regular updates to Cabinet on progress.

Local Members Interest
N/A

Cabinet – Wednesday 15 July 2020

Provision of Apprenticeship Services

Recommendations of the Cabinet Member for Learning and Employability

I recommend that:

- a. Approval is given for the Council to join the Eastern Shires Purchasing Organisation's (ESPO) Apprenticeship Dynamic Purchasing System (ADPS) 554_18 for the fixed period of 1 October 2020 to 30 September 2024; and
- b. Approval is given for the Council's Assistant Director for Skills and Employability to continue to be authorised to approve the award of contracts with training providers through the ESPO ADPS, and the release of funds from the apprenticeship levy to fund training.
- c. Cabinet delegate to the Cabinet Member for Learning and Employability, in discussion with the Assistant Director for Skills and Employability, to develop a number of asks of Government to decentralise responsibilities and resources to enable Staffordshire to drive the local skills agenda, and to provide regular updates to Cabinet on progress.

Report of the Director of Economy, Infrastructure and Skills

Reasons for Recommendations:

1. The Council has successfully used the Nottingham City Council DAAP as a route to procure apprenticeship training provision since March 2019.
2. In April 2020 Nottingham City Council gave notice that it would not be continuing to manage and operate the DAAP after September 2020, therefore the Council would need to consider other procurement routes from October 2020.
3. In preparation for the current DAAP not being available, the Council has reviewed its requirements with a view to continue to use an ADPS for delivery of Apprenticeship provision.
4. Current DPSs have been compared and considered for suitability to replace the Nottingham City Council DAAP which was working well and met all the Council's requirements for choice and flexibility.
5. The ESPO ADPS has similar processes to that of the DAAP and therefore the transition to the ADPS should be straightforward, and the provision of Apprenticeship training is not expected to be disrupted.
6. Main advantages of joining the ESPO ADPS:

- a. In-house control as the Council is able to manage the calls for competition and award contracts.
 - b. Training providers have already been assessed for financial stability, track record, experience and technical ability.
 - c. Cost effective as ESPO will manage the ADPS and add new training providers as required.
 - d. The cost of full tender process will be avoided.
 - e. Joining this ADPS will not incur any costs for the Council.
7. The risks of using the ESPO ADPS are low. This is an established DPS which is straightforward for training providers to join, and the cost to training providers of joining the ADPS is the same as the DAAP system. There is no cost to the Council to join the ESPO ADPS.
8. One of the main advantages of joining a DPS generally is the flexibility for new training providers to be able to join the DPS throughout its duration.
9. The ESPO ADPS gives the ability to create partnerships with reliable training providers that meet the required specification and quality levels that comply with a long-term strategy to achieve value for money and excellent skills training.
10. If funding rules were decentralised any Levy underspend could be used to give incentives to local employers to recruit apprentices or use apprenticeships to retrain staff at risk of being made redundant so that they are able to move into other roles within the business

Legal Implications

11. The ESPO ADPS is compliant with the Public Contracts Regulations 2015. The ADPS has been established with terms and conditions which will apply to the contracts to be formed between the Council and the training providers. The ADPS terms and conditions have not been reviewed by Legal Services at this stage.

Resource and Value for Money Implications

12. There is no value for money implication as joining the ESPO the ADPS is free of charge to the Council. 1% of each contract is charged to the training providers. This is the same rate as the DAAP. All apprenticeships have prices fixed by the Institute for Apprenticeships and Technical Education.
13. There will be no additional resource needed to use the ESPO ADPS as the procedures and processes are similar to the previous DAAP.
14. The annual levy paid and available to use for apprenticeship training is approximately £1,112,000. This figure may change regularly due to staff changes as it is calculated on 0.5% of the payroll each month. The predicted annual spend of the levy cannot be accurately estimated as it depends on the apprenticeship needs of the Council and schools during each year. The actual spend from June 2019 to date is £270,000.

