

PLEASE NOTE VENUE

FINANCE AND EFFICIENCY PORTFOLIO DECISION SCHEDULE



Friday 14th March 2008

at 10.00 am

in the Avondale Centre,
Dyke House, Hartlepool
(Raby Road entrance)

Councillor Payne, Cabinet Member responsible for Finance and Efficiency will consider the following items.

1. KEY DECISIONS

No items

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Irrecoverable Debts – Business Rates – *Chief Financial Officer*
- 2.2 Irrecoverable Debts – Council Tax – *Chief Financial Officer*
- 2.3 Energy and Water Management 2008-2009 – *Head of Procurement and Property Services*
- 2.4 Incentive Scheme to Encourage take up of Community Based Benefit Claim Service – *Chief Financial Officer*
- 2.5 Arrangements for the recovery of Housing Benefit overpayments – *Chief Financial Officer*
- 2.6 Proposed lease of premises, Hartfields, Middle Warren, Hartlepool – *Head of Procurement and Property Services*

3. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

4. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs

PLEASE NOTE VENUE

referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

5. **KEY DECISION**

No items

6. **OTHER ITEMS REQUIRING DECISION**

6.1 Mobile Classroom installation at Manor College – *Head of Procurement and Property Services* (para 3)

FINANCE & EFFICIENCY PORTFOLIO

Report to Portfolio Holder

14th March 2008



Report of: Chief Financial Officer

Subject: IRRECOVERABLE DEBTS – BUSINESS RATES

SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To seek the Portfolio Holder's approval to write-out a number of Business Rates debts, which are now considered to be irrecoverable.

2.0 SUMMARY OF CONTENTS

- 2.1 The report highlights Business Rates accounts with outstanding debts of £1000 or more and details the reasons for each debt remaining unrecovered.

3.0 RELEVANCE TO PORTFOLIO MEMBER

- 3.1 Under the Council's current financial procedures, debts of £1000 or more can only be authorised for write-out by the relevant Portfolio Holder.

4.0 TYPE OF DECISION

- 4.1 The decision is considered to be a non-key decision.

5.0 DECISION MAKING ROUTE

- 5.1 The Finance Portfolio Holder only.

6.0 DECISION(S) REQUIRED

- 6.1 That the Portfolio Holder approves the write-out of the attached Business Rates accounts for the reasons detailed.

Report of: Chief Financial Officer

Subject: IRRECOVERABLE DEBTS – BUSINESS RATES

1. PURPOSE OF REPORT

- 1.1 To seek the Portfolio Holder's approval to write-out a number of Business Rates accounts, which are now considered to be irrecoverable.

2. BACKGROUND

- 2.1 The Council's financial procedure rules provide that any debt due to the Council of £1000 or more can only be written-out with the express permission of the Portfolio Holder.
- 2.2 Whilst every effort is made to collect debts due to the Council, certain debts become irrecoverable, and this report seeks the Portfolio Holder's agreement for their write-out.
- 2.3 It is important to note that if the forwarding address of an absconded debtor becomes apparent at a later date, the business rate debt would be reinstated on to the system, and enforcement action would recommence.
- 2.4 Also, if payment is eventually received against the individual debts, by way of a claim submitted in liquidation proceedings, the debt will be reinstated on the business rate system.
- 2.5 In terms of the total collectable debit, the amount written out each year by HBC equates to 0.2%.

3. FINANCIAL IMPLICATIONS

The appendices attached to this report detail the individual Business Rates debts over £1000, and the reasons why each debt remains unrecovered:

Appendix A – Business Rates : Limited Companies

Appendix B – Business Rates : Sole Traders / Partnerships *

* These items contain exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of a particular person (other than the Council)(para 7).

- 3.3 All debts submitted for write-out from the accounting records have been comprehensively scrutinised by my officers.

4. RECOMMENDATIONS

- 4.1 That the Portfolio Holder agrees to write-out debts to the value of £9,332.81 in respect of irrecoverable Business Rates.

