

additional papers 1



Overview and Scrutiny Committee

Thu 9 Jan
2020
6.30 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

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Overview and Scrutiny

Thursday, 9th January, 2020

6.30 pm

Council Chamber - Town Hall
Redditch

Agenda

Membership:

Cllrs:	Joe Baker (Chair)	Peter Fleming
	Debbie Chance	Andrew Fry
	(Vice-Chair)	Mark Shurmer
	Salman Akbar	Jennifer Wheeler
	Joanne Beecham	
	Michael Chalk	

- 5.** Pre-Decision Scrutiny - Support to the Voluntary and Community Sector 2020/21 (Report to follow) (Pages 1 - 38)
- 6.** Pre-Decision Scrutiny - Essential Living Fund Policy (Report to follow) (Pages 39 - 60)
- 7.** Pre-Decision Scrutiny - Fees and Charges 2020/21 (Report to follow) (Pages 61 - 106)

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**14th January 2019**SUPPORT TO THE VOLUNTARY AND COMMUNITY SECTOR 2020 / 21**

Relevant Portfolio Holder	Councillor Mike Rouse, Portfolio Holder for Leisure and Councillor David Thain, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Head of Community and Housing Services
Wards Affected	All
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report details options to change some of the support which the Council provides to the Voluntary and Community Sector (VCS). Both the Concessionary Rents Scheme and the VCS Grants Pot (including the Councillor Community Grants Scheme) have been reviewed and details of options for future delivery of these schemes and financial changes are included in this report.

2. RECOMMENDATIONS

The Executive Committee is requested to RECOMMEND:

- 1) which option set out in Appendix 1 it recommends for the next 3 years to financially support the VCS and to advise Officers of resulting savings to build in to the medium term financial plan 20/21;

And to RESOLVE:

- 2) that an officer panel to be established to deal with applications for any grant awarding activity to include allocation of Institute of Cemetery and Crematorium Management (ICCM) funding, the Financial Advice and Problem Solving grant and general VCS Grant funding; and
- 3) that delegated authority be given to the Head of Community and Housing Services following consultation with the Portfolio Holder for Leisure, to agree a new VCS Grants Policy in accordance with the preferred option.

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3. KEY ISSUES**Financial Implications**

- 3.1 A table of six options can be found in Appendix 1 of this report. The opportunities and risks of each are set out along with the financial implications/savings for each option.

Background

- 3.2 The VCS Grants Programme is reviewed each year with a view to setting the budget for the programme and to detail the means of distributing funding to the VCS. For 2019/20 the programme budget was set at £220k. This included £75k for the Financial Advice and Problem Solving contract and £145k for the VCS Grants pot generally.
- 3.3 It was agreed that for 2019-20, a new way of distributing the VCS Grants Pot would be utilised. The Council moved away from requiring VCS groups to apply using an application form and decisions made using a Members Grants Panel. Instead the Council introduced the Councillor Community Grant Scheme (CCGS) where each of the 29 Councillors was allocated £5k to fund VCS groups in their local ward area or borough wide. The Executive Committee resolved to undertake a review of the scheme during the first year of its implementation.
- 3.4 In 2017, the Council decided to change the decision making process for allocating funding for a financial advice and problem solving service from a grant to a contract. Citizens Advice Bromsgrove and Redditch were successful in the competitive tender process and were awarded the contract to deliver this service from April 2017 to March 2020. The contract is currently worth £75k per annum.
- 3.5 Further support provided by the Council to the VCS goes in helping to identify which VCS groups receive funding through the Institute of Cemetery and Crematorium Management (ICCM) Recycling of Metal Recovered from Cremation Scheme. The national scheme provides that this funding is ring fenced to local bereavement charities. Local Authorities are able to send (with permission of the families) metal parts recovered after cremation for recycling for money which is then gifted back to the Local Authority to be redistributed to the local VCS. It was agreed last year that the Grants Panel should be making any decisions about this funding. The average annual funding is approximately £21k.

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- 3.6 In addition to this support, the Council also provides a Concessionary Rent scheme which enables any VCS group renting a Council owned commercial property to receive a discount on their rent. Most groups that take advantage of this scheme receive 70% discount on their rent. Historically, VCS groups have had to apply for the discount using an application form. This has been considered by the Grants Panel and a recommendation made for whether a discount could be applied and at what level (25%, 45% or 70%).
- 3.7 Currently, there are 9 organisations that receive a discount across 13 council properties. Some of these groups do sub-let to other VCS groups which could also be affected by any changes made to the scheme.
- 3.8 The Council has historically set aside a budget for the Concessionary Rent scheme of £63k per annum. The total cost of the scheme is £117k (this includes the full market rent of all the 13 properties affected). VCS organisations in the scheme all currently pay only 30% of the full market rent (which for all properties totals approximately £35k) with the Council having to budget for the remaining £82k). This therefore means that the Council are over budget by £19k.
- 3.9 In July 2019, the Council was issued by its auditors with a Section 24 notice which set out serious concerns about the Council's ability to balance its budget. As a consequence of this, the Council was required to review all of its budgets to see what significant savings could be made. It was felt necessary that an ongoing review of funding for the Concessionary Rent scheme be brought forward as a priority and alongside the annual review of the VCS Grants Programme. The two schemes provide support to VCS organisations totalling approximately £300k (£283 budgeted), as set out below:

Concessionary Rents	£63k (actual spend £82,000)
Community Councillor Grants Scheme	£145,000
Financial Advice and Problem Solving Contact	£75,000

Legal Implications

- 3.10 The Council needs to continue to ensure that it has a transparent and fair grants scheme, ensuring that we comply with the 2015 Local Government Transparency Code
- 3.11 Whilst grant funding and concessions to the VCS are not statutory function, under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the

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interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.

- 3.12 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. Depending on the option within this report that is approved, a new VCS Grants Policy will be required.
- 3.13 Local Authorities must comply with the 2015 Local Government Transparency Code and Best Value duties.

Service / Operational Implications

- 3.14 Consultation has been undertaken as part of this review with both those VCS organisations that receive a concessionary rent and those organisations that can and have benefitted from the VCS Grants Programme in the past and present. The consultation was undertaken to seek the view, options and ideas of the VCS on how any reduced Council funding could best be allocated equitably and transparently to organisations. A consultation event was held on 26th November for all groups to attend, a meeting was held with VCS organisations receiving a concessionary rent on 10th December and a survey replicating the questions at the event on 26th November was circulated to the VCS through the Bromsgrove and Redditch Network (BARN) distribution lists.
- 3.15 The consultation was on the short term provision of support to the VCS, with a view to establishing a longer term process in the future and as detailed in paragraph 3.23 of this report.
- 3.16 Appendix 2 details the responses to the consultation from the event, the survey and the meeting with the concessionary rent holders. Approximately 35 people attended the event representing around 30 organisations. There were only 4 individual responses to the questionnaire. Some of the key points made include:
- some of the VCS stated that the consultation was not a proper consultation - the sector was not being consulted on the amount of funding available to them and the cut being made;
 - VCS groups felt that Councillors did not understand what they do, there was a feeling that the social value and capital provided by VCS organisations was not been taken into consideration in the decision making process;
 - some VCS groups felt that the Council was not taking into account the added value and additional funding the sector brings into the

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town. They quoted the Charity Commission who state that for every £1 Invested in the VCS will bring in a further £10 in social value;

- groups would prefer funding made available by the Council to be for core costs including rent, it was felt that rent is very difficult to find other sources of funding for;
- there was a view put forward by some that maintaining the concessionary rent scheme was the most important support the Council could provide to the VCS;
- the majority of participants felt that the larger amount of any funding should be available for core costs with a smaller amount available for small grants;
- the majority of participants agreed that a cap on how much groups could apply for should be in place and that it should be £5k;
- there was a request by some for flexibility in allocating funding rather than strict set pots of funding to bid into;
- the sector expressed a clear preference for an application process as opposed to the current Community Councillor Grant Scheme;
- there was a request that any application process should be straightforward with a simple form to complete;
- funding should be generally allocated in time for the start of the financial year;
- there was consensus that the Council's Strategic Purposes provided the framework for organisations to bid into;
- some participants felt that funding should be allocated to helping other less established VCS groups to sustain themselves and general sector capacity building;
- it was also suggested that the funding might help to bring the sector together and co-ordinate consortium bids;
- there was a suggestion that funding should be utilised to help the sector demonstrate need for the activities and services they provide; and
- that most participants were supportive of the role of the VCS Grants Coordinator and felt that the role could help to build capacity in the sector.

3.17 Additionally, there was a meeting held on 10th December between officers and representatives of organisations who currently receive a concessionary rent for the Council owned buildings they rented. Key points made by the Group included:

- if the Council removed the concessionary rent scheme some organisations would not be able to pay for their rent and would therefore close;
- the Council were cutting from the VCS twice (both concessionary rent scheme and the main VCS Grants pot);

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- the costs to the Council of dealing with empty units would be far greater than if the Council continued to subsidise the current groups renting them;
 - the Council was at risk of being financially worse off if the VCS withdrew from the units and they were then to remain vacant;
 - the Council needed to be clear about the level of rent that could be charged for these units given that many of them were and still are in poor condition;
 - the Council sets the value at market rate but it was felt the commercial value of the units is likely to be less than that;
 - it was questioned if the market value of units in Matchborough and Winyates could be made when they were potentially going to be knocked down as part of the District Centre redevelopment plans;
 - groups had invested a lot of money in maintaining and improving the units, one organisation quoted £18,000;
 - each unit and VCS organisation should be considered individually taking into consideration all factors about the unit they rent and the services they provide and impact on the community; and
 - the Council could develop a concessionary rents scheme which looks at what units were lettable and put these VCS organisations inhabiting those units onto a meanwhile lease.
- 3.18 Written representation from the concessionary rent holders themselves has also been made which reflects the points made in the meeting with them on 10th December 2019 as set out above.
- 3.19 Property Services Officers would advise that many of these comments at 3.17 relate to the Council's property functions, as part of its overall ownership and management of its commercial property portfolio. Whilst the comments made as to how the Council might fulfil these functions are noted, they cannot determine how the Council will manage its property portfolio. Details of potential void costs are set out in section 4.2 and reference to property related risks are contained within Appendix 1.
- 3.20 If the wider VCS pot was to be maintained in some form, the consultation exercise strongly showed that VCS Groups were less supportive for the Councillor Community Grants Scheme (CCGS) model to be utilised. Groups had experienced difficulties in securing funding through this approach, some saying the fact that it was often difficult to know how long it would take to get their funding once they had approached their Councillor and also that communication could be difficult at times. The one element that the VCS did like about the CCGS scheme was the simplicity of the application form which they would like to keep in any scheme going forward. From an Officer perspective, the CCGS scheme did require a large amount of

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administration and a large percentage of the VCS Grants Co-ordinator's time was taken up by co-ordinating communication about applications between VCS groups and the Councillors and keeping records of what funding had been allocated.

- 3.21 In line with the consultation, Officers are minded to establish any new process and policy for the distribution of funding made available through a wider VCS Grants Pot, one which invites applications for funding from the VCS which align with the Council's Strategic Purposes. This will be very similar to methods used in previous years as part of the VCS Grants Programme and is likely to be the least disruptive way of implementing any VCS Grant Pot programme for the next 3 years.
- 3.22 As a general cut is being applied to the wider VCS Grants pot, it is also recommended that the budget for the Financial and Problem Solving Advice service is also subject to a reduction in funding. The recommendation is to save £25k from this pot and reduce the funding to £50k per annum. Officers have made available to Members the monitoring reports submitted over the lifetime of the contract which sets out the outcomes achieved to this point. It is also recommended in this report that in line with the recommendation of support to be guaranteed to the VCS generally for three years, that funding be given to whichever organisation is successful in delivering the Financial and Problem Solving Advice service in the future for 3 years also.
- 3.23 This report proposes options for a 3 year short term proposal to support the VCS at the end of which it migrates to a longer term sustainable scheme. Such a scheme would be developed in consultation with and engagement with the VCS, private businesses and wider public services. One possibility could be the establishment of a Redditch Community Foundation.

Customer / Equalities and Diversity Implications

- 3.24 A general Equalities Impact Assessment has been conducted for the proposed changes and cuts to grant funding which sets out any implications for Equality Groups from these proposals. This is attached at Appendix 3. The Assessment will be continuously reviewed once the preferred option has been determined and an action plan developed accordingly.

4. RISK MANAGEMENT

- 4.1 Risks for each of the options are set out in Appendix 1. In terms of the Concessionary Rent Scheme the current level is not commensurate with the budget which has been set for the scheme.

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- 4.2 A number of the options propose either the removal of the scheme altogether or removal of the scheme over a transition period. These proposals do pose the risk to groups that currently hold a concessionary rent not being able to afford an increase in the rent and folding altogether or moving out of the premises. It is therefore prudent for the Council to examine the risk of these properties becoming void as a result of these proposals. There clearly would be additional costs such as utility charges, void inspections costs, and business rates that the Council would need to find if properties were left empty. The main void costs to the Council if all 13 units were empty per annum are as follows:

Total Full Market Value of the Units - £117,160

Business Rates Payable (after 3 months of the properties being vacant) - £57,523

Utility Standing Charges Payable - £3120

Void Inspections Costs Payable (estimated) - £2925

Total - £180,728 per annum

There may be other costs not included in this calculation such as insurance and maintenance costs.

- 4.3 With the proposed reduction of funding available for the Financial Advice and Problem Solving service there is a risk that any organisation in a position to apply for the funding to deliver the service may not be able to deliver what is required with the funding available. This could result in no applications submitted for this funding or a service being provided which does not have the breadth and scope to meet demand.
- 4.4 By reducing the amount available through the wider VCS Grants pot, the Council will not be able to fund the breadth and diversity of projects it currently funds. However, Members have decided to retain the VCS Grants Co-ordinator post as a means of helping to build capacity in the sector and to support more inexperienced groups in finding and applying for other sources of funding.

5. APPENDICES

Appendix 1 – Options Table

Appendix 2 – Write up of consultation with VCS groups on 26th Nov, questionnaire results and consultation with Concessionary Rents Holders on 10th Dec.

Appendix 3 – Equalities Impact Assessment

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6. BACKGROUND PAPERS

- Local Government Transparency Code 2014
- Voluntary Sector Task Group Report 2014
- Reference Executive Committee report 2010
- Policy for Leases of Council Land & Property at a Concessionary Rent – Executive Report – 18th December 2012
- Concessionary Rents – pre-decision scrutiny, short, sharp review – final report to Executive Committee from O&S Committee - 18th December 2012
- Review of Policy for Leases of Council Land & Property at a Concessionary Rent – 9th July 2013
- Concessionary Rents Consultation Report - VCS Concessionary Rents Holders – 4th December 2019
- Financial Advice and Problem Solving Contract Quarterly Monitoring Reports submitted by Bromsgrove and District Citizens Advice 2017 – 2019.