List of Background Documents/Appendices:

Community Impact Assessment – Summary Document

Contact Details

Assistant Director: Anthony Baines, Assistant Director for Skills and Employability

Report Author: Chris Bamsey
Job Title: Head of Apprenticeship and Technical Skills

Telephone No.: 01785 278659

E-Mail Address: Chris.bamsey@staffordshire.gov.uk



Staffordshire
County Council

Community Impact Assessment Checklist and Executive Summary

Name of Proposal:

Provision of Apprenticeship Services

Project Sponsor:

Darryl Evers – Director for Economy, Infrastructure and Skills

Project Manager:

Chris Bamsey – Head of Apprenticeships and Technical Skills

Date Completed:

20/05/20

Final Checklist

Prior to submitting your Community Impact Assessment (CIA), please ensure that the actions on the checklist below have been completed, to reassure yourself / SLT / Cabinet that the CIA process has been undertaken appropriately.

Checklist	Action Completed	Comments/Actions
The project supports the Council's Business Plan, priorities and MTFS.	Yes	The apprenticeship strategy supports the People Plan and workforce development planning.
It is clear what the decision is or what decision is being requested.	Yes	Approval to use ESPO as the DPS for apprenticeship provision.
For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and potential impacts are clearly identified and mitigated for (where possible).	Yes	The report explains the choice of recommended DPS to replace the Nottingham City Council Directory of Approved Training Providers which is being withdrawn in September.
The aims, objectives and outcomes of the policy, service or project have been clearly identified.	Yes	The report identifies the aims and outcomes of the proposed required changes.
The groups who will be affected by the policy, service or project have been clearly identified.	N/A	
The communities that are likely to be more adversely impacted than others have been clearly identified.	N/A	
Engagement / consultation has been undertaken and is representative of the residents most likely to be affected.	N/A	
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	N/A	
Appropriate evidence has been provided and used to inform the development and design of the policy, service or project. This includes data, research, engagement/consultation, case studies and local knowledge.	Yes	A sourcing plan was produced by the Commercial Team with input from the Skills & Employability team.
The CIA evidences how the Council has considered its statutory duties under the Equality Act 2010 and how it has considered the impacts of any change on people with protected characteristics.	Yes	
The next steps to deliver the project have been identified.	Yes	

Executive Summary

The Executive Summary is intended to be a collation of the key issues and findings from the CIA and other research undertaken. This should be completed after the CIA and research has been completed. Please structure the summary using the headings on the left that relate to the sections in the CIA template. Where no major impacts have been identified, please state N/A.

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
<p>PSED</p> <p>What are the impacts on residents with a protected characteristic under the Equality Act 2010? Highlight any concerns that have emerged as a result of the equality analysis on any of the protected groups and how these will be mitigated. It is important that Elected Members are fully aware of the equality duties so that they can make an informed decision, and this can be supported with robust evidence.</p>	All Staffordshire residents will receive services delivered by Council and school employees with new and updated skills.	Employees will be well trained and develop skills that they need now and in the future. They will receive training from quality assured training providers.	Low risk that providers on the ADPS might go out of business.	The ESPO Dynamic Purchasing System has other providers that would be able to continue with the training.
<p>Health and Care</p> <p>How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?</p>	All Staffordshire residents will receive services delivered by Council and school employees with new and updated skills.	Employees will be well trained and develop skills that they need now and in the future. They will receive training from quality assured training providers.	Low risk that providers on the ADPS might go out of business.	The ESPO Dynamic Purchasing System has other providers that would be able to continue with the training.
<p>Economy</p> <p>How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p>	New Apprentices employed by the Council will gain new skills that will help with progression in work.	<i>Higher skills level.</i>	Low risk that providers on the ADPS might go out of business.	The ESPO Dynamic Purchasing System has other providers that would be able to continue with the training.
<p>Environment</p> <p>How will the proposal impact on the physical environment of Staffordshire? Does this proposal have any Climate Change implications?</p>	N/A			
<p>Localities /</p>	N/A			

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
Communities				
How will the proposal impact on Staffordshire's communities?				