Business Rates :
Limited Companies

Appendix A

Account No.	Name	Address	Amount (£)	Costs	Period Start	Period End	Reason for write off
905027952X	Easydrive(UK)Ltd	234 Stockton Road	£1,333.64	£100.00	01.07.06	01.12.06	Company ceased trading
9050253970	Asgard Uk Ltd	Unit 12 Hunter House	£4,325.91		18.05.02	31.03.03	Company ceased trading
			£5,659.55	£100.00			

FINANCE & EFFICIENCY PORTFOLIO

Report to Cllr. R. Payne

14th March 2008



Report of: Chief Financial Officer

Subject: IRRECOVERABLE DEBTS – COUNCIL TAX

SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To seek the Portfolio Holder's approval to write-out a number of Council Tax debts, which are now considered to be irrecoverable.

2.0 SUMMARY OF CONTENTS

- 2.1 The report highlights Council Tax accounts with outstanding debts of £1000 or more and details the reasons for each debt remaining unrecovered.

3.0 RELEVANCE TO PORTFOLIO MEMBER

- 3.1 Under the Council's current financial procedures, debts of £1000 or more can only be authorised for write-out by the relevant Portfolio Holder.

4.0 TYPE OF DECISION

- 4.1 The decision is considered to be a non-key decision.

5.0 DECISION MAKING ROUTE

- 5.1 The Finance Portfolio Holder only.

6.0 DECISION(S) REQUIRED

- 6.1 That the Portfolio Holder approves the write-out of the attached Council Tax Accounts for the reasons detailed.

Report of: Chief Financial Officer

Subject: IRRECOVERABLE DEBTS – COUNCIL TAX

1. PURPOSE OF REPORT

- 1.1 To seek the Portfolio Holder's approval to write-out a number of Council Tax debts, which are now considered to be irrecoverable.

2. BACKGROUND

- 2.1 The Council's financial procedure rules provide that any debt due to the Council of £1000 or more can only be written-out with the express permission of the Portfolio Holder.
- 2.2 Whilst every effort is made to collect debts due to the Council, certain debts become irrecoverable, and this report seeks the Portfolio Holder's agreement for their write-out.
- 2.3 It is important to note that the Revenues & Benefits Teams are proactive in encouraging the public to report cases of suspected fraud to the Council. If the forwarding address of an absconded debtor becomes apparent during the course of such investigations, the council tax debt would be reinstated on to the system, and enforcement action would recommence.
- 2.4 If payment is eventually received in respect of the individual debts, the debt will again be reinstated on the council tax system.
- 2.5 In terms of the total Council Tax debit to be collected, the amount written out each year by HBC equates to 0.5%, the average nationally being 0.8%.

3. FINANCIAL IMPLICATIONS

The appendices attached to this report detail the individual Council Tax debts over £1000, and the reasons why each debt remains unrecovered:

Appendix A - Council Tax: Absconded Debtors*

* These items contain exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of a particular person (other than the Council)(para 7).

- 3.3 All debts submitted for write-out from the accounting records have been comprehensively scrutinised by my officers.

4. RECOMMENDATIONS

- 4.1 That the Portfolio Holder agrees to write-out debts to the value of £18,296.04 in respect of irrecoverable Council Tax.

FINANCE AND EFFICIENCY PORTFOLIO

Report to Portfolio Holder

14 March 2008



Report of: Head of Procurement and Property Services

Subject: ENERGY AND WATER MANAGEMENT
2008-2009

SUMMARY

1. PURPOSE OF REPORT

To inform upon a number of issues relating to Energy and Water Management.

2. SUMMARY OF CONTENTS

Gives details with regards to :

- Electricity , Gas and Water consumption and cost
- a position statement relating to the implementation of the Energy Performance of Buildings (Certificates and Inspections) England and Wales) Regulations 2007
- The proposed introduction of Automatic Meter Reading

3. RELEVANCE TO PORTFOLIO MEMBER

Good asset management and use of resources with the objective of minimising energy use and so reducing the effects of climate change.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Portfolio Holder only.

6. DECISION(S) REQUIRED

- 6.1 The position with regard to energy and water costs and consumption be noted with the Portfolio Holders comments welcomed.
- 6.2 The position with regard to the introduction of the Energy Performance of Buildings be noted with the Portfolio Holders comments welcomed.
- 6.3 That the introduction of Automatic Electricity Metering be endorsed with funding provision in accordance with Section 3.3.