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Appendix 1 – Options Table

OPTIONS	DETAILS	OPPORTUNITIES	RISKS	FINANCIAL IMPLICATIONS
<p>Option 1 - Cease all funding to the VCS, i.e. Concessionary Rents Scheme and VCS Grants Pot which includes a Financial Advice and Problem Solving grant</p>	<ul style="list-style-type: none"> No funding to be provided to the VCS through the concessionary rents scheme or through the VCS Grants programme. 	<ul style="list-style-type: none"> The VCS Grants Co-ordinator would focus on helping to build capacity in the sector and support groups in applying for alternative funding. 	<ul style="list-style-type: none"> VCS organisations folding owing to the withdrawal of funding from the Council. Potential risks around rising demand for Council services especially with the loss of the Financial Advice and Problem Solving contract. Effect of VCS organisations folding that support vulnerable people in Redditch's communities and the negative impacts of this. Any units which become vacant as a result of organisations closing will incur additional void costs to the Council. 	<ul style="list-style-type: none"> The Council will save £283k per annum. If VCS organisations do choose to vacate there would be a short-term loss of income until alternative tenants or actions occurred. If all units were to become void it would cost the Council £180k per year but it is unlikely that all units would remain unoccupied for a year.
<p>Option 2 – End the Concessionary Rents Scheme, reduce the VCS Grants Pot to £175k of which £50k is allocated to a Financial Advice and Problem Solving grant</p>	<ul style="list-style-type: none"> All VCS groups to have their concessionary rent terminated in 2020. Make available a £125k wider grants pot for all VCS organisations to bid into for their core costs. Maximum bids up to £5k. Groups receiving concessionary rents will have to bid into this VCS Grants pot to cover their rent. Make available £50k for a Financial Advice and Problem Solving grant. 	<ul style="list-style-type: none"> If some of the concessionary rents holders are unable to retain their units, the Council would seek to let some of the units at the market value. If units became vacant there could be opportunities to look at utilising the assets in a different way e.g. developing the sites for other uses, selling any potential land etc. The VCS Grants Co-ordinator would focus on helping to build capacity in the sector. 	<ul style="list-style-type: none"> Organisations receiving concessionary rents may not be successful in bidding for funds from the VCS grant pot for their rent. This would mean their rent would increase in 2020 to full market rent. It is likely that the organisations would be reluctant to commit to longer term leases as they would not have a guaranteed income to ensure they could afford the rent in the long term. If this occurred, there is a 	<ul style="list-style-type: none"> If VCS organisations do choose to vacate there would be a short-term loss of income until alternative tenants or actions occurred. If all units were to become void it would cost the Council £180k per year but it is unlikely that all units would remain unoccupied for a year. The Council saves £108k from the VCS grants budget including the £63k from concessionary rents scheme.

OPTIONS	DETAILS	OPPORTUNITIES	RISKS	FINANCIAL IMPLICATIONS
			<p>chance that a number of VCS organisations receiving concessionary rent would have to move or cease to exist altogether.</p> <ul style="list-style-type: none"> • This would impact negatively on the communities receiving support through these organisations. • Costs would still exist to the Council if these buildings were left void – void costs and business rates costs would need to be considered. 	
<p>Option 3 – Maintain the concessionary rents scheme but withdraw the wider VCS Grants scheme completely, with the exception of the Financial Advice and Problem Solving grant</p>	<ul style="list-style-type: none"> • All VCS organisations continue to receive the 70% concessionary rent. • Current and future arrears would need to be addressed through the scheme. • Those groups deemed to be in properties which could be let to commercial tenants be placed on a meanwhile type lease and under notice that if a commercial tenant was interested in their property they would be asked to relocate. • No wider VCS Grants scheme will exist. • Make available £50k for a Financial Advice and Problem Solving grant. 	<ul style="list-style-type: none"> • The VCS organisations receiving concessionary rents will be able to sustain their business and continue to deliver their activities as before. The Council does not have to find new tenants to replace the VCS groups or find associated costs with having these units as void. • The groups affected would be able to sign a longer term lease knowing they have the guarantee of continued income for the rent. • The VCS Grants Co-ordinator total focus could be on helping to build capacity in the sector. 	<ul style="list-style-type: none"> • There will be no general funding available for any other VCS organisations. This may affect the ability of the sector to deliver the diversity and range of services sustained at the moment. • With regards to the potential changeover in tenancies within the concessionary rents scheme, there would be a delay if occupier was unwilling to leave and recovery action was required. 	<ul style="list-style-type: none"> • The Council will save £170k, however an ongoing pressure will still need to be made in the concessionary rents budget for the lost income from the concessionary rents scheme of £19k approximately (on top the existing budget of £63k). • The identified saving may potentially decrease if the ongoing pressure increases owing to any new organisations joining the concessionary rents scheme in the future.

OPTIONS	DETAILS	OPPORTUNITIES	RISKS	FINANCIAL IMPLICATIONS
<p>Option 4 - Close the Concessionary Rents scheme to new applications but maintain the scheme for existing organisations only with a reduction of support for the wider VCS Grants Pot, including a the Financial Advice and Problem Solving grant</p> <p>Note: As and when existing VCS organisations vacant premises they are re-let on a commercial basis.</p>	<ul style="list-style-type: none"> • Each of the groups receiving a concessionary rent continues to pay their 30% of their current rent which totals £35k approx. of income to the Council. • Allocate £125k for the wider VCS Grants pot which would be used to supplement the £82,314 that remains outstanding (the other 70%). • This would leave £42686 in the pot for other VCS grants. • These organisations would not be able to bid into the wider VCS grants pot at all. • This could continue year on year if Members were minded to keep the concessionary rent scheme in place. • No new organisations can join the scheme • Any arrears would need to be addressed through the life of the scheme. • Those groups deemed to be in properties which could be let to commercial tenants be placed on a meanwhile type lease and under notice that if a commercial tenant was interested in their property they would be asked to relocate. • Make available £50k for a Financial Advice and 	<ul style="list-style-type: none"> • The groups affected would be able to sign a longer term lease knowing they have the guarantee of continued income for the rent. • The Council does not have to find new tenants to replace the VCS groups or find associated costs with having these units as void. • The VCS Grants Co-ordinator would focus on helping to build capacity in the sector. 	<ul style="list-style-type: none"> • The overall support from the Council to the VCS will shrink as there is a £45k reduction to the general VCS Grants pot. • This option benefits the existing VCS organisations with a concessionary rent rather than the wider sector as limited funding is left to distribute to other groups who do not have a concessionary rent. 	<ul style="list-style-type: none"> • The Council will save £45k from the wider VCS Grants budget. • There will no longer be the need to allocate any budget for the Concessionary Rents scheme so a saving of £63k will be made. This will make a total saving of £108k.

OPTIONS	DETAILS	OPPORTUNITIES	RISKS	FINANCIAL IMPLICATIONS
<p>Option 5 - End the Concessionary Rents Scheme but provide a stepped down transition over a 3 year period paid for out of reduced VCS grants pot of £175k of which £50k will be allocated to a Financial Advice and Problem Solving grant.</p>	<p>Problem Solving grant.</p> <ul style="list-style-type: none"> • Option 4 as above would operate for year 1 but then for the following year the received concession percentage would be stepped down. • In year 2, groups would be expected to pay 50% of their rent with a 50% concessionary rate which would be approximately £59k to pay. • This £59k would be deducted from the pot which would leave £66k for other VCS Grant giving. • In year 3 the rate the VCS groups would be expected to pay would rise to 80% with only a 20% concessionary rent. • This £23,600 would be deducted from the pot and would leave £101,400 other VCS grant giving. • In year 4, the scheme would be withdrawn with all VCS groups paying full market rent. The whole £125k would be available for the VCS Grants Pot. • When step down decreases do occur, the VCS groups affected can then bid into the main VCS Grants pot. Applications for rent would 	<ul style="list-style-type: none"> • The groups would be able to sign for a 3 year lease on the understanding that they then have 3 years to make a decision about their future in those units and plan for when the rent rises to full market rent. • The Council could utilise this time (3 years) to assess the stock and formulate a plan for potential loss of funding if groups do relinquish their units i.e. market assessment of who might let them, how much to demolish and sell land for building etc. • More funding would be available for the wider grants pot than in previous options. • The VCS Grants Co-ordinator would focus on helping to build capacity in the sector. 	<ul style="list-style-type: none"> • There is still less money available for the wider VCS in the main grants pot although this will increase over the 3 years as the level of concession paid by concessionary rent holders rises. • The VCS feels that funding is being cut twice from them – once from the concessionary rent pot and then again from the wider VCS grant pot. • It is still possible that groups could close after the transition period is over if they are not able to cover their rent from other sources. 	<ul style="list-style-type: none"> • The Council will save £45k from the wider VCS Grants budget. • There will no longer be the need to allocate any budget for the Concessionary Rents scheme so a saving of £63k will be made. This will make a total saving of £108k.

OPTIONS	DETAILS	OPPORTUNITIES	RISKS	FINANCIAL IMPLICATIONS
	<p>be accepted as they are losing the support for rent over the three years so the wider fund could be used to top this up.</p> <ul style="list-style-type: none"> Any current or future arrears in the scheme will need to be addressed within the 3 year transition period. Those groups deemed to be in properties which could be let to commercial tenants be placed on a meanwhile type lease and under notice that if a commercial tenant was interested in their property they would be asked to relocate. Make available £50k for a Financial Advice and Problem Solving grant. 			
<p>Option 6 - End the Concessionary Rents Scheme but provide a transition over a 3 year period. Maintain the current Council budget in order to do this. Reduce the VCS Grant pot to £175k of which £50k is allocated to a Financial</p>	<ul style="list-style-type: none"> End the scheme over a period of 3 years but continue to subsidise the scheme as per the current arrangement. As with option 4 and 5, wind down the scheme by using a series of stepped decreases each year. Those organisations that receive the transitional concessionary rent can only bid into the £125k for rent after year 1 once their rent concession decreases and 	<ul style="list-style-type: none"> This option supports the VCS the most and maintains almost the same level of funding except a reduction in £45k for the wider VCS grants pot. There are no reductions in the wider VCS grants pot to subsidise the concessionary rent holders unlike in some of the other options. This will enable current concessionary rent holders to plan for the end of the scheme in 3 years' time. 	<ul style="list-style-type: none"> This is the most costly option to the Council as there would be the need to maintain the pressure for the Concessionary Rents scheme and also find the £175k for the VCS Grants Scheme and the Financial Advice and Problem Solving Grant. 	<ul style="list-style-type: none"> The Council will save £45k from the wider VCS Grants budget. A continuing budget and pressure would still need to be made for the wind down of the Concessionary Rents scheme over the 3 year period of the transition. The savings for the Council in each year of the step down would be as follows: Year 1- no savings from the concessionary rent budget but a £19K pressure required, Year 2 – saving of £4k from the

OPTIONS	DETAILS	OPPORTUNITIES	RISKS	FINANCIAL IMPLICATIONS
Advice and Problem Solving grant	<p>they have to pay more.</p> <ul style="list-style-type: none"> Any arrears will need to be addressed within the transition period. Those groups deemed to be in properties which could be let to commercial tenants be placed on a meanwhile type lease and under notice that if a commercial tenant was interested in their property they would be asked to relocate. Make available £50k for a Financial Advice and Problem Solving grant. 	<ul style="list-style-type: none"> The £125k can fully be utilised to support the wider VCS in Redditch. The VCS Grants Co-ordinator would focus on helping to build capacity in the sector. 		<p>concessionary rents budget, Year 3 - £40k from the concessionary rents budget.</p>

Notes:

- Any VCS Grant Pot would be capped at £5k as the maximum grant to be awarded to any one organisation, with the exception of the Financial Advice and Problem Solving grant.
- No organisation will be able to apply for a concession or grant to cover above 70% of their rent costs.
- When referencing the £82k concessionary rents funding, this currently comprises of a budget of £63k already set for the scheme with an additional pressure required of £19k to ensure the full cost of the scheme to the Council is covered.



Council Support to the Redditch Voluntary and Community Sector - Consultation Questionnaire

Q1. If the Council has £100k available to fund the VCS in Redditch, thinking about what barriers you face what would you most like the funding for?

Table 1 - The group felt that the ability to attain core funding was crucial – this could include overheads, wages, staffing, rent, administrative costs, insurance etc. They felt that it was important to have as little restrictions and funding conditions as possible so would welcome a very open flexible pot. If VCS groups were receiving a good level of funding from one funder it often helped them to bring in match funding from other funders. The Council pot was a good starting point to get core funding in which could act as a gateway to receiving other funding from elsewhere.

One aspect they felt strongly about was developing the sector. Some suggestions were made that the funding should be available for training for groups. Development of VCS groups was seen as being extremely important – some participants thought that the funding should be put into more infrastructure support and ways to help smaller, less developed groups become sustainable. Issues such as the bigger groups being able to pay bid writers and have the capacity to pull in larger amounts of money meant that smaller groups without this would struggle. The idea of more infrastructure support would go some way to address these issues.

Participants discussed the fact that demonstrating outcomes and impact of projects and an organisations work was difficult but becoming more crucial to do in order to show what difference is made by their work especially to funders. It was suggested that some of the funding could be utilised to help the sector demonstrate need for VCS organisations and projects.

Table 2 –

- Rent
- Core costs (Rent, salaries, overheads/running costs). It's easier to find funding for new projects and equipment.

The group initially felt that the consultation event was 'pointless' as the decisions had already been made e.g. Cllrs steer that the VCS pot would be £100k. They also felt that the questions were 'contrived'. The group only wanted to discuss concessionary rents as they felt this was more important than any other VCS grant funding.

Table 3 - Concessionary Rent Scheme (CRS):

- The group felt that continuing the CRS is more important than any other funding.
- If CRS is scrapped, 'Community House' would need to pass the rent increase on to groups, organisations. Some groups would fold which would impact on other organisations, public services and especially service users. Community House has approx. 2,500 using this place per week and this does not include outreach work delivered from there.
- 'Redditch Hale and Hearties Group' is a part of Community House and feel the group will fold if concessionary rents are removed. Huge impact on the NHS and Accident & Emergency services!