Local Members Interest
N/A

Cabinet - Wednesday 15 July 2020

Update from COVID-19 Member Led Local Outbreak Control Board

Introduction

1. The Covid-19 pandemic is the biggest peacetime crisis that the UK has faced in living memory. Nationwide almost 50,000 people who have tested positive from the virus have sadly died. In Staffordshire, the County Council, our partners and our communities have pulled together like never before and we remain committed to doing everything we can to reduce the risk of a second peak of infections.
2. With lockdown easing, it is fantastic to see more children back at school, more people back at work and more businesses opening their doors, but it is important than ever that we stick to the rules.
3. This means washing your hands regularly, sticking to the 2 metre social distancing whenever you can, and self-isolating and booking a test if you have any Covid-19 symptoms. As part of the Test and Trace Service, if you are contacted by an NHS tracer because you have been in close contact with someone who has tested positive for the virus, you must self-isolate for 14 days, even if you have no symptoms.
4. We have developed a Covid-19 Local Outbreak Control Plan to help identify outbreaks, prevent the spread of infection. We have established a Member Led Outbreak Control Board to oversee the Plan. The Board includes elected Members from the Council's Cabinet, the Healthy Staffordshire Select Committee and each District and Borough Council. They play a vital role in proving local intelligence and communicating with the public.

Latest Situation

5. The number of confirmed cases in Staffordshire is declining. There are currently around 5-10 new confirmed cases daily across the whole county. There is no individual district or borough currently that is causing concern.
6. This is good news, but we must remain vigilant. There remains a risk of a resurgence of the virus. We are monitoring the situation closely and the information we have available is improving - although we continue to press HM government for more timely and comprehensive data.
7. We are currently managing 64 Incidents of suspected or confirmed cases or outbreaks in a range of settings - including care homes, schools, prisons and businesses. We are supporting the settings to prevent the spread of infection, identify contacts, and maintain services where appropriate.

8. We are testing people who are admitted to hospital, in the event of outbreaks in particular settings, and in care homes as part of a national rolling programme of testing. Around 300 people with Covid-19 symptoms are being tested daily at one of the regional testing centres and around 1-2% are positive.
9. We will provide further details to local Elected Members about those Incidents that are particularly sensitive as well as a weekly summary of key issues.
10. Anyone who suspects a local outbreak should let the Council know. You can email us at C19LocalOutbreakControl@staffordshire.gov.uk

List of Background Documents/Appendices:

[COVID-19 Local Outbreak Control Plan](#)

Contact Details

Report Author:	Dr Richard Harling
Job Title:	Director for Health and Care
Telephone No.:	01785 278700
E-Mail Address:	richard.harling@staffordshire.gov.uk

Cabinet – 15 July 2020

Decisions Taken by Cabinet Members under Delegated Powers

Recommendation of the Leader of the Council

1. That the decisions taken by Cabinet Members under delegated powers, as detailed in paragraph 3 below, be noted.

Report of the Director of Corporate Services

Reasons for Recommendations

2. To inform Cabinet of recent decisions taken by Cabinet Members under delegated powers.

Background

3. Cabinet are requested to note the following decisions taken by Cabinet Members under delegated powers:

Cabinet Member	Decision
Cabinet Member for Economic Growth	In approving the making of an allocation of £90,000 for the delivery of Emergency Start Back PPE signposting and the distribution of 2,000 free Emergency Start Back PPE Packs for Micro Businesses (9 employees or less) in priority sectors who work in close proximity and unable to maintain social distancing.

Report author:

Author's Name: Mike Bradbury
 Telephone No: (01785) 276133

List of Background Papers - Cabinet Members Delegated Decision No. 503.

FORWARD PLAN OF KEY DECISIONS

Period: 19 August 2020 - 16 December 2020

The Forward Plan of Key Decisions is prepared on a monthly basis and published at least 28 days before the start of the period covered.