Report of: Head of Procurement and Property Services

Subject: ENERGY AND WATER MANAGEMENT
2008 - 2009

1. PURPOSE OF REPORT

1.1 To inform upon:-

- the trend in costs and consumption of Energy and Water across the Authority
- progress being made towards compliance with the EU Directive on the Energy Performance of Buildings (Certificates and Inspections) England and Wales) Regulations 2007
- Proposals to introduce Automatic Electricity Metering.

2. BACKGROUND

2.1 **Cost** - The trend costs of Electricity, Gas and water generally continue to rise above the level of inflation and in the forthcoming year these rises are predicted to be as follows:-

- | | | |
|---------------|-------|---------------------------------|
| • Electricity | 22.5% | additional annual cost £215,000 |
| • Gas | 15% | additional annual cost £135,000 |
| • Water | 10% | additional annual cost £ 23,000 |

These rises and the predicted additional costs have been advised to the Chief Financial Officer who has made appropriate contingency allowances within in the Medium Term Financial Strategy 2008/09 to 2010/2011 approved by Cabinet.

2.2 **Consumption** – This continues to fluctuate yearly as it is affected by seasonal variations, changes in the use and make up of the property portfolio so year on year comparison is challenging. Generally over the last couple of years it has been levelling out with no striking increases or decreases.

A twin pronged approach is taken to mitigate rising costs and to meet environmental obligations:-

- involving cost effective procurement through the North East Purchasing Organisation (NEPO) and
- endeavours to reduce consumption

- 2.3 **Energy Performance of Buildings** – The implications of the introduction of this EU Directive on the Energy Performance of Buildings enacted by the Government and which introduces new energy management obligations upon Local Authorities was reported to your Meeting of 18 October 2007.

At that time these were timetabled to be introduced upon the 6 April 2008 however Government has now determined to delay introduction until 1 October 2008. This is to allow the Government time to enable finalisation of certification details and to facilitate adequately developed capacity within the Accreditation process.

Progress within Hartlepool BC is being made in accordance with the Decisions made at the meeting of 18 October 2007 to have two members of staff trained and accredited as Energy Assessors with the impact of the regulations having been considered as a legislative budget pressure in 2008/09.

- 2.4 **Automatic Meter Reading, or AMR or Smart meters** is the technology of automatically collecting data from water meter or energy metering devices (gas, electric) and transferring that data to a central database for billing and/or analyzing. This means that billing can be based on actual consumption rather than on an estimate based on previous consumption, giving customers better control of their use of electric energy, gas usage, or water consumption.

With timely use of information available to the customer, benefits will be seen through opportunities to manage energy consumption and recognise monthly changes via actual meter data.

Automatic Meter Reading has long been recommended by the Carbon Trust in supporting the development of low carbon technologies, and in helping the public sector cut carbon emissions. Monitoring of energy also assists in measuring any energy saving measures.

It is recommended best practice that meters are read each month. This would identify areas where energy consumption has increased since the last reading and so should be investigated. It would also show how successful the energy management strategy has been over time. To date it has been a challenging task to achieve this with any regularity due mainly to the staff resource required to do it as it is a manual task. Over recent years technologies have developed that allow these meter readings to be taken and transmitted automatically.

The North East Purchasing Organisation (NEPO) has been leading on an exercise to facilitate the introduction of Automatic Electric Meter Reading in relation to all suitable sites within the Region.

The take up of this offer is optional and it is up to the individual Authorities within NEPO to determine the level of take up within Hartlepool based upon a 100% take up the annual additional cost would be £20,000 which equates to a 2.8% increase in electricity cost.

2.5 Savings and Benefits - In general the provision of accurate data enables action to understand and reduce consumption, leading to financial savings through reduced energy bills in the following ways:-

- Provides quality data frequently to the Energy Manager in order to take action to reduce consumption/investigate errors
- Reduces billing errors
- Elimination of estimated bills i.e. provides accurate billing
- No need to read meters
- Reduced billing frequency with better data leads to risk reduction
- Assists with Carbon emissions validation
- Accurate accruals at year end lead to time savings on calculation

The meter is really at the heart of energy management, a fact that the government recognises and has been consulting on the issue. One of the main proposals is to require the installation of smart meters by business customers above a certain energy usage threshold wherever it can be shown to be cost-effective. If the government proceeds to follow through with legislation, we could see this come into effect progressively over the next five years.