- Groups cannot get their rent covered from anywhere else. Grants can be sourced for projects etc. but not rents.
- Need CRS as this is the 'stable foundation' for many VCS groups
- The group felt they could argue this was just a 'balance sheet' issue as it's not a grant saving.
- Concessionary Rents should be considered building by building e.g.
 - 'real' commercial value
 - Cost of bringing them back in use – making the building fit for purpose so someone/businesses would be interested in renting it. VCS have all the 'dregs' buildings
 - Location
- If VCS group leave/fold and then units can't be rented out it will cost more – holding rates, loss of any rent, repairs, vandalism, particularly in the neighbourhood centres. Redditch Boxing Academy and REACH CIC did joint costings of impact to the Council - £23k in the 1st year; £47k in year two.
- 'Disadvantage' will escalate if groups go due to the CRS being removed.
- £100k to be used to employ staff to raise funds for groups e.g. bid writers/community development. Some group members disagreed – they want RBC to write bids and bring in funds to then distribute to groups. Bring in more funding, ring-fence for the VCS
- £100k to be used for rent concessions.
- Social Impact Assessment by RBC to see true worth of VCS and what they do.
- £100k to be used to facilitate the bringing together of VCS, sharing joint bid applications - 'grant funding consortiums'. Reinforce VCS infrastructure and strengthen groups — both £100k and the officer post.

Other respondents –

Core funding in order to assist in maintaining existing service to the children and families of the community remains the essential requirement – given that Touchstones needs around \$35k each and every year – and all service is free to everyone that asks for it – and so we are utterly dependent upon grants, and individual and local group fundraising and free-will donations/ fundraising

I think a ratio of 80% to core costs and 20 % to projects would be a balanced approach although either way will not meet every one's needs. A contribution to core costs is most appropriate as our main tasks are not project based.

We currently do not have premises to pay for so running costs too physically support the most vulnerable by means of practical assistance would be essential for us.

Ensuring the sustainability of core essential services and activities (and funding the core costs of these services) is a key priority for us. Although we do not currently receive any 'direct funding' for the core costs associated with key services, such as our Information & Advice service, the preferential business rates applied to our Redditch Retail Shops (which are our main source of income) and the reduced rental charges for the hire of community facilities (such as Community House) do have a positive impact on our operating costs. Removal of these 'concessions' would necessitate a re-evaluation of our support, services and activities for older people in Redditch and may result in the cessation of services due to rising core costs

As charity, a key barrier to piloting/ progressing new initiatives/ new ways of working is the fact that we do not have the available 'start-up-funds' to initiate new projects. We are currently benefiting from such funding being available to pilot initiatives such as its 'Pop Up I&A

Surgeries', which we hope will enable us to develop an approach which will help increase our support and reach across the district

Q2. If it is felt there should be a mixture of uses what proportion of the funding should be allocated for each use (e.g. 80% for core costs, 20% project funding).

Table 1 - The group felt that the criteria should be so relaxed that the bids for funding should be open for anything with no parameters around how many bids could be made for projects and how many for core costs. Again it was felt that a proportion of the money should be ring-fenced for infrastructure support which could be given to BARN.

Table 2 –

- Case by case per organisation and their needs.

Table 3 – Nothing specific suggested.

Other respondents -

From our perspective and for the reasons explained above we would advocate for the largest possible proportion / allocation to core / ongoing operations funding

I agree the example figures quoted as being a reasonable split – with some discretion to the awarding panel, perhaps a 10% margin.

Personally, I think as each group has a specific reason for doing what they do it varies on an individual basis so perhaps a little flexibility.

We support the suggestion that a key proportion of the funding should be allocated for core costs, but that a percentage should also be available to support project funding.

Q3. What should be the maximum and minimum level of funding available to apply for?

Table 1 - The group again were quite flexible about this. There should be no minimum or maximum amount but groups should be able to bid for what they needed. If there was a maximum amount stipulated then it should be made clear to groups that they did not have to always bid for the maximum. The group felt that perhaps to make it fair, there should be a cap for large core cost bids at £5k and then the spread would go further. This had been raised in previous consultation about the old Grants scheme by members of BARN and the group agreed this would be sensible.

Table 2 -

- £500 – ring-fenced e.g. New Road Parents on income of less than £25k. Have £10k - £15k in this pot. Minimal form, bank account and signatories.
- £25k plus organisations – locally delivered and funded organisations (see Awards4All Form). £500+ to £5,000. Produce final accounts and link to RBC strategic purposes.

Table 3 – Nothing specific suggested.

Other respondents –

We've previously relied on grants of £1000, per year but if the pot is being constrained to £100k, then I guess you will have to impose some logic for maximum allocations, based on likely number of applications and community impact.

We would say that there are many 'local' organisations that are large, and have well established fundraising capabilities, that can end up 'sucking' resources from all sorts of sources. We would argue that your funding should be for smaller, organisations, that are more critically dependant of just a few possible funding routes, and because like us they work with some of the most vulnerable and deprived parts of our community – can't and don't get any significant funding from service users / beneficiaries.

There will never be enough available; perhaps a cap of 5K per proposal, done in two rounds each year, with the 2nd round prioritising new applicants.

This should be determined on achievable impact to community and the amount of people benefitting.

Having key levels of 'available funding' is helpful (and to help ensure a parity in allocation of funding across the VCS in Redditch) however other key determining factors, such as 'need' and 'benefit', should be taken into consideration (hence if a service/ project exceeds a 'maximum' but has a significant long-term impact, it should still be considered)

Q4. Any other thoughts about the £100k 'general pot' model?

Table 1 - It was obviously felt that the proposed level of funding was not enough and that consultation on the amount on offer would have been welcomed.

The amount of money being brought into the town by the VCS was not recognised by the Council. Not only did VCS bring in money from other funders into the town but also the money they did bring in was made to go much further from the added value VCS organisations could bring to delivery e.g. volunteers, more flexible ways of working etc. It was questioned how best to evidence this. In real terms the Council may fund the sector to the level of £100k but in reality this was actually worth more.

The group felt that joint working was important between the Council and the VCS and were positive about future arrangements where VCS could co-design projects and services and have a role to play in the implementation of this. However, this would need to be resourced – capacity is an issue for the VCS sector engaging in this type of work and would not be possible on top of their main delivery.

The group touched on the need for the sector to work together to help each other and to share models of sustainability.

There was a question about any future role which might be focussed on enabling and helping the VCS to undertake some of the long term aspirational work – should this person come from the VCS rather than a Council background?

The group discussed the need to have a steady income stream – not all groups were looking to the Council to provide this and they were very able to go elsewhere to find funding. However this cut was seen as deep and it was generally felt that some groups would fold as a result of this. There was concern about who would pick up the most needy and vulnerable if groups did fold.

Table 2 -

- Needs to be a 'proper' assessment of 'NEED' across the VCS Organisations and their service users. Assessment of 'social impact' especially when VCS cannot be sustained or fails.

Table 3 – Nothing specific suggested.

Other respondents –

Given the limited amounts available the process needs to be simple to allocate and transparent in its outcomes.

Perhaps the council taking the decision annually on where to allocate its funds. It may be more practical and be divided up between all the groups and not just some. This would reduce paperwork and administration too.

It would be interesting to understand how the Council plans to evaluate and monitor the impact of a £100k 'General Pot'

Q5. What process should be used to allocate the £100k? E.g. Application forms? The time of year? Different rounds throughout the year? Around the Councils Strategic Purposes?

Table 1 - Participants liked the form currently used for the CCGS, however they generally disliked the new way of approaching their councillors for funding. They felt it was time consuming and the timeframe of the process of negotiating with councillors to then receiving the money could take a long time. Conversations with Councillors could be difficult as there could be conflicts of interest.

It was felt that the money should be allocated in time for the beginning of the new financial year so that groups could plan properly for that year ahead. The question was raised about how the RBC pot of funding aligned with other funding from the stator sector e.g. public health funding. Was there a way of better utilising the RBC pot alongside other funding pots? The example of Positive Activities was used – could some of the RBC pot be used to match fund the WCC /PH pot? Would this be a better use of public funding and create a bigger pot to achieve more?

Table 2 –

Whatever process was put in place it needed to be fair and equitable with all groups enabled to bid into the pot.

- See points listed in response to question 3.
- Not online.
- First round decision by 31st March for £25k+ organisations. £500 pot throughout the year until spent.
- Not only online - applications need to be paper copies as well.

Table 3 – Nothing specific suggested.

Other respondents –

Application form, centralised decision making, - aligned to strategic purposes and community need / inability to self-provide

Two rounds a year. Any links to the "Strategic Purposes" need to be explicit and broadly interpreted. An on-line application form with a paper edition available for community-based organisations if needed. Monitoring reports should be simple and not too onerous; both financial and descriptive information linked to the grant application objectives to be collected.

Annually ready for funds to be received for the new tax year, then groups would know what amount they had and not have to wait for decisions which is difficult to budget.

The council's strategic purposes should be the priority and grants perhaps decided by the council as opposed to groups applying themselves.

An initial application form is probably the most effective means of the VCS submitting their requests but perhaps for Applications Requests over a specified amount, VCS representatives have the opportunity to discuss their application with a 'review panel'

Restricting funding applications to once a year does present a 'barrier', however, if members of the VCS are seeking support for core costs then they will want to know whether or not funding has been secured ASAP at the beginning of the Financial Year. Perhaps a proportion of the 'Pot' (20%?) could be held for a second round of funding applications (in September?)

In terms of the Council's Strategic Purposes, then we would expect there to be a link between the 'Purposes' and this funding in order to support the return on investment.

Q6. How can the Grants Officer (18 hour post) best support the VCS?

Table 1 - It was felt that the officer should not be duplicating any work which would be undertaken by BARN. The officer could help with how to access government funding. It was also felt that in the future they would have a role to play in any co-commissioning work.

One participant felt that the officer could be utilised to look at the impact of the roll out of social prescribing on the local VCS.

It was suggested that some of the £100k might be better spent in funding a full time post to support the VCS. Possibly could work with BARN more closely.

Table 2 -

- Help and guidance for non-successful applications
- Case by case basis.

Table 3 -

- More of a support role to guide, advise and help when applying for money.
- Bring organisations together and to look at joint funding bids. Co-ordinate though not just turning up to a meeting.
- Bring in large pots of funding / national level.
- Use other RBC officer hours e.g. accountants / solicitors / Grants officer etc. to support groups set up, run or develop.
- RBC to work in partnership with groups to lever in more funding e.g. Redditch Boxing Academy are looking at a piece of land and possibly £150k+ application to build a new community hub building. RBC officer to support/project manage.

Other respondents -

As now – advice, processing and monitoring grant applications / grants - understanding the detail conditions that under-pin . justify why funds should be directed to certain organisations above others.

The postholder perhaps can help smaller organisations to source other funding opportunities to bring the amount of support available from outside of the Borough eg Lottery, to add to and compliment the Borough Council's financial contribution. Corporate objectives could be enhanced with a closer partnership working with the VCS.

Obviously listening to what's important to keep them all functioning but knowing about all the existing groups and then the new groups incorporated each year to try and assist the new ones too.

Support with the funding application process (to ensure that proposals meet the criteria prior to submission, as very few of the VCS organisations supporting people in Redditch have dedicated Fundraisers/ Bid Writers)

Identification of any similar requests/ opportunities across the VCS to see if there might be opportunities for a joint funding request

Support with identify other sources of funding that might be available (e.g. County Funding)

Q7. Any other comments not captured above?

Table 1 - It was noted that a lot of the groups felt that some of the language and statements made by politicians during the handling of the concessionary rent report was patronising and rude. They felt it belied the fact that many councillors did not know the VCS in Redditch well at all and what it did. They felt that they were not respected.

Table 2 -

Issues:

- Rent and CAB
- Wouldn't pay full rent for properties for the current state they are in.
- Members don't seem to be clear about what they can fund and more importantly what the VCS do.
- Section 24 letter clearly states that member decisions about council tax and members allowance have an impact of approx. 0.5millions over the next 5 years.
- Charity Commission states that for every £1 in the VCS equates to £10 in social value.
- Cost to RBC of administration to the scheme.
- Redditch Partnership needs to be involved in all medium and long-term collaborative and co-design.

Table 3 -

- Can we use section 106 monies? Working in partnership (groups and RBC to lead) to bring in new funding to build new (1-3) community hubs.
- Can it be introduced that all new developments/building projects need to contribute to the VCS and the VCS infrastructure?
- Councillors needed to be here – PURDAH excuse is nonsense.

- Regular consultation is needed. More dialogue between VCS and the Council, working together to achieve what we all want to achieve.
- Social Capital – BSG / Community house / Homestart etc. – If measured, Volunteers time etc. would show that VCS providing services for people in Redditch saves Council services and other statutory services.
- The group didn't feel the Council was interested in 'social capital just hard cash!
- Homestart have successfully used evidence / previous RBC funding as leverage to bring in large amount of other grant funding in the past. Helps groups to be 'credible', help with 'credibility'. This would struggle if VCS grants were to go or be reduced.
- Community , people joining together will be lost.
- The VCS deliver against RBC strategic purposes, Worcestershire's response to tackling loneliness, health and wellbeing agenda.
- VCS services are 'prevention' – will spiral out of control and spill over to public services
- Local Ward Councillors need to take a deeper interesting in what's happening
- Long-term value of the VCS is huge – this is short-term decision making which will impact longer term. Very costly and once VCS groups have gone you won't get them back.

Other respondents

In our 8 years serving over 1000 bereaved children and young people in the local communities of Redditch we have been blown away by RBC's investment to organisations that work to transform the lives of people in the most needing parts of the local community. We have been and continue to be so, so grateful for the immense support we have received from RBC – support without which we couldn't and won't be able to come alongside and then transform the lives of some the town's most traumatised and vulnerable children, young people and their families – thank you, and in all the changes, long may it be able to continue.

I'm pleased that RBC is retaining its Grant Scheme and appreciates the 1+1=3 contribution to the Borough by the VCS.

As a new CIC it is like taking a gamble that your group is going to be able to sustain itself or get any funding at all. Perhaps a little more individual support at all levels would be good.

Whilst we understand the drivers for the recent changes to the 'Councillor Community Grants Scheme' it does impact organisations such as ourselves that are providing support and services across the District and who want to ensure a parity of support and services for residents throughout the Borough.

Notes from Meeting with VCS Concessionary Rent Holders – 10th December 2019

In attendance:

Officers – Judith Willis, Helen Broughton and Jeremy Williams

VCS Representatives – Lynn Hancock – Bromsgrove and District Citizens Advice, Sarah Lee – Redditch Boxing Club, Gary Roskell – Bromsgrove and Redditch Network, Robin Baker – Oasis Christian Centre, Liz Williams – REACH CIC, John Witherspoon – Batchley Support Group, Mark Baron - Batchley Support Group, Lee MacKenzie – Sandycroft Centre, Jordan Cooke – Your Ideas.