“Key Decisions” are defined as those Executive decisions which are likely:

- (a) to result in the County Council incurring expenditure which is, or the making of savings which are, significant having regard to the relevant budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the County’s area.

The Forward Plan will contain **ALL** matters which the Leader of the Council has reason to believe will be the subject of a Key Decision to be taken by the Cabinet. It may also include decisions that are not key decisions but are intended to be determined by the Cabinet. Part of the Cabinet meetings listed in this Forward Plan may be held in private where a report for the meeting contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. If you would like to make representations about any particular decision to be conducted in private then please email: michael.bradbury@staffordshire.gov.uk. Such representations must be received in advance 6 clear working days before the date on which the decision is scheduled to be taken.

The Membership of the Cabinet consists of:

Leader of the County Council – Philip Atkins
Deputy Leader and Cabinet Member for Health, Care and Wellbeing – Alan White
Cabinet Member for Finance – Mike Sutherland
Cabinet Member for Children and Young People – Mark Sutton
Cabinet Member for Economic Growth – Mark Winnington
Cabinet Member for Commercial – Mark Deaville
Cabinet Member for Communities – Gill Heath
Cabinet Member for Highways and Transport – Helen Fisher
Cabinet Member for Learning and Employability – Philip White

A copy of the Forward Plan of Key Decisions may be inspected, free of charge, at the Member and Democratic Services office, County Buildings, Martin Street, Stafford, during normal office hours Monday to Friday. A copy of the notice will also be available on Staffordshire County Council’s Website at www.staffordshire.gov.uk.

Documents submitted for decision will be a formal report which will be available on the County Council’s website at least 5 clear working days before the date the decision is to be made, unless that report is subject to any prohibition or restriction on its disclosure. Other relevant background documents used in compiling the report will also be made available in the same way unless they are subject to any prohibition or restriction on their disclosure.

Minutes of Cabinet meetings will be published within three working days and will be subject to call-in. The call-in period lasts for three working days. If the decision is not called-in it will be implemented on the fourth working day. Special urgency items are exempt from call-in.

John Tradewell
Director of Corporate Services

Contact Officer: Mike Bradbury (01785) 276133

Forward Plan of Key Decisions
Period: 19 August 2020 - 16 December 2020

NOTE:

- (1) The Forward Plan of Key Decisions sets out all Key Decisions intended to be made by Cabinet during the above period.
- (2) The Cabinet date can be provisional and items may move/roll forward to another meeting date but this will be monitored.
- (3) Items should remain on the Notice until a decision is made by Cabinet or is formally removed.
- (4) Where there is an intention to make a decision in private the exemption paragraph relied upon will be included within this notice

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
August 2020	Public	Treasury Management report for the year ended 31 March 2020 (Mike Sutherland) The report describes the County Council's investment and borrowing activity during 2019/20.		N/A	Rob Salmon (Tel: (01785) 27 6354) Service Area: Treasury and Pensions
August 2020	Private	Review of Future Use of Kingston Centre, Stafford (Philip White) To recommend the retention of the Kingston Centre to enable to relocation and expansion of St. Leonard's Primary School.		N/A	Andrew Marsden, Ian Turner (Tel: 01785 278787, Tel: 01785 277228) Service Area: Families and Communities
September 2020	Public	Mitigation Plans for Cannock Chase Special Area of Conservation (Mark Winnington) To consider proposals to mitigate the impacts of increased visitor numbers to Cannock Chase Special Area of Conservation, including changes to visitor infrastructure at the Council-owned country park such as car parking and site infrastructure.		N/A	Janene Cox (Tel: (01785) 278368) Service Area: Rural County