3. FINANCIAL IMPLICATIONS

3.1 Energy and Water – whilst costs of these are rising at a greater rate than inflation this has been accommodated by the Chief Financial Officer in the Medium Term Financial Strategy 2008/09 to 2010/2011.

3.2 Energy Performance of Buildings – No additional implications.

3.3 Automatic Meter Reading – An annual additional cost of £20,000 which should be offset by efficiency savings, some of which are difficult to quantify until the automatic electricity metering process is in place. No specific budget is provided for this annual charge and it is suggested that should the introduction of Automatic Electricity Meter Reading be endorsed then the cost be acknowledged as a Corporate contingency for energy costs budget pressure in 2008/09. As a portion of each electricity bill already represents a metering charge it is suggested that the cost of automatic metering could reasonably be added to each bill in the future as the on going funding arrangement. The process involved in doing this would need to be developed over time, particularly the opportunity for and recording of savings.

4. RECOMMENDATIONS

- 4.1 The position with regard to energy and water costs and consumption be noted with the Portfolio Holders comments welcomed.
- 4.2 The position with regard to the introduction of the Energy Performance of Buildings be noted with the Portfolio Holders comments welcomed.
- 4.3 That the introduction of Automatic Electricity Metering be endorsed with funding provision in accordance with Section 3.3.

FINANCE and EFFICIENCY PORTFOLIO

Report to Portfolio Holder

14th March 2008



Report of: Chief Financial Officer

Subject: Incentive Scheme to encourage take up of
Community Based Benefit Claim Service

SUMMARY

1.0 PURPOSE OF REPORT

The report seeks approval to introduce a £5 payment to the Mayors charity for each wireless benefit claim which is completed during the period 1st April 2008 and 30th June 2008.

2.0 SUMMARY OF CONTENTS

The report provides details of the Council's wireless benefits service and the objectives of the proposed incentive scheme.

3.0 RELEVANCE TO PORTFOLIO MEMBER

This matter can be dealt with by the relevant cabinet member.

4.0 TYPE OF DECISION

Non-key decision.

5.0 DECISION MAKING ROUTE

To portfolio holder.

6.0 DECISION(S) REQUIRED

Approval of the £5 incentive scheme to be introduced during the period 1st April 2008 and 30th June 2008.

Report of: Chief Financial Officer

Subject: Incentive Scheme to encourage take up of
Community Based Benefit Claim Service

1. PURPOSE OF REPORT

The report seeks approval to introduce a £5 incentive in the form of a charitable payment to encourage take up of wireless benefits applications by the community.

2. BACKGROUND

2.1 The Council operates a wireless benefits service which allows a benefits officer to complete an electronic application for housing and council tax benefit in the claimants home or at a landlords office. At the end of the interview the officer is then able to advise the claimant of their benefit entitlement before leaving. The service has the dual benefit of improving the service to the customer and reducing the number of days it takes the Council to process a benefit claim.

2.2 The number of claimants using this service has been increasing, however, there is still some cultural resistance by claimants to having an official call at their home. Initiatives by the Council to encourage the take up of Direct Debit, which have involved the Council making a contribution to Charity in recognition of the administration cost saving to the Council, have been very successful in engaging with the public. It is hoped that by applying the same principles of making a small contribution to charity when individuals “switch channels” away from paper claims to using the modernised service, then the public may be encouraged to use this new service as their preferred way of accessing benefits.

3. INCENTIVE SCHEME

3.1 To encourage and develop customer usage of the wireless service it is proposed that a £5 incentive is introduced for a specified period of time. Under the incentive scheme a donation of £5 will be made to the Mayors charity for every wireless claim which is completed during the period 1st April 2008 and 30th June 2008.

- 3.2** To support the scheme, the Council intends to undertake a range of publicity. The awareness campaigns will cover leaflets, posters and the inclusion of “flyers” with benefits correspondence. An example of the publicity is attached at **Appendix A** for information.
- 3.3** The administration of a claim wirelessly whilst offering the potential to reduce processing times and improve the customer experience also provides efficiencies for the Council in its administration costs. Furthermore, the initiative is consistent with the Council’s service transformation agenda and arrangements for the modernisation of service delivery.