Judith opened the meeting by welcoming everyone. She started by explaining that the purpose of the meeting was to discuss with VCS organisations that currently were part of the VCS Concessionary Rents scheme their views about the possible removal of the scheme and also how any future funding may be utilised to support them. Judith confirmed that the level of funding available to cover any future concessionary rent scheme and wider VCS Grants pot was £175k. There would be £50k available for the Financial Advice and Problem Solving service.

Points raised by VCS representatives at the meeting included:

- the fact that the £82k quoted as the Council's budget for the remaining 70% rent they do not receive from the VCS tenants was not an actual loss for the Council, it was just income not collected;
- if the Council removed the concessionary rent scheme some organisations would not be able to pay for their rent and would therefore close. Groups explained that it was very difficult to find funders who would fund core costs like rent. Rent could be put into funding bids as part of full cost recovery but this would not be enough to help maintain paying the rent. One organisation representative said they were due to make a decision about the future of their units in the New Year with a view to closing by the new financial year if the Council were to stop the scheme;
- the Council were cutting from the VCS twice (both concessionary rent scheme and the main VCS Grants pot). Representatives felt that Councillors did not understand what they did and what the impact would be if VCS organisations had to close because of the proposed changes;
- the costs to the Council of dealing with empty units would be far greater than if the Council continued to subsidise the current groups renting them;
- the Council was at risk of being financially worse off if the VCS withdrew from the units and they were then to remain vacant. A report had been written by the tenants affected which pointed out that along with the loss of income from rent, there would be a large amount of money to pay in business rates on the units which would actually cost the Council more than subsidising the current tenants and keeping the scheme;
- in some units, the Council paid to rent space on a sessional basis for various health and leisure activities – the rise in costs for the VCS organisations would mean a rise in cost for the Council to rent space for these activities;

- the Council needed to be clear about the level of rent that could be charged for these units given that many of them were and still are in poor condition and were unlettable. They questioned whether there really was any commercial organisations wishing to let the units;
- the Council sets the value of the units at market rate but it was felt the commercial value of the units is likely to be less than that;
- it was questioned if the market value of units in Matchborough and Winyates could be made when they were potentially going to be knocked down as part of the District Centre redevelopment plans;
- groups had invested a lot of money in maintaining and improving the units, one organisation quoted that they had spent £18000 on refurbishment costs. It was questioned how groups who had spent money on refurbishment would get this back if they were forced to close or move;
- it was felt by the concessionary rent holders that each unit and VCS organisation should be considered individually taking into consideration all factors about the unit they rent and the services they provide and impact on the community. It was felt that if organisations did make a profit then they could be expected to pay more towards their rent; and
- it was suggested that the Council could continue the Concessionary Rents scheme but for those units which were lettable, put the VCS organisations which were inhabiting those units onto a meanwhile lease. If commercial organisations were then interested in letting these units, the VCS organisations in them would be given notice to leave.

Groups were asked if they thought that the funding available should be prioritised for the concessionary rent holders. There were mixed view on this, some groups were not as direct about confirming this but it was generally felt that available funding should be diverted to support the Concessionary Rents scheme with the remaining left for the general VCS grants pot.

Equality Assessment - Guidance and Recording Form

1. Introduction

Redditch Borough Council is committed to providing equality of access and recognises that discrimination does not need to be intentional for unfair treatment or adverse impact to occur. Our approach to equality recognises that the range of different groups in our society may have different needs and we seek to ensure that our services are fairly and equitably provided to all sections of the community.

We are **legally required** (The Equality Duty, The Equality Act 2010) to demonstrate that we have given 'due regard' to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

This means that equality considerations need to be evidenced in our decision-making processes and policies. This template will support you to evidence how the Duty has been taken into account. The Equality duty is to meet 'needs', rather than any desires or preferences for a particular treatment or service. Complying with the General Duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive actions provisions in order to provide a service in a way which is appropriate for a particular group. The General Duty also explicitly recognises that disabled people's needs are different from those of non-disabled people. In considering the requirements to meet the needs of disabled people, public bodies should therefore take account of disabled people's disabilities. This might mean making reasonable adjustments for them or treating them better than other people.

2. When is Equality Assessment required?

Any potential impact on equality should be considered **before any key decisions are made** and should be integrated into day-to-day policy-making, business planning and other decision-making arrangements. This is particularly relevant when making difficult financial decisions; if we are proposing to **stop, reduce or change a service** then we must have relevant equalities evidence to justify this.

Due regard means consciously thinking about the three aims of the General Duty as a part of the process of decision-making. This means that consideration of equality issues must influence the decisions we make, when:

- Developing, evaluating and reviewing policy
- Designing, delivering and changing services
- Commissioning and procuring from others

You must consider what evidence is available and whether any more information is needed. You cannot assume that a policy will benefit all service users without evidence to support that conclusion. It is not necessary in every instance, to have hard statistical data. We can also use more qualitative sources such as service user feedback or external sources, for example, information available from the Equality and Human Rights Commission, local or national representative groups etc. Local, regional or national statistical information and research may also be used if relevant.

3. How is the Equality Assessment to be carried out?

To assess a service or policy, consider and use any or all of the following options:

- Walk through the processes as a customer would, or as a member of staff and test it from their point of view - this can be done by the service manager or jointly with the team. Record this experience and make a record of any actions required as a result.
- Set up a customer test with volunteers from community or staff groups. Get them to access the service from start to finish, assess their experience and feedback. Make a record of what was discovered, who the group members were and any actions required as a result.
- Conduct statistical analysis from any service usage information available or customer satisfaction surveys looking for patterns of usage by defined equality groups and obvious gaps in usage.

If further evidence comes to light after the initial completion of this assessment, if possible, go back to the original assessment and update it. Equality Assessment should be seen as a living, on-going process rather than a one off exercise.

4. Who carries out the assessment?

The manager of the service is responsible for ensuring that the assessment is carried out and recorded on this form.

A list of every completed Equality Assessment will be published on the relevant Council's website. Any Elected Member or member of the public can ask for copies of the assessment and any information that has been used in the completion of the assessment.

For further information or assistance please contact:

Policy Team on 01527 548284 or 01527 881616 or equalities@bromsgroveandredditch.gov.uk

Useful documents:

[Redditch](#) Equality Strategy

Quick start guidance to the Equality Duty can be found [here](#)

Please ensure the following:

- That the document is understandable to a reader who has not read any other documents, and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy, but must be complete.
- That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
- That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.

Title of service/policy/procedure/spending review being proposed				Support to the voluntary and community sector 2020/21			
Name of service area				Community Services			
Name of Officer completing this assessment				Helen Broughton/Rebecca Green			
Date assessment completed				December 2019			
Name of decision maker (in relation to the change)				HOS- Judith Willis, Head of Community and Housing Services Executive Committee			
Date decision made				14th January 2020			
Sign off on completion		Name		Signature		Date	
Lead officer completing assessment		Helen Broughton					
Equalities Officer		Rebecca Green					

Overview – Set the context

Provide a clear overview of the aims of the service/policy/procedure and the proposed changes being made. Will current service users’ needs continue to be met? Why is the change being proposed? What needs or duties is it designed to meet?

The Council has been required by auditors to make significant financial savings in order to balance the budget; as a result, it must consider options to change some of the support which the Council provides to the Voluntary and Community Sector (VCS). Both the Concessionary Rents Scheme and the VCS Grants Pot (including the Councillor Community Grants Scheme) have been reviewed and details of options for future delivery of these schemes and financial changes considered:

- Option 1 - Cease all funding to the VCS including concessionary rents, VCS Grants Pot and Financial Advice and Problem Solving grant
- Option 2 – End the concessionary rents scheme and reduce the VCS Grants Pot to £175k
- Option 3 – Maintain the concessionary rents scheme but withdraw the wider VCS Grants scheme completely
- Option 4 - Close the Concessionary Rents scheme but maintain the scheme for existing organisations only with a reduction of support for the wider VCS Grants Pot (Note: As and when existing VCS organisations vacant premises they are re-let on a commercial basis).
- Option 5 - End the concessionary rents scheme but provide a stepped down transition over a 2 or 3 year period paid for out of the £125K.
- Option 6 - End the concessionary rents scheme but provide a transition over a 2 or 3 year period. Maintain the current Council budget in order to do this. Fund the £125k on top of this.

Redditch Borough Council does not fund any organisation in their entirety; concessionary rents and grants are a contribution to these organisations, all of whom do access other funding streams. The grants are also reviewed every year and no organisation is guaranteed to receive them.

9 organisations currently receive concessionary rents at 30% of market value; however, there are other VCS organisations that sublet from them.

Who is the proposal likely to affect?	Yes	No
All residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specific group(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Council employees	<input type="checkbox"/>	<input type="checkbox"/>
Specific group(s) of employees	<input type="checkbox"/>	<input type="checkbox"/>
Other (identify)	<input type="checkbox"/>	<input type="checkbox"/>

Detail- Outline who could be affected, and how they could be affected by the proposal/service change. Include current service users and those who could benefit from but do not currently access the service.

The changes could impact those members of the community who access services and support provided by the voluntary and community sector organisations that are in receipt of concessionary rent or receive a grant from the Council. This impact varies depending on the option selected; it could be that services are reduced, amended or even cease if the organisations are not able to find alternative funding streams.

This impact could particularly affect disadvantaged members of our community who access support.

Potential users of the VCS could also be affected by any reduction in provision and future support.

Evidence and data used to inform your equality impact assessment

What **data, research, or trend analysis** have you used? Describe how you have got your information and what it tells you.

As there are multiple options and the organisations support a wide spectrum of the community (and the grants process could support any diverse VCS organisation that decides to apply and is successful) it is very difficult to gather specific data and information attributable to protected characteristics. Another issue is that the impact of the resulting change could be mitigated entirely by the VCS groups accessing alternative sources of funding. However, funding streams have diminished over recent years, particularly for core costs, which could present a challenge to the groups.

The value of the VCS needs to be considered; the social value of money invested is often difficult to quantify. Recent research by the Charity Commission (September 2019) identified the following:

“The charity sector is seen as an increasingly important part of society and in the delivery of services which have traditionally been provided by the public sector (e.g. in areas like safeguarding, cancer research, homelessness and loneliness). According to NCVO, areas of activity with the greatest involvement of voluntary organisations are social services provision, culture and recreation and religious services”.

“The impact of the charity sector needs to consider the social value created. This includes the value placed on charity by its direct recipients, but also the (indirect) value to others in the community, donors and the benefits to the millions of volunteers who deliver charity services... very little of the value created by the volunteer sector is easily visible to statisticians, to policymakers, to politicians, to companies, indeed to the volunteers themselves”.

Engagement and Consultation

What engagement and consultation have you undertaken about the proposal with current service users, potential users and other stakeholders? What is important to them regarding the current service? How does (or could) the service meet their needs? How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)? Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

Consultation with the VCS included an open meeting and a meeting with the concessionary rent holders.

Key points raised included:

- the fact that the £82k quoted as the Council's budget for the remaining 70% rent they do not receive from the VCS tenants was not an actual loss for the Council, it was just income not collected;
- if the Council removed the concessionary rent scheme some organisations would not be able to pay for their rent and would therefore close. Groups explained that it was very difficult to find funders who would fund core costs like rent. Rent could be put into funding bids as part of full cost recovery but this would not be enough to help maintain paying the rent. One organisation representative said they were due to make a decision about the future of their units in the New Year with a view to closing by the new financial year if the Council were to stop the scheme;
- the Council were cutting from the VCS twice (both concessionary rent scheme and the main VCS Grants pot). Representatives felt that Councillors did not understand what they did and what the impact would be if VCS organisations had to close because of the proposed changes;
- the costs to the Council of dealing with empty units would be far greater than if the Council continued to subsidise the current groups renting them;
- the Council was at risk of being financially worse off if the VCS withdrew from the units and they were then to remain vacant. A report had been written by the tenants affected which pointed out that along with the loss of income from rent, there would be a large amount of money to pay in business rates on the units which would actually cost the Council more than subsidising the current tenants and keeping the scheme;
- in some units, the Council paid to rent space on a sessional basis for various health and leisure activities – the rise in costs for the VCS organisations would mean a rise in cost for the Council to rent space for these activities;
- the Council needed to be clear about the level of rent that could be charged for these units given that many of them were and still are in poor condition and were unlettable. They questioned whether there really was any commercial

- organisations wishing to let the units;
- the Council sets the value of the units at market rate but it was felt the commercial value of the units is likely to be less than that;
 - it was questioned if the market value of units in Matchborough and Winyates could be made when they were potentially going to be knocked down as part of the District Centre redevelopment plans;
 - groups had invested a lot of money in maintaining and improving the units, one organisation quoted that they had spent £18000 on refurbishment costs. It was questioned how groups who had spent money on refurbishment would get this back if they were forced to close or move;
 - it was felt by the concessionary rent holders that each unit and VCS organisation should be considered individually taking into consideration all factors about the unit they rent and the services they provide and impact on the community. It was felt that if organisations did make a profit then they could be expected to pay more towards their rent; and
 - it was suggested that the Council could continue the Concessionary Rents scheme but for those units which were lettable, put the VCS organisations which were inhabiting those units onto a meanwhile lease. If commercial organisations were then interested in letting these units, the VCS organisations in them would be given notice to leave.

Public Sector Equality Duty

Due regard must be given to the three aims of the Equality Duty. This means that you must consciously think about the three aims as part of the process of decision-making. Consider the current service and any proposed changes, thinking about what issues may arise.

Equality Duty aims	Evidence
<p>Eliminate unlawful discrimination, harassment and victimisation How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected</p>	<p>The VCS support many members of the community and add social value; there could be an impact for community members, who could have particular protected characteristics (the Council holds no specific data, however individual VCS organisations may hold this data). Once the chosen option has been selected an action plan for delivery will be developed to reduce any impact.</p>

characteristic	
<p>Advance equality of opportunity between different groups How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).</p>	<p>The VCS support many members of the community; there could be an impact for community members, who could have particular protected characteristics (the Council holds no specific data, however individual VCS organisations may hold this). Once the chosen option has been selected an action plan for delivery will be developed to ensure equality of opportunity</p>
<p>Foster good relations between different groups Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?</p>	<p>The VCS supports community relations and cohesion; once the chosen option has been selected an action plan for delivery will be developed to promote good relations.</p>

Is there evidence of actual or potential unfairness for the following equality groups?