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
September 2020	Public	<p>North Staffordshire Ministerial Direction for Nitrogen Dioxide - Project Update (Helen Fisher)</p> <p>Officers from Newcastle Borough Council, Stoke City Council and Staffordshire County Council (SCC) are jointly working under a ministerial direction. to improve transport related air pollution in North Staffordshire. DEFRA have advised that nitrogen dioxide emissions must be brought within EU levels of compliance in the shortest possible time. The program to deliver the business case that will finance remedial transport interventions has been reviewed and refreshed. SCC Cabinet are asked to approve it.</p>		N/A	<p>Clive Thomson (Tel: 01785 276522)</p> <p>Service Area: Connected and Sustainable County</p>
September 2020	Public	<p>Refurbishment of Council Owned Older People Nursing Home (Alan White)</p> <p>The Council seeks to increase nursing care home capacity through the use of a Council owned closed care home site located in Burton upon Trent. This will provide 38 older people nursing beds with all services being delivered by a commissioned care provider. This item sets out the revised refurbishment cost and capital required for this following the initial recommendation to proceed from Cabinet in June 2019.</p>		N/A	<p>Andrew Jepps (Tel: 01785 278557)</p> <p>Service Area: Adult Social Care</p>
September 2020	Private	<p>Waste Disposal Arrangements in the North of Staffordshire from 2025 (Mark Deaville, Gill Heath)</p> <p>Options for the future involvement of SCC with the project to replace SOTCC Hanford</p>		None	<p>Clive Thomson (Tel: 01785 276522)</p> <p>Service Area: Sustainability and</p>

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
		ERF plant, to ensure capacity is available to SCC for the disposal of its waste into the future.			Waste Management
September 2020	Private	<p>Nexus Trading Services Limited - Annual Report 2019/2020 (Mark Deaville, Mark Winnington)</p> <p>A) Giving details of the Company's (i) performance against annual objectives and; (ii) key achievements for the year;</p> <p>B) Communicating their vision and values going forward and;</p> <p>C) Setting out a proposed business case for the use of profits to the County Council as sole share-owner.</p>		N/A	Dr Richard Harling, Helen Riley (Tel: 01785 278700, Tel: 01785 27 8580) Service Area: Health and Care
September 2020	Private	<p>Recommissioning of Home Care Services (Alan White)</p> <p>To seek agreement to the proposed arrangements for the recommissioning of Home Care Services and delegate approval to award contracts to Dr Richard Harling, Director of Health and Care.</p>		N/A	Helen Trousdale (Tel: 01785 277008) Service Area: Care Commissioning
October 2020	Public	<p>Adult Learning Disability 2022 Community Offer: Update on Learning Disability Services Directly Provided by Staffordshire County Council (Alan White)</p> <p>Update on progress of October 2019 recommendations taking into account the implications of COVID-19.</p>		N/A	Andrew Jepps (Tel: 01785 278557) Service Area: Adult Social Care and Safeguarding

Anticipated Date of Decision	Public or Private Decision	Title and Description	Background Documents	Consultation	Contact Officer
October 2020	Public	<p>Integrated Performance Report 2020-21 - Quarter 2 (Philip Atkins, OBE, Mike Sutherland)</p> <p>This Quarterly Integrated Performance Report provides an overview of Staffordshire County Council's progress, performance and financial position in delivering against our Strategic Plan.</p>		N/A	<p>Andrew Donaldson, Rob Salmon (Tel: 01785 278399, Tel: (01785) 27 6354)</p> <p>Service Area: Corporate Services</p>
November 2020	Public	<p>Children's and Families (including SEND) System Transformation – Update (Mark Sutton, Philip White)</p> <p>Plans and progress to deliver Phase 2 of the whole Children and Families System Transformation, (described in Cabinet Paper 20 November 2019) including details of the progress against the business case, a proposed district model, the SEND Written Statement of Action (WSoA) and the functional arrangement which will provide and deliver support to Staffordshire's Children, Young People and Families as appropriate.</p>		N/A	<p>Janene Cox (Tel: (01785) 278368)</p> <p>Service Area: Children's Services and SEND</p>