4. RECOMMENDATION

- a) Approval of the introduction of a £5 incentive payment in the form of a payment to the Mayors charity for each wireless benefit claim completed during the period 1st April 2008 and 30th June 2008.

BENEFITS TO YOU & *help others*



For every electronic claim completed during April – June, £5 will be donated to the Mayor's Charity "Nurse and A Half Appeal".

**If you would like a mobile visit please call
01429 284188 or
email benefits@hartlepool.gov.uk**

FINANCE and EFFICIENCY PORTFOLIO

Report to Portfolio Holder

14th March 2008



Report of: Chief Financial Officer

Subject: Arrangements for the recovery of Housing Benefit Overpayments

SUMMARY

1.0 PURPOSE OF REPORT

The report seeks approval to increase recovery rates in respect of housing benefit rent allowance overpayment from £3.00 to £6.00 weekly for customers receiving Income Support/Job Seekers Allowance from April 2008 and subsequently to £9.00 weekly from April 2009. This policy change is designed to realign Hartlepool's recovery rates with those of neighbouring councils on a phased basis.

2.0 SUMMARY OF CONTENTS

The report provides details of Department for Work and Pensions guideline recovery rates, details of our current policy linked to the anti poverty strategy, details of recovery rates used by neighbouring councils and proposals for the future.

3.0 RELEVANCE TO PORTFOLIO MEMBER

This matter can be dealt with by the relevant cabinet member.

4.0 TYPE OF DECISION

Non-key decision.

5.0 DECISION MAKING ROUTE

To portfolio holder.

6.0 DECISION(S) REQUIRED

Approval of the proposed phased increase in housing benefit overpayment recovery rates.

Report of: Chief Financial Officer

Subject: Arrangements for the recovery of Housing
Benefit Overpayments

1. PURPOSE OF REPORT

- 1.1. The report seeks approval to increase recovery rates in respect of housing benefit rent allowance overpayment from £3.00 to £6.00 weekly for customers receiving Income Support/Job Seekers Allowance from April 2008 and subsequently to £9 per week from April 2009. This policy change is designed to realign Hartlepool's recovery rates with those of neighbouring councils on a phased basis. This will provide for greater consistency for claimants who may move between authorities and will help address the Council's decline in national comparison tables in its performance in recovering benefit from a quartile 1 position in 2005/6 to a quartile 3 position in 2006/7.

2. BACKGROUND

- 2.1 In Hartlepool, for a number of years the Council recovered housing benefit overpayments by applying the Department for Work and Pensions guideline recovery rates. The Council was achieving comparatively high levels of performance in recovering benefit overpayments. However, as part of a number of measures to minimise hardship contained within a Hartlepool BC Revenues and Benefits Anti Poverty Strategy, the weekly recovery rates for customers in receipt of Income Support/Job Seekers Allowance (IS/JSA) were reduced to a set rate of £3.00 weekly in 2006.
- 2.2 The Department for Work and Pension (DWP) guidelines currently allow for deduction from ongoing benefit entitlement at £12.00 weekly for anyone whose overpayment is the result of a fraudulent act and at £9.00 per week for overpayments arising from other causes. The DWP have recently announced that the £9.00 guidance rate will increase to £9.15 from April 2008 but there will be no increase in the fraud recovery rate of £12 per week.
- 2.3. Neighbouring councils have been contacted to obtain details of the weekly recovery rates that they are currently applying for those in receipt of IS/JSA for comparison purposes:

Middlesbrough	£9.00
Stockton	£9.00
Easington	£9.00
Redcar and Cleveland	£9.00 (reduced where appropriate following completion of a financial statement)
Darlington	£9.00 but may reduce to £3.00

3. IMPACTS OF RECOVERY RATE REDUCTION TO £3.00

- 3.1 Whilst the Hartlepool arrangements of £3 per week were well received by both claimants and landlords alike, such is only sustainable if the Council is not significantly adversely affected. Some impacts were anticipated from the existing policy of restricting recovery rates to £3 per week and it was recognised that the position would need to be subject to review.
- 3.2 Hartlepool's position in terms of recovery of overpayments has slipped from being in the top quartile in 2005/6 to a position in quartile 3 in 2006/7. In addition, the experience has been that individuals are offering lower weekly arrangements in respect of invoiced overpayments when housing benefit ends. Recovery of debts is also taking significantly longer and this increases the risk of failure to collect all of the debt.