- Does the proposal target or exclude a specific equality group or community?
 - Does it affect some equality groups or communities differently and can this be justified?
 - Is the proposal likely to be equally accessed by all equality groups and communities? If not, can this be justified?
- (It may be useful to consider other groups, not included in the Equality Act, especially if the proposal is specifically for them e.g. lone parents, refugees, unemployed people, carers)

Impact of proposal- Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. How likely is it that people with this protected characteristic will be negatively affected? What are the barriers that might make access difficult or stop different groups or communities accessing the proposal? How great will that impact be on their well-being? Could the proposal promote equality and good relations between different groups? How?

If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?

What mitigating actions can be taken to reduce or remove this impact? (Include these in the action plan at the end of the assessment) Equal treatment does not always produce equal outcomes; sometimes you will have to take specific steps for particular groups to address an existing disadvantage or to meet differing needs.

Protected Group	Impact of proposal	Justification for any actual or potential unfairness identified	If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?
Age	Possible to Likely	Required savings	Although the savings are required, there are mitigating actions that can be considered, dependent on the option that is selected. These include: <ul style="list-style-type: none"> • Targeted support from the Grants Officer • Accessing alternative funding streams • More joint working • Phased approach to any funding reduction
Disability	Possible to Likely	Required savings	
Transgender	Unknown		
Marriage and Civil Partnership	n/a		
Pregnancy and Maternity	n/a		
Race	Possible to Likely	Required savings	
Religion or Belief	Unknown		
Sex (Male/ Female)	Possible to Likely	Required savings	
Sexual Orientation	Unknown		

How will you monitor any changes identified?
<ul style="list-style-type: none"> • Once the option has been selected an action plan will be developed which will be monitored by officers and Portfolio Holders

The actions required to address these findings are set out below.

Action Required	By Whom	By When	Completion Date
Develop action plan based on selected option	Helen Broughton	March 2020	Ongoing

When you have completed this assessment, retain a copy and send an electronic copy to the Policy Team (Equalities) attaching any supporting evidence used to carry out the assessment.

Glossary

Direct discrimination

- Treating someone less favourably than someone else in the same circumstances, e.g.:
 - In employment, racist or sexist banter, derogatory comments and innuendo
 - Failure to treat grievances seriously or to investigate effectively
 - Unfairly denying access to employment, training or facilities and services

Indirect discrimination

- Where a provision, criterion or practice is applied equally to all but has the effect excluding or reducing the access for a particular group and is not a proportionate means of achieving a legitimate aim. Even if this effect is unintentional, it can still be unlawful, e.g.:
 - Unnecessary height restrictions for access to employment opportunities
 - Refusing training for promotion to people who work part-time
 - Requiring fluency in a language where this is not necessary
 - Relying on word of mouth to recruit to employment or training opportunities
 - Qualification requirements that are not justified for the level of the job.

Policy, Practices and Services

- Refers to any activity the council does, be that a service we provide, an initiative we run, a policy we write or a procedure we observe.
- It may refer to the way we do things which are customary
- It may refer to activities we undertake such as meetings, focus groups or publications we produce.

Protected Characteristics

Age - consider all age groups although legal protection only applies to people aged 18 or over

Disability - consider all types of impairment, physical and mental, sensory, visible and hidden

- Learning disability
- Families and carers of disabled children
- Mobility impairments
- Wheelchair users
- Mental health needs/ disorders and psychological conditions
- HIV/ Aids
- Sensory impairments such as sight and hearing
- Cancer and long term progressive conditions such as MS

Gender – refers to the physiological fact of being male or female

- consider whether something has a different impact on men or women - particularly if it's more of an impact on women, consider the impact if they have caring responsibilities whether its childcare or other types of care

Gender re-assignment - Transgender (Gender Dysphoria)- or the preferred term, Gender Confirmation

- Consider all stages of re-assignment, before, during and after re-assignment treatment or gender confirmation surgery

Marriage and Civil Partnerships –

- It *only* covers those who are married or in a civil partnership (NB single status is not protected in the Equality Act)

Pregnancy and maternity

- Physical state of pregnancy
- On maternity leave or planning maternity leave or returned from maternity leave
- Includes breast feeding

Race – this includes race, colour, nationality, national or ethnic origin and caste (caste through case law, not explicitly referenced)

- Race is a generic overall term
- Colour refers to the colour of a person's skin
- Nationality applies to internationally recognised nationalities
- National Origin applies where you have changed your nationality in your life time or there is something about you that indicates that your parents or grandparents' origins were in another part of the world – e.g. name, religion
- Ethnic Origin applies where identifiable groups have established a unique and different ethnicity to the rest of the population – this currently applies to Jews, Gypsies, Sikhs Irish and Scottish Travellers
- Caste is the traditional organisation of South Asian, particularly Hindu, society into a hierarchy of hereditary groups.

Religion or Belief – all established religions and beliefs (and non-belief) including but not limited to the following:

- | | | |
|----------------|---------------------------|------------------|
| • Christianity | • Baha'i | • Rastafarianism |
| • Hinduism | • Buddhism | • Atheism |
| • Islam | • Jainism | • Agnosticism |
| • Judaism | • Paganism | • Humanism |
| • Sikhism | • Parsi or Zoroastrianism | |

Sexual orientation

- Gay – usually refers to men with sexual orientation towards other men although sometime refers to women with sexual orientation towards other women

- Lesbian – refers to women with sexual orientation towards other women
- Bisexual – refers to men and women with sexual orientation to either or both their own gender or the opposite gender
- Heterosexual refers to men and women with sexual orientation towards the opposite gender



Redditch Borough Council

Essential Living Fund (ELF)

Index

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Appendix A - Other Funds / Schemes

Essential Living Fund

Mission Statement

The Essential Living Fund scheme is designed to help members of the community remain in their home and to assist residents in times of financial hardship whilst aiming to secure financial independence.

The Essential Living Fund team will endeavour to be:

- **Efficient**
- **Understanding of the needs of the people claiming**
- **Fair and unbiased**
- **Easily accessible**

We will undertake the above whilst putting people at the heart of everything we do, and supporting our local communities.

1. Purpose of the Scheme

The Essential Living Fund (ELF) is primarily intended to help vulnerable people live as independent a life as possible in the community.

Its prime objectives are to:

- Ease exceptional pressures on people or their families
- Help people who are unable to meet their immediate short term needs either in an emergency in relation to some expenses or as consequence of an unforeseen event.
- Help people establish in the community following a stay in an institution, care home, Local Authority care, hostel, prison or similar and also to support people to remain in the community.
- Helping our residents maximise their benefit entitlement and also exploring other income opportunities and signposting where appropriate.

For more on each of these see the explanations under 'Eligibility'.

2. Start Date of the Scheme

This version of the ELF scheme is effective from the 1st April 2020.

3. Decision Makers

An award under the ELF scheme will be made by a Decision Maker (DM). This is an employee of Redditch Borough Council who is acting within the principles of the ELF schemes policy to make a discretionary decision as to the eligibility of the applicant.

The DM will also liaise with other council departments and fully engage in partnership working to get the best outcome for the customer.

4. Purpose of the Fund

Careful consideration will be given to all the circumstances of an application before deciding whether or not to make a Essential Living Fund award.

Each case will be decided based on the details as presented and verified.

The flexibility of the scheme and wide variety of individual circumstances covered mean that a decision in one case does not constitute a precedent for others.

Regard must be given, in particular to:

- The nature, extent and urgency of the need.
- The existence of other resources from which the need may be met.
- The possibility that some other person or body may wholly or partly meet that need. In providing this help care must be taken to ensure the Essential Living Fund does not duplicate support provided by other agencies.

See **Appendix A** for a list of other schemes and funds to be considered and also the section 'Needs which are not covered by ELF'.

- The Councils Essential Living Fund budget – The ELF's budgetary position will vary throughout the financial year. Decision makers must control and manage the ELF budget so that priority needs are met first throughout the whole of the year and the allocation is not exhausted before year end.

In making a decision the decision maker should:

- Clearly and fully document the reason for their decision.
- Always use discretion.
- Use discretion sensitively and with imagination to ensure that the objective of the scheme is promoted.
- Avoid rigid interpretation of the guidance.
- Remember that the absence of guidance applying to a particular circumstance, item or service does not mean help should be refused.
- Consider all the circumstances of a case when they determine an application.
- Consider the consequences of refusing an award.

The decision maker should ensure the reasons for their decision is fully supported by evidence and recorded in their decision.

The way in which we will provide this help could be:

- Referral to sources for recycled goods/furniture.
- Provision of fuel vouchers.

- Food Parcels – by the issuing of a food bank referral.
- Signposting or providing advice and information.

This list is not exhaustive.

The groups of people most likely to require help from an ELF are:

- Frail elderly people.
- People with learning difficulties.
- People with mental health problems.
- People with a physical impairment, including those with sensory impairment.
- Chronically sick people/Terminally ill people.
- People who have (or still do), misuse alcohol, drugs or other substances.
- People released from prison or youth offending institute.
- Young people leaving Local Authority care or special residential schools.
- Families with complex needs or living in difficult circumstances.

This list is not exhaustive.

5. How Much to Award

An ELF award may be for a single item or expense or a number of items and expenses added together.

Decision makers should bear in mind that the scheme is cash limited. Paying more than the applicants needs would mean there is less funding for other applications. The ELF budgetary position may vary throughout the financial year. Decision makers must control and manage the ELF budget so that priority needs are met first throughout the whole of the year and the allocation is not exhausted before year end.

Therefore irrelevant of what the applicant requests the decision maker is advised to:

- Use, as appropriate, the agreed suppliers for the provision of certain items.
- If not using the prescribed suppliers, use national high street chain retailers and/or national catalogue outlets that are available locally to determine the amount to be awarded when awarding for furniture and household equipment, clothing and footwear.
- Make the best use of the ELF funding by awarding the lowest prices where that will still meet the applicants needs.
- Consider the use of Discretionary Housing payments (DHP) where appropriate.

6. Eligibility

To claim an ELF the applicant must be aged 16 or over and a 'resident' in Redditch Borough Council area and on a low income or with little or no resources. For the purpose of this scheme 'resident' means someone who lives in a property in the Redditch Borough Council area or are accessing services such as the Job Centre as if a resident of the area.

When assessing an applicant's entitlement to an ELF the amount of resources the applicant has available to them should be taken into account.

Resources include

- Capital assets.
- Earnings.
- Any other income.
- Cash in hand.
- Funds in banks, building societies, post office or credit union accounts.
- Any sources of credit such as cash cards, store cards, credit cards, overdraft facilities or loan schemes (unless they are receiving Income Based Jobseekers Allowance, Income related Employment and Support Allowance, Income Support or Pension Credit)
- Help which might be available from any other source to meet or partly meet the need if there is a realistic expectation that help would be available in time such as charities and benevolent funds, friends and family.

The decision maker can disregard certain resources where it would be reasonable to do so, for example, Housing Benefit and Council Tax Reduction could be disregarded as they are intended for use in covering rent and council tax charges.

The following people are ineligible from claiming for an ELF:

- People in care homes or hospital – unless they are due to be released within the next 6 weeks and are applying for an ELF grant to help them set up in the Community. See further guidance below.
- People who are members of and fully maintained by a religious order.
- Prisoners – unless they are due to be released within the next 6 weeks and are applying for an ELF to help them set up in the Community. See further guidance below.
- People in education – except those that receive Income Support, Income Based Jobseekers Allowance or Income Related Employment and Support Allowance or Pension Credit OR those who do not have access to the Student Loans and Grants intended to help with living costs whilst a student.

- People who fail the Habitual Residency Test / Subject to Immigration Control i.e. those that have no recourse to public funds.

Help people establish in the community following a stay in an institution, care home, Local Authority care, hostel, prison or similar.

Examples of accommodation this refers to are:

- Hospitals.
- Care homes.
- Hostels for homeless people, alcohol misusers or drug misusers.
- Prisons and Youth Offender Institutions.
- Foster Care.
- Staffed Group Homes.
- Supported Lodgings.
- Staff intensive sheltered housing providing a substantial level of personal care.

This list is not exhaustive.

Each case must be looked at as an individual case; as even residents within the same hostel may receive a different level of support

An ELF may also be awarded if an applicant moves to a larger or more suitable accommodation so that they, or a member of their family can take care of a person discharged from institutional or residential care who will be living in the same household and is unable to live freely in the community without some provision of care under this rule.

This could include people who have been without a settled way of life and have been placed in accommodation as part of a planned resettlement programme.

Help people remain in the community rather than enter an institution or care home in which they will receive care

There does not need to be an immediate threat of being taken into care for a payment to be made. The award should however be ensuring the applicants independent life in the community will improve and the risk of admission will lessen.

The ELF award may help to improve an applicant's existing living conditions with the provision of certain goods or enable them to move to accommodation which is more suitable, for example by providing them with furniture if moving from a furnished to an unfurnished property.

An ELF award could also be claimed under this rule for applicants who are moving nearer to relatives/close friends who will provide support OR applicants moving nearer or into the house of a vulnerable person to provide support. The decision maker should try and check that the new care arrangement is meant to be permanent by talking informally the person who will be providing the care. If that is not possible they could seek advice from other interested parties such as the Social Services Department. The decision maker should have particular regard to the nature, extent and urgency of the need.

Ease Exceptional Pressures On People And Their Families

All families, especially those on low incomes, face pressures at various times so that in itself is not a reason to award an ELF payment. However, they may be awarded to ease exceptional pressures on a family, i.e. circumstances which put a family under greater pressure than might normally be associated with low income.

Examples of exceptional pressure could be:

- The breakdown of a relationship (especially where domestic violence is involved) – this is for when a relationship has recently ended. However the decision maker should give consideration to what happened since the relationship broke down; for example if the applicant had spent time in a refuge or other temporary accommodation until permanent accommodation could be found it could still be considered despite the fact the relationship had not recently ended. It will not normally be appropriate to make an ELF award more than once for the breakdown of the same relationship.
- The onset of or deterioration in, a disability of a member of the family. This could include repair or replacement of items damaged by the behavioural problems within the family or where new or better items are needed since the deterioration occurred
- Sudden domestic upheaval imposed by an unforeseen calamity such as a house fire, natural disaster such as flooding

Help people who are unable to meet their immediate short term needs either in an emergency in relation to some expenses or as a consequence of a disaster.

This is referred to as help with 'general living expenses'. Any need that would be expected to last more than 14 days is not 'short term'.

Examples of when this would apply include:

- An unexpected disaster. A disaster is an event of great or sudden misfortune or sudden calamitous event. Examples being flooding, gas explosion, chemical leak or fire.
- Had an emergency which is defined as a situation which caused them to have a pressing need or unforeseen circumstance either of which requires immediate remedy or action, and the expense of that has left them with no funds to live on.

There is no provision within the scheme to assist people:

- In the situation where their money has been lost or stolen. The applicant must accept some personal responsibility for taking care with their monies
- Affected by the Governments Welfare Reform Programme, unless the Decision Maker feels they meet an exception and fit the other eligibility criteria as above
- Affected by delays with the Department for Work and Pensions processing benefit applications, unless a short term benefit advance has been applied for and refused AND they meet the other eligibility criteria as above

The Decision Maker must give consideration to the resources the applicant still has available to them. See the section on 'Eligibility' for more.

7. Number of Awards and Repeat Applications

For help with furniture, furnishings, household equipment, clothing, footwear and other items not covered under the title of 'general living expenses' it will not normally be appropriate to make an award for the same expense if it has been less than 12 months since the last application. Unless the applicant has had a relevant change in circumstances that require them to reapply for the same expense – for example an application is made and agreed for a bed, the bed is destroyed in a house fire and the applicant applies for another bed.

For help with 'general living expenses' an award is at the discretion of the decision maker. If an applicant makes multiple claims under this rule the decision maker should take account of what the applicant will do and has done to resolve the issues that have caused them to claim. Ultimately the maximum number of awards allowed will be no more than 3 in any 12 month rolling period.

An exception to this could be made in extreme circumstances at the discretion of the decision maker. So long as the claim is not in consequence of an act or omission for which the applicant or their partner is responsible, or could have taken reasonable steps to avoid an example of an applicant causing the emergency is having no money because they have gambled or misspent it.

An emergency generally means a situation causing the applicant to have a pressing need or unforeseen circumstance either of which requires immediate remedy or action.

A disaster is an event of great or sudden misfortune or sudden calamitous event.

Examples being flooding, gas explosion, chemical leak or fire.

Needs which are covered by the Essential Living Fund

- Furniture – such as a bed, settee, armchair, wardrobe, table.
- Furnishings – such as curtains, bedding, curtain poles.
- Household Equipment – such as a cooker, fridge, washing machine.
- Clothing and Footwear.
- General Living Expenses – these are day to day living expenses such as groceries, nappies, toiletries, cleaning/hygiene products which will be provided by a food bank referral, vouchers to use in pay as you go fuel meters.

Needs which are NOT covered by the Essential Living Fund

- Maternity Expenses as covered by the Sure Start Maternity Grant which is designed to pay for the immediate needs of a new baby.
- Funeral Expenses as covered by the Funeral Payment regulated element of the Social Fund Scheme.
- Needs and costs which the Local Authority has a statutory duty to meet, for example the Disabled Facilities Grant.
- Repairs and improvements (both the cost of materials and labour) to the dwelling occupied as the home, including any garage, garden and outbuilding.
- A need which occurs outside the UK.
- An educational or training need including clothing and tools, distinctive school uniform or sports clothes for use at school or equipment to be used at school.
- Travelling Expenses.
- Expenses in connection with court (legal proceedings) such as legal fees, court fees, fines, costs, damages, subsistence or travelling expenses.
- Removal or Storage Charges.
- Domestic assistance and respite care.
- A medical, surgical, optical, aural or dental item or service.
- Work related expenses.
- Debts to government departments.
- Investments.
- Costs of purchasing, renting or installing a telephone and of any call charges.

- Council Tax and Rent.
- Items which can be met by the award of a Discretionary Housing Payment.

8. Applications

The date of a written application to the Essential Living Fund is the date it is received by the Councils offices.

Applications can be made:

- On a form approved by the Council in accordance with instructions on the form.
- By letter if sufficient information is included.
- By telephone.

An application that does not meet the requirements as above will be deemed defective.

However, the application could be treated as made on the date it was originally received if the applicant complies with any request made to supply further information as necessary.

The normal time limit allowed to provide any further information requested will be 1 calendar month. This can be extended where it is reasonable to do so.

Telephone Applications

An applicant will be able to make a claim for 'general living expenses' by telephone.

Where a need is to be met, they must agree to the terms and conditions but will not need to do so in writing. They will be informed that if they require immediate support that they will have to attend a designated office/building at a designated time with sufficient proof of identity to confirm their statement.

Where the decision is negative they will be informed by telephone and will also receive by post a full written confirmation of the decision with a right to review.

9. Evidence

It is the applicant's responsibility to provide all the evidence necessary to determine an application.

By minimum requirement all applications will need supporting evidence of bank statements detailing the last 2 months transactions and balances.

Where it is necessary to seek further information to clarify an aspect of the application this could be done by either:

- Contacting the applicant.
- Checking departmental records.
- Contacting a third party where appropriate, and either permission is given or the data protection laws would allow.
- Arranging for clarification to be provided at a pre-award visit.

Evidence can be documentary, verbal or physical. It may be derived from such sources as:

- The current application form.
- Supporting documents and correspondence.
- Telephone or interview records.
- A record of observations on visit.
- Previous applications.
- Computer systems.
- Local knowledge.

Evidence may be provided by, for example:

- Applicants and/or their representatives.
- Social workers.
- Probation officers.
- Medical doctors.
- Housing departments.
- Landlords.
- Decision makers.

Exceptionally, it may be appropriate to ask the applicant for any supporting evidence they may have, such as relevant evidence of a medical condition, e.g existing doctors note or a letter from a hospital.

If the evidence provided is inconsistent, improbable or contradictory, the applicant should be given the opportunity to clarify or comment on any aspect of the evidence that is causing doubt.

The decision maker should ask for as much supporting evidence from the applicant for validation as is reasonable and necessary to substantiate the application but should **not**:

- Ask for evidence which would incur any expense to the applicant.
- Insist that the applicant provides supporting evidence, particularly from a third party.

If the applicant does not provide the requested evidence then a decision should be made based on the completed application and any other evidence already held.

10. Reviewing A Decision

Applicants can request a review of ELF decision if they disagree. They must do this in writing within one month of the date they are notified of the decision. The applicant must sign the review request letter.

Late requests will be considered at the discretion of the Decision Maker where he/she considers that there were good reasons for the delay.

If a review is requested regarding the decision this will be looked at by a member of the Benefits Management Team who will then determine the final decision.

APPENDIX A**Other Grants/ Funds/ Schemes for consideration in the award of an ELF:**

- The Prison Service is responsible for ensuring a discharged prisoner has suitable and adequate clothing (Prison Services Manual V). This is for both convicted prisoners upon release and prisoners held on remand (if their own is not fit to wear). It is therefore recommended that the Decision Maker checks with the prison/probation services if the application is for clothing. The normal rule is the applicant should have a change of clothing and sufficient protective clothing.

The ex-prisoner may also be given a travel warrant to pay for travel back home or anywhere else in the British Isles or Republic of Ireland where they are going to settle down.

Most prisoners are also given a discharge grant to cover living expenses for the first week after they leave prison.

- The Family Fund – This provides discretionary grants for families caring for a severely disabled child or children aged 17 or under. It is an independent Government funded organisation registered as a charity.
- Items for severely disabled children that are the responsibility of a statutory agency such as the health authority, local government, social services, housing or education department. This would include;
 - Medical services such as equipment and continence supplies including nappies, buggies and wheelchairs – responsibility of health trusts or authorities
 - Equipment for daily living such as ramps, hoists and bath aids – responsibility of social services
 - Education equipment – responsibility of Children and Learning Department.
- Benevolent Funds.
- Other sources of help as cited by websites such as **Turn to Us**.
- Maternity Expenses as covered by the Sure Start Maternity Grant which is designed to pay for the immediate needs of a new baby.

- Funeral Expenses as covered by the Funeral Payment regulated element of the Social Fund Scheme.
- Expenses which the Local Authority has a statutory duty to meet, for example the Disabled Facilities Grant.
- DWP Cold Weather or Winter Fuel Payments.
- Expenses that could be covered by the DWP Budgeting Advance if the applicant meets the qualifying conditions.
- The Short Term Benefit Advance. This is an advance of some of a claimants benefit made where they declare a financial need which may result in a serious damage to their health and/or welfare of them or their family, either at the start of a new claim or when a change means their benefit will significantly increase.
- NHS Healthy Start Scheme – provides vouchers to buy cow's milk, fresh or frozen vegetables and instant formula milk and Healthy Start vitamins. It is for people who are pregnant or have a child under 4 if they are in receipt certain means tested benefits.
- NHS Low Income Scheme – If a person has a low income they may be able to get help with the costs of prescriptions, dentists, eye care, healthcare travel, wigs and fabric supports through this scheme. The application form is available from the Job Centre, Hospital and most doctors, dentists and opticians.
- Jobcentre Flexible Support Fund – A discretionary fund where a person can claim up to £120 over the lifetime of their benefit claim with the Jobcentre for:
 - Travel warrants to attend interviews and refunds for travel costs to attend interviews
 - Clothing for interviews
 - The cost of relevant checks to work in certain industries, such as the Construction Skills Certificate Scheme (CSCS) to work on a building site

This list is not exhaustive.

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**14th January 2020**ESSENTIAL LIVING FUND POLICY**

Relevant Portfolio Holder	Cllr David Thain
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Executive Director of Finance and Resources
Wards Affected	All Wards

1. SUMMARY OF PROPOSALS

The report and appendices provide a revised Essential Living Fund (ELF) policy to replace the existing guidance. The new guidance will be introduced from 1st April 2020 and will provide greater clarity on the operation of the ELF scheme.

2. RECOMMENDATIONS**2.1 The Executive Committee is asked to RECOMMEND to Council that:**

- 1) The Essential Living Fund (ELF) policy is approved.
- 2) The policy is implemented from the 1st April 2020.

3. KEY ISSUES**Financial Implications**

- 3.1 The costs for the provision of ELF are met locally by Redditch Borough Council. The existing budget for the ELF scheme is £30k. Failure to provide clear procedures for the allocation of funds under the scheme may result in budget being overspent and insufficient funds being available for high need cases.

Legal Implications

- 3.2 There are no specific legal implications.

Service/Operational Implications

- 3.3 The Welfare Reform Act 2012 introduced major changes to welfare benefits. The changes included the introduction of Universal Credit, the implementation of the under occupancy charge for claimants in social sector housing, and changes to the existing Social Fund scheme.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****14th January 2020**

3.4 The Social Fund scheme previously consisted of 3 elements:

- Budgeting Loans to meet intermittent needs.
- Crisis loans for emergency situations.
- Community care grants to help vulnerable people live independently rather than enter care institutions.

The changes to the Social Fund abolished crisis loans and community care grants and funding was made available to local authorities to provide local assistance to people needing additional support.

3.5 In response to the changes Redditch Borough Council introduced the Essential Living Fund (ELF) the purpose of the fund is to provide assistance similar to that which was previously available from crisis loans and community care grants.

3.6 For the period from 1st April 2013 to 31st March 2015 funding for the operation of ELF was provided by Worcester County Council. Funding was withdrawn from 1st April 2015 and the cost for this provision has been met by the local authority.

3.7 The existing ELF guidance has become out-dated and does not provide consistency in the operation of the scheme. There is a need to revise the guidance to; provide greater clarity for council officers for making determinations of entitlement to support; increased clarity for customers when making applications for support; and better oversight of the operation of the scheme and the allocation of funds.

3.8 The current guidance is limited to providing short term support in the form of food bank referrals and/or utility vouchers. This short-term support helps to alleviate urgent financial pressures however it is not helping to enable long term support and a move towards financial stability which can be strengthened through referring to appropriate outside agencies for more specialist support.

3.9 The revised policy enables decision makers to provide targeted support to those that most require it as well as ensuring that this support is appropriate and provides the assistance that can help customers work towards long term financial stability.

Customer / Equalities and Diversity Implications

3.10 The ELF policy identifies those groups that would be most impacted should an award not be made.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**14th January 2020

- 3.11 Having a framework which identifies that flexibility is required, both in the claiming process and the administration of the scheme will assist in ensuring that the scheme objectives are fairly administered and do not place unreasonable restrictions on either staff or the people looking to access the scheme

4. RISK MANAGEMENT

- 4.1 Failure to manage the Essential Living Fund could result in a budgetary Overspend. The risk of overspend will be mitigated by the introduction of measures monitoring the overall costs of the ELF scheme on a month to month basis.
- 4.2 The failure to adopt a robust policy may lead to a risk of not offering a consistent service to some of our most vulnerable residents. Measures relating to application for ELF support and both approvals and refusals of support will be monitored to ensure that decisions are being made in line with the policy and support is targeted to the residents most in need.

5. APPENDICES

Appendix 1 – Essential Living Fund Policy

Appendix 2 – Summary of allocation of awards from 2015 to 2018

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

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APPENDIX 2**AMOUNT OF ELF FUNDING**

Year	Number of Awards	Cost Of Awards
2015/16	1498	£72k
2016/17	931	£20k
2017/18	822	£12k
2018/19	976	£11k

AWARD BREAKDOWN

ELF awards	Number of awards	Food vouchers	Utility Connection Charges	Clothing	White goods	Asst items (Detailed Below)
2015						
Crisis	320	52	44	0	154	70
Support	1178	512	474	11	47	134
Total	1498	564	518	11	201	204
2016						
Crisis	76	35	30	0	3	8
Support	855	424	372	1	3	55
Total	931	459	402	1	6	63
2017						
Crisis	58	26	22	0	1	9
Support	764	470	278	2	2	12
Total	822	496	300	2	3	21
2018						
Crisis	36	21	14	0	0	1
Support	940	632	304	0	2	2
Total	976	653	318	0	2	3

NB - Assisted items include: repairs, bedding, internal redecoration, toiletries and prescription charges.

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**Executive
Committee****19th December 2019****FEES AND CHARGES**

Relevant Portfolio Holder	Councillor David Thain, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering , Director of Finance and Resources
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income targets in the Medium Term Financial Plan.

2. RECOMMENDATIONS

- 2.1 It is recommended that Executive consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1
- 2.1.2 **approve** discretion on Leisure services and Bereavement Services fees and charges throughout the financial year 2020/21. The discretion is requested to be up to 20% (either increase or decrease) for Leisure services and 25% (either increase or decrease) for Bereavement services against the charges as detailed in the report. However, the fees and charges should still remain within the industry and regional norms for the activities provided.
- 2.1.3 **approve** of all fees and charges that are included in Appendix 1 are charged commencing 1st April 2020.

3. KEY ISSUES**Financial Implications**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A process

Executive Committee

19th December 2019

was followed for the review of income to be realised from 1st February 2019/20. This included an assessment of each fee to identify how it met the Council's strategic purposes and the level of increase that was proposed. Therefore the levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services. CPI 1.7% has been used where a general inflationary increase is proposed.

- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council
 - Service to break even
 - Service to make a surplus to offset other overhead costs
- 3.3 Appendix 1 details all of the fees and charges for each area with a commentary against each block.
- 3.4 Due to Leisure Services and Bereavement Services being a customer facing service that operates in a competitive environment alongside private sector operators, and is reliant on suppliers whose costs are not in our control, it would be beneficial if there was a wider discretion allowed for fees and charges. This would allow managers to increase prices in response to an increase in supplier increases or respond directly to competitor price promotions or increases. The flexibility should include an ability to increase or decrease fees and charges throughout the year rather than just the annual review / increase for the new financial year. The discretion is requested to be up to 20% (either increase or decrease) for Leisure services and 25% (either increase or decrease) for Bereavement services but the fees and charges should still remain within the industry and regional norms for the activities provided.

Legal Implications

- 3.5 A number of statutes governing the provision of services covered by this report contain express powers or duties to charge for services. Where an express power to charge does not exist the Council has the power under Section 111 of the Local Government Act 1972 to charge where the activity is incidental or conducive to or calculated to facilitate the Council's statutory function.

Service / Operational Implications

- 3.6 Monitoring will be undertaken to ensure that income targets are achieved.

**Executive
Committee**19th December 2019**Customer / Equalities and Diversity Implications**

- 3.7 The implementation of the revised fees and charges will be notified in advance to the customer to ensure that all users are aware of the new charges and any concessions available to them.

4. RISK MANAGEMENT

- 4.1 There is a risk that if fees and charges are not increased that income levels will not be achieved and the cost of services will increase. This is mitigated by managers reviewing their fees and charges annually.

5. APPENDICES

Appendix 1 – Fees and Charges

6. BACKGROUND PAPERS

None.

7. KEY

None

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**Business Transformation**

Rounded to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>New & Existing Properties</u>				
Naming a Street	282.00	7.70%	21.70	303.70
Additional charge for each new premise on a street	61.00	1.70%	1.00	62.00
Naming and numbering of an individual premise	140.00	1.70%	2.40	142.40
Additional charge for each adjoining premise (eg Blocks of flats)	24.00	0.42%	0.10	24.10
Confirmation of address to solicitor/conveyancer/ occupier or owner	27.00	30.74%	8.30	35.30
Additional charge including naming of building	70.00	0.29%	0.20	70.20

Comments

An average price was taken from Redditch, Bromsgrove, Wyre Forest, Eden, Allerdale & Carlisle Councils (£598), and the increase reflected here is to bring our charges in line with that average and include an increase as shown (average for RBC is now £637).

If any of the individual charges for RBC were above the average we have applied the Septembers CPI rating of 1.7%

REDDITCH BOROUGH COUNCIL

Customer Access & Financial Support

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease	Proposed charge from 2020 £
Revenues				
Court Costs				
Council Tax				
Summons	53.60	1.68%	0.90	54.50
Liability Order	28.60	1.40%	0.40	29.00
Magistrates Court Fee	0.50	0.00%	0.00	0.50
NNDR				
Summons	53.60	1.68%	0.90	54.50
Liability Order	28.60	1.40%	0.40	29.00
Magistrates Court Fee	0.50	0.00%	0.00	0.50
Property Services (all exclusive of VAT)				
Minor Land Sales Request for Information	50.60	1.70%	0.90	51.50
Minor Land Sales Full Application	370.70	1.70%	6.30	377.00
Advertising - Estimated Fee	629.00	1.70%	10.70	639.70
Surveyors Fees - Estimated Fee	505.50	1.70%	8.60	514.10

Comments

Property Services - increase in line with September CPI 1.7%

REDDITCH BOROUGH COUNCIL

Community Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£			£
<u>Private Sector Housing</u>				
House Fitness Inspections	123.00	1.63%	2.00	125.00
Registration of housing in multiple occupation: per occupant	104.00	17.31%	18.00	122.00
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004, per hour	32.00	6.25%	2.00	34.00
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + officer p/hr + 10% admin			Actual + officer p/hr + 10% admin
<u>Lifeline</u>				
Installation Fee - New Charge (Private & HRA)	51.00	2.00%	1.00	52.00
Alarms private user pre April 2004 x 52 weeks*	2.60	0.00%	0.00	2.60
Community Alarm Hire Private/self funder x 52 weeks	4.10	1.22%	0.10	4.15
GSM Alarm Hire	5.90	0.00%	0.00	5.90
GPS Tracker Hire	6.90	1.00%	0.10	7.00
Key safes types 1 and 2	Manufacturers cost + 17% admin fee			Manufacturers cost + 17% admin fee
Replacement Pendant	Actual cost + 17% admin fee			Actual cost + 17% admin fee
*This is a lifetime set price and cannot be increased				

Comments

Private Sector Housing- based on Statutory fee or cost recovery with inflationary increase.

Lifeline - based on cost recovery and benchmarked with service providers across the region and nationally.

Hire Products

Hire of smoke alarm per week	1.35	1.50%	0.02	1.37
CO2 Detector per week	1.35	1.50%	0.02	1.37
Bogus Caller Panic Button	1.35	1.50%	0.02	1.37
Flood Detector	1.35	1.50%	0.02	1.37
Falls Detector	1.35	1.50%	0.02	1.37
Additional pendant	1.35	1.50%	0.02	1.37

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease	Proposed charge from 2020 £
Dial a Ride Service Minibus - single journey Concessionary fare Registration fee - New charge	2.60 2.10 0.00	53.85% 42.86% 0.00%	1.40 0.90 15.00	4.00 3.00 15.00
Shopmobility Annual registration fee Daily Charge (Redditch resident) Daily Charge (Non resident) Escort fee (starting Jan 2018) Pay as you go Wheelchair Hire - per day Wheelchair Hire - per week Wheelchair Hire - per month	10.00 2.00 3.00 2.00 5.00 5.00 20.00 70.00	50.00% 75.00% 66.67% 25.00% 30.00% 0.00% 0.00% 0.00%	5.00 1.50 2.00 0.50 1.50 0.00 0.00 0.00	15.00 3.50 5.00 2.50 6.50 5.00 20.00 70.00
<p>Comments</p> <p>Registration fee - a new annual charge for Dial A Ride to cover the administration costs of registering and updating customers. The fees have been increased above inflation in order to generate additional income. Consultation with Dial A Ride customers was undertaken during the summer and fee increases of as proposed were generally accepted.</p> <p>Wheelchair Hire - There are no proposed increases due to low demand for this service and in order to be comparable with other schemes.</p>				

REDDITCH BOROUGH COUNCIL

Corporate

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Photocopying per copy</u>				
A4 (black & white)	0.30	0.00%	0.00	0.30
A4 (colour)	0.40	0.00%	0.00	0.40
A3 (black & white)	0.40	0.00%	0.00	0.40
A4 binding	2.00	0.00%	0.00	2.00
A4 plastic cover	1.30	0.00%	0.00	1.30
A3 (colour)	0.70	0.00%	0.00	0.70
A2 (black and white)	0.60	0.00%	0.00	0.60
A2 (colour)	Variable rate			Variable rate
A1 (black and white)	1.10	0.00%	0.00	1.10
A1 (colour)	Variable rate			Variable rate
A0 (black and white)	2.10	0.00%	0.00	2.10
A0 (colour)	Variable rate			Variable rate
<u>Other Corporate Charges</u>				
Copy P60	5.90	0.00%	0.00	5.90
Replacement ID badge	5.90	0.00%	0.00	5.90
Attachment of Earnings per deduction	1.10	0.00%	0.00	1.10
<u>Venue hire additional services - New charges</u>				
Feature on official social media & website				Please contact us £30-£100
Place your promotional material in reception	0.00	0.00%	10.00	10.00
Print your materials				Request a quote

REDDITCH BOROUGH COUNCIL

Environmental

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Bulky Household Waste</u>				
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted separately.				
Bulky collection - per single unit*	8.50	0.00%	0.00	8.50
*Dependant on size, these items charged for as a multiple of units.				
Items that are classed by WCC as non domestic waste	Quotation			Quotation
Items not on the boundary of the property	Quotation			Quotation
Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour	0.00	0.00%	50.00	50.00
Garden Waste Collection Service - new charge	45.00	0.00%	0.00	45.00
Garden Waste Set up fee - new charge	20.00	0.00%	0.00	20.00
Re-issue of service - new charge	40.00	0.00%	0.00	40.00
<u>MOT</u>				
Class 4 (car)	Set by VOSA			Set by VOSA
Class 7 (van)	Set by VOSA			Set by VOSA
Class 5 vl (minibus)	Set by VOSA			Set by VOSA
VOSA have yet to set a revised charge.				
Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.				
<u>Supplies Service</u>				
On cost for cash sales	0.30	0.00%	0.00	0.00
Logs per cubic metre per bag	19.10	0.00%	0.00	0.00

Comments

Remove the fee for the sale of logs as this service is no longer provided. Cordwood timber sales are carried out - these are not for a set or quantity, they are infrequent and are completed through price
 There are no planned increases in bulky waste collection fees for the next financial year as projected income for the current year may not be achieved due to a lack of service take up. It is envisaged that Environmental Services will be creating a Marketing campaign that will allow us to increase awareness of the service we offer and therefore increase potential income
 Garden waste fees already set for 2020 increase to £46 for 2021 to reflect increasing costs.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Crematorium/Cemetery</u>				
Interment				
Full earth interment under 1 year (non resident only)	0.00	0.00%	0.00	0.00
Full earth interment under 1 year (Redditch resident)	No Charge			No Charge
Interment 1 year to 17 (inc) years (non resident only)	0.00	0.00%	0.00	0.00
Interment 1 year to 17 years (inc) (Redditch Resident)	No Charge			No Charge
Interment 18 years and over*				
Single Depth	632.60	2.59%	16.40	649.00
Double Depth	632.60	2.59%	16.40	649.00
Interment of cremated remains *	210.50	2.61%	5.50	216.00
Interment of cremated remains - non resident under 18 years	No Charge			No Charge
Interment of cremated remains (Redditch Resident under 18 years only)	No Charge			No Charge
Scattering cremated remains in grave or in rose/memorial garden (roll back turf)	87.70	2.62%	2.30	90.00
<u>Charges for Burials</u>				
Exclusive Right of Burial for 75 years				
In adult size grave	1,592.40	2.61%	41.60	1,634.00
In babies grave	273.50	2.74%	7.50	281.00
In child's grave (4 x 2)	291.00	2.75%	8.00	299.00
In ashes grave	608.90	2.64%	16.10	625.00
<u>Extending Rights in existing grave for 25 years</u>				
In existing full earth grave	454.60	2.51%	11.40	466.00
In child's grave	96.50	2.59%	2.50	99.00
In ashes grave	177.00	2.82%	5.00	182.00
Assignment / Transfer of Exclusive Right	103.20	2.71%	2.80	106.00
Certified copy of entry in Register of Burials	22.50	2.22%	0.50	23.00
Disinterment of Remains - Cremated Remains	553.30	2.66%	14.70	568.00
<u>Cemetery Memorials</u>				
Memorial application administration fee	103.20	2.71%	2.80	106.00
<u>Comments</u>				
Fees and Charges have been reviewed and increased in line with cost recovery.				
<u>Cremation related fees</u>				
Direct Cremation 18+ years	423.10	2.58%	10.90	434.00
Cremation 17 years and under	No Fee			No Fee
Cremation 18+ years 09:00am and 09:30am	552.10	4.51%	24.90	577.00
Cremation 18+ years 09:30am 10:15 am	614.00	0.00%	0.00	0.00
Cremation 18+ years 10:15am onwards	717.20	4.02%	28.80	746.00
None Resident Cremation Fees				
Cremation 18+ years 9:00 am ans 09:30am	655.30	3.31%	21.70	677.00
Cremation 18+ years 09:30am 10:15 am	717.20	0.00%	0.00	0.00
Cremation 18+ years 10:30am onwards	820.40	3.12%	25.60	846.00
Scattering of ashes from other Crematoria	61.90	3.39%	2.10	64.00
Certified extract from Register of Cremations	22.70	1.32%	0.30	23.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Replacement certificate of cremation	11.90	0.84%	0.10	12.00
Organist's fee	56.80	2.11%	1.20	58.00
Extra Service Time in Chapel	176.50	2.55%	4.50	181.00
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	244.60	2.62%	6.40	251.00
Use of Chapel for burial service (RBC Cemeteries)	176.50	2.55%	4.50	181.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.00 am and 09:30am	552.10	4.51%	24.90	577.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.30 and 10.15 am - charge to be deleted	614.00	0.00%	0.00	0.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards	717.20	4.02%	28.80	746.00
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	81.50	3.07%	2.50	84.00
Late arrival at Crematorium (only if service runs into next time slot)	176.50	2.55%	4.50	181.00
Cremation of a body part where the original cremation was elsewhere -	161.00	4.35%	7.00	168.00
Caskets				
Wooden cremated remains casket	115.60	2.94%	3.40	119.00
Wesley music additional options				
CD of chapel service (tbc) - charge to be deleted	59.90	0.00%	0.00	0.00
DVD of Chapel service (tbc) - charge to be deleted	72.20	0.00%	0.00	0.00
Webcast of Chapel service (tbc) - charge to be deleted	85.70	0.00%	0.00	0.00
Administration for first visual tribute in a service	0.00	0.00%	24.00	24.00
Administration for additional visual tributes in same service	0.00	0.00%	12.00	12.00
Visual tribute cost per photograph	0.00	0.00%	3.00	3.00
Visual tribute cost per minute of video	0.00	0.00%	6.00	6.00
Visual tribute(s) only provided on USB	0.00	0.00%	30.00	30.00
CD of Chapel Service	0.00	0.00%	61.00	61.00
Additional copies of CD of chapel service	0.00	0.00%	38.00	38.00
DVD of Chapel Service	0.00	0.00%	74.00	74.00
Additional copies of DVD of chapel service	0.00	0.00%	44.00	44.00
Visual tribute(s) added to DVD / USB recording of service	0.00	0.00%	24.00	24.00
Webcast of Chapel Service	0.00	0.00%	88.00	88.00
Memorials				
Book of Remembrance - Name + 1 line	92.00	2.17%	2.00	94.00
Each additional line in the Book	34.50	1.45%	0.50	35.00
Miniature Book of Remembrance - Name + 1 line	80.50	3.11%	2.50	83.00
Remembrance Card - Name + 1 line	40.40	1.49%	0.60	41.00
Additional lines in miniature and cards	28.80	0.69%	0.20	29.00
Crests - Floral depiction	57.50	2.61%	1.50	59.00
- Badge or other	69.00	2.90%	2.00	71.00
Bench with 10 year lease & top rail engraving (max 40 letters) -	857.60	2.61%	22.40	880.00
Bench with 10 year lease & standard silver plaque (max 60 letters) -	815.30	2.66%	21.70	837.00
Bench replacement plaque - £110.00	117.60	2.89%	3.40	121.00
Wall Plaques – Internal				
Indoor single (12" x 3") - 5 year lease	194.70	2.72%	5.30	200.00
Indoor single (12" x 3") - 10 year lease	309.70	2.68%	8.30	318.00
Indoor single (12" x 3") - 20 year lease	424.70	2.66%	11.30	436.00
Indoor double (12" x 6") - 5 year lease	309.70	2.68%	8.30	318.00
Indoor double (12" x 6") - 10 year lease	424.70	2.66%	11.30	436.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Indoor double (12" x 6") - 20 year lease	539.60	2.67%	14.40	554.00
<u>Outdoor Wall Plaques</u>				
5 year lease	217.90	2.80%	6.10	224.00
10 year lease	332.80	2.76%	9.20	342.00
20 year lease	447.70	2.52%	11.30	459.00
Photo or motif	183.30	2.56%	4.70	188.00
<u>Bird Bath Memorial</u>				
5 year lease				
Size 1 - small	207.00	2.42%	5.00	212.00
Size 2	229.90	2.65%	6.10	236.00
Size 3	252.90	2.81%	7.10	260.00
Size 4	275.90	2.57%	7.10	283.00
Size 5 - large	298.90	2.71%	8.10	307.00
10 year lease				
Size 1 - small	322.00	2.48%	8.00	330.00
Size 2	344.90	2.64%	9.10	354.00
Size 3	367.90	2.75%	10.10	378.00
Size 4	390.80	2.61%	10.20	401.00
Size 5 - large	413.80	2.22%	9.20	423.00
20 year lease				
Size 1 - small	436.80	2.56%	11.20	448.00
Size 2	459.90	2.63%	12.10	472.00
Size 3	482.90	2.71%	13.10	496.00
Size 4	505.80	2.61%	13.20	519.00
Size 5 - large	528.80	2.69%	14.20	543.00
Motif	115.00	2.61%	3.00	118.00
Additional inscription on plaque	143.00	2.80%	4.00	147.00
<u>Comments</u>				
Fees and Charges have been reviewed and increased in line with cost recovery.				
<u>Memorial Plaque extension fee 5 years ONLY</u>	143.80	2.92%	4.20	148.00
Withdrawn option to extend for 10 and 20 years due to the lack of space and price people will pay				
<u>Indoor Memorial Tree</u>				
Standard Leaf - 3 year lease - new charge	67.10	2.83%	1.90	69.00
Additional Leaves - new charge	46.40	3.45%	1.60	48.00
<u>Memorial Vaults</u>				
Double Unit - 20 year lease including first interment and casket	1,290.00	2.64%	34.00	1,324.00
2nd interment of remains including casket	177.50	2.54%	4.50	182.00
Inscribed tablet upto 80 letters	144.50	2.42%	3.50	148.00
Additional Letters (per letter)	4.10	2.44%	0.10	4.20
Standard Motif	103.20	2.71%	2.80	106.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Photo of 1 person	123.80	2.58%	3.20	127.00
Photo of 2 people	196.10	2.50%	4.90	201.00
Photo of 3 people	252.80	2.45%	6.20	259.00
Other items are available but will be quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY
<u>Memorial Posts</u>				
Memorial plaque - 3 year lease	247.70	2.54%	6.30	254.00
Motif	46.40	3.45%	1.60	48.00
Replacement Plaque	123.80	2.58%	3.20	127.00
<u>Private Memorial Garden</u>				
Including memorial - 20 year lease	1,651.20	2.59%	42.80	1,694.00
<u>Purchase of memorial plaque (bronze)</u>	185.80	2.80%	5.20	191.00
Road Closures	87.70	0.00%	0.00	87.70
<u>Parking Fines PCN's On Street - statutory Set by Statute</u>				
Certain Contraventions	70.00	0.00%	0.00	70.00
If paid within fourteen days	35.00	0.00%	0.00	35.00
Other Contraventions	50.00	0.00%	0.00	50.00
If paid within fourteen days	25.00	0.00%	0.00	25.00
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)				
<u>Comments</u>				
Fees and Charges have been reviewed and increased in line with cost recovery.				