4. PROPOSED SAFEGUARDS TO AVOID HARDSHIP UNDER THE NEW POLICY

- 4.1 The proposed increases in the recovery rates for benefit overpayments is to be phased in over a 2 year period to minimise the impacts. Customers will also be able to request a reduction in the recovery rate being applied. This will be dependent upon their completion and evaluation by the Council of a financial statement detailing their full income and expenditure commitments. Reductions in recovery rates will apply as a matter of policy where applications for Discretionary Housing Payments (housing or council tax benefit additional payments) have been made and have been approved by the Council.

5. RECOMMENDATION

- a) Approval is given to increase the benefit overpayment recovery rate for IS/JSA cases to £6.00 from April 2008 and to £9.00 from April 2009 subject to the policy safeguards in Section 4.

FINANCE AND EFFICIENCY PORTFOLIO

Report to Portfolio Holder

14th March 2008



Report of: Head of Procurement and Property Services

Subject: PROPOSED LEASE OF PREMISES,
HARTFIELDS, MIDDLE WARREN,
HARTLEPOOL

SUMMARY

1. PURPOSE OF REPORT

To obtain Portfolio Holder Approval for the Council to take a lease of property at Hartfields, Middle Warren to accommodate the Adult and Community Services Day Centre.

2. SUMMARY OF CONTENTS

This report contains the background to the proposed leasing of space and sets out the detailed negotiations that have taken place.

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder has responsibility for the Councils land and property management.

4. TYPE OF DECISION

Non-Key.

5. DECISION MAKING ROUTE

Portfolio Holder only.

6. DECISION(S) REQUIRED

That Portfolio Holder grants approval to the Council taking a lease of the premises subject to the terms proposed.

Report of: Head of Procurement and Property Services

Subject: PROPOSED LEASE OF PREMISES,
HARTFIELDS, MIDDLE WARREN,
HARTLEPOOL

1. PURPOSE OF REPORT

- 1.1 To obtain Portfolio Holder approval for the Council to take a lease of the property at Hartfields, Middle Warren Hartlepool to accommodate the Adult and Community Services Department Day Services Team.

2. BACKGROUND

- 2.1 The Hartfields development at Middle Warren is an extra care village for older people comprising 242 Units of accommodation which will be made available on mixed terms of occupation. The term extra care is a relatively new concept designed to create a community where people can live an independent life in a socially supportive environment. The scheme consists of a variety of self contained accommodation with extensive communal facilities designed to enable people to engage in a full and active social life. The Hartfields Scheme is being promoted by the Joseph Rowntree Housing Trust, and brings together the input of Hartlepool Borough Council, Hartlepool PCT and Hartlepool NHS Trust.
- 2.2 Hartlepool Borough Council Adult and Community Services currently occupy premises in Blakelock Gardens and wish to operate in the new centre in partnership with the Blakelock Co-operative. This new day centre would replace the existing day centre in Blakelock Gardens. Additionally, office accommodation is required to be shared with the PCT in order that intermediate care services using this new facility can be integrated.
- 2.3 The purpose built premises at Hartfields will enable the Adult and Community Services Department, in partnership with the Blakelock Co-operative, to provide the appropriate service within the scheme. Furthermore, office accommodation is required which will be shared on an integrated basis with the Hartlepool PCT to enable intermediate care service to be provided.
- 2.4 All Council Service Departments requiring additional premises are now being asked to provide a 'Whole Life Costing Form' to show that they have considered all of the costs involved in taking on all Leased

Premises and to demonstrate how their proposals are underpinned by their strategic direction. A copy of the whole life costing form which was completed by Adult and Community Services is attached at **Appendix 2**.

3. FINANCIAL IMPLICATIONS

- 3.1 The Financial Implications can be found attached at the **Confidential Appendix 1**. This item contains exempt information under schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, information relating to the financial or business affairs of any particular person (including the authority holding that information).

4. RECOMMENDATIONS

- 4.1 That Portfolio Holder grants approval to the Council taking a lease of the premises subject to the terms proposed.