REDDITCH BOROUGH COUNCIL

Housing Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
<u>Dispersed Units</u>				
Water charge - per week	5.30	3.77%	0.20	5.50
Minimum Charge	14.20	2.82%	0.40	14.60
Maximum Charge	15.40	3.25%	0.50	15.90
<u>Service Charges</u>				
Three Storey Flats*	7.50	0.00%	0.00	0.00
Woodrow Estate	3.90	0.00%	0.00	0.00
Evesham Mews	6.50	0.00%	0.00	0.00
Communal Blocks	0.00	0.00%	0.00	Full cost recovery'
Replacement Key Fobs (each)	5.00	10.00%	0.50	5.50
<u>Sheltered Scheme (VAT inclusive)</u>				
Use of washing machines - per load	2.70	48.15%	1.30	4.00
Use of drying machines	2.30	0.00%	0.00	2.30
Use of guest bedrooms per night	25.00	20.00%	5.00	30.00
Use of communal lounge - per hour	12.00	25.00%	3.00	15.00
<u>Mendip House</u>				
Gas boiler and cooker F1/B3	10.00	0.00%	0.00	0.00
Gas boiler and cooker F1/1(B)	11.90	0.00%	0.00	0.00
<u>Malvern House</u>				
Gas boiler and cooker F1/BS	9.10	0.00%	0.00	0.00
Gas boiler and cooker F1/1	9.80	0.00%	0.00	0.00
Gas boiler and cooker F1/2	10.30	0.00%	0.00	0.00
<u>Mendip House</u>				
Gas boiler & electric cooker F1/B3	8.40	0.00%	0.00	0.00
Gas boiler & electric cooker F1/1	10.40	0.00%	0.00	0.00
<u>Bredon House</u>				
Gas boiler & electric cooker F1/1(A)	6.40	0.00%	0.00	0.00
Gas boiler & electric cooker F1/1(B)	6.50	0.00%	0.00	0.00
Gas boiler & electric cooker F3/BS	6.50	0.00%	0.00	0.00
Gas boiler & electric cooker F1/2P	7.40	0.00%	0.00	0.00

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Malvern House				
Gas boiler & electric cooker F1/BS	6.60	0.00%	0.00	0.00
Gas boiler & electric c ooker F1/1	6.70	0.00%	0.00	0.00
Gas boiler & electric cooker F1/2	7.60	0.00%	0.00	0.00
New pricing structure below				
Bredon House, Mendip House and Malvern House				
Heating - Bedsit	9.00	4.44%	0.40	9.40
Heating - 1 bedroom	9.00	18.89%	1.70	10.70
Gas boiler and cooker F3/BS	9.00	0.00%	0.00	0.00
Gas boiler and cooker F1/2P	10.20	0.00%	0.00	0.00
Garage Rents				
Garages	9.20	3.26%	0.30	9.50
Car Ports	3.40	2.94%	0.10	3.50
Non Council Tenants plus VAT	above plus VAT	0.00%	above plus VAT	above plus VAT

Comments

Gas boiler and cooker - Delete charges due to new pricing structure combined see above

There are certain restrictions that we cannot make a profit out of charges e.g water. This was following a recent National challenge in Court. It is planned that there will be a detailed exercise undertaken in 2020/21 services across housing.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Rechargeable Repairs				
Boarding up a domestic property:				
Minimum charge	23.80	0.00%	0.00	0.00
Maximum charge	Full cost			0.00
Glazing:				
Minimum charge	49.70	0.00%	0.00	0.00
Maximum charge	Full cost			0.00
Lock replacement:				
Minimum charge	27.60	0.00%	0.00	0.00
Maximum charge	Full cost			0.00
Larger repairs (eg door, w/c replacement):				
Minimum charge	One third			0.00
Maximum charge	Full cost			0.00
Out of Hours call out	37.40	0.00%	0.00	0.00
New pricing structure below				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
General Repairs				
Gain Entry or where a warrant is required	0.00	0.00%	20.00	20.00
Call out charge or make safe + the repair work undertaken	0.00	0.00%	20.00	20.00
Boarding up window or door - Small, Medium & Large	0.00	0.00%	50.00	50.00
Glazing				
Replace single glazed 6mm thick glass pane - Small, Medium & Large	0.00	0.00%	80.00	80.00
Replace 28mm double glazed unit - window or door (all sizes)	0.00	0.00%	145.00	145.00
Plumbing				
Unblock sinks, wash basin, bath or WC	0.00	0.00%	30.00	30.00
Replacing plugs and chains to baths, sinks and wash hand basins	0.00	0.00%	15.00	15.00
Replace wash hand basin- Inc. fixtures & fittings	0.00	0.00%	145.00	145.00
Replace WC pan & cistern - Inc. fixtures & fittings	0.00	0.00%	140.00	140.00
Replace bath - Inc. fixtures & fittings (not Inc. bath panel)	0.00	0.00%	460.00	460.00
Replace bath panel	0.00	0.00%	65.00	65.00
Replace stainless steel sink Inc. F&F	0.00	0.00%	165.00	165.00
Blocked drainage systems and soil stacks				By Quotation
Replace toilet seat	0.00	0.00%	30.00	30.00
Carpentry				
Replace keys and locks to doors, windows and garages if they are lost or stolen	0.00	0.00%	60.00	60.00
Replace lost or stolen key fobs	0.00	0.00%	5.50	5.50
Replace kitchen unit draw or door	0.00	0.00%	70.00	70.00
Replace cupboard latches and handles	0.00	0.00%	30.00	30.00
Repair kitchen unit draw or door	0.00	0.00%	70.00	70.00
Replace internal doors - none fire door 110/door	0.00	0.00%	100.00	100.00
Replace external doors (UVPC) - None Fire Door	0.00	0.00%	720.00	720.00
Replace Wooden door - Fire door Inc. Intumescent strips	0.00	0.00%	500.00	500.00
Replace door handles and latches (internal doors only)	0.00	0.00%	50.00	50.00
Electrics				
Replace florescent light fitting and tubes/starters	0.00	0.00%	45.00	45.00
Re-fix or renew electrical accessories - switch, sockets, pendant	0.00	0.00%	50.00	50.00
Replace damaged/broken 240v smoke alarm + new test certificate	0.00	0.00%	90.00	90.00
Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests	0.00	0.00%	400.00	400.00
Carry out electrical test certificate	0.00	0.00%	120.00	120.00
Gas				
Turning gas on following capping	0.00	0.00%	50.00	50.00
Rehang radiator	0.00	0.00%	80.00	80.00
Replace TRV thermostat	0.00	0.00%	35.00	35.00
Building				
Repair Plastering				By Quotation

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Repair of walls/patio's Environmental Garden maintenance Garden rubbish removal - small Garden rubbish removal - large (skip load/van load) Bulky Waste removal - per single unit Loft clearances Property Clean - Easy Clean Property Clean - Deep clean Pest control TBC External Fencing (other than privacy panels) Gate and shed latches, bolts and catches	0.00	0.00%	8.50	By Quotation By Quotation By Quotation By Quotation 8.50 By Quotation By Quotation By Quotation By Quotation By Quotation By Quotation
<u>Comments</u>				
<u>St Davids House Luncheon Club</u> Residents Non Residents All Others (inc VAT) Drinks Christmas Day Dinner New Years Day Dinner <u>Home Support Service</u> Weekly well being telephone call Weekly well being home visit - per half hour	4.50 5.60 6.80 0.65 0.00 0.00 4.30 8.30	3.33% -0.36% 0.00% 0.00% 0.00% 0.00% 2.33% 0.00%	0.20 0.00 0.00 0.00 11.00 11.00 0.10 0.00	4.70 5.60 0.00 0.00 11.00 11.00 4.40 8.30

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Weekly Individual Support visiting service - per hour	16.40	1.22%	0.20	16.60
<u>Tenants' Support - St David's House/Queen's Cottages</u>				
Full Charge	40.70	0.00%	0.00	40.70
Service Charges				
St David's House	28.40	5.63%	1.60	30.00
Queen's Cottages	28.40	5.63%	1.60	30.00
St David's House				
Heating charge - per week	9.00	2.78%	0.30	9.30
Water charge - per week	4.50	3.33%	0.20	4.70
Laundry Charge - per load	6.80	2.94%	0.20	7.00
Personal care package	0.00	0.00%	17.00	17.00
<u>Landlords References</u>				
Landlords References	60.00	0.00%	0.00	60.00

Comments

Where charges have not been increased this is to reflect local and national charges.

Some charges have been revised to ensure equity and to more closely reflect actual costs e.g laundry charge is now 'per load' as opposed to per visit.

REDDITCH BOROUGH COUNCIL

Legal, Equalities and Democratic Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Legal Costs				
Legal work - General hourly rate	140.50	1.70%	2.40	142.90
Legal Consent - Admin Fee	25.00	1.70%	0.40	25.40
Mortgage Redemption Fee	66.60	1.70%	1.10	67.70
Second Mortgage questionnaire	45.70	1.70%	0.80	46.50
Surrender of Garage Lease	76.10	1.70%	1.30	77.40
Discount questionnaire	34.70	1.70%	0.60	35.30
Leasehold Questionnaire	80.20	1.70%	1.40	81.60
Notice of Postponement during Right to Buy	25.30	1.70%	0.40	25.70
Notice of Postponement post Right to Buy	34.70	1.70%	0.60	35.30
Re-mortgage	59.50	1.70%	1.00	60.50
Consent for alterations to former Council house/flat	154.30	1.70%	2.60	156.90
Retrospective Consent for alterations to former Council house/flat	192.90	1.70%	3.30	196.20
Garden licence - initial administration fee (plus annual fee)	239.00	1.70%	4.10	243.10
WayLeave Agreement	358.60	1.70%	6.10	364.70
Deed of Grant/Easement	375.80	1.70%	6.40	382.20
* Licence to Assign	375.80	1.70%	6.40	382.20
* Rent Deposit Deed	375.80	1.70%	6.40	382.20
* Authorised Guarantee Agreement	375.80	1.70%	6.40	382.20
* Licence for Alterations	375.80	1.70%	6.40	382.20
* Licence to Sub-let	375.80	1.70%	6.40	382.20
* Deed of Variation	375.80	1.70%	6.40	382.20
* Grant of Lease	508.30	1.70%	8.60	516.90
* Extended Lease	508.30	1.70%	8.60	516.90
* Deed of Surrender	375.80	1.70%	6.40	382.20
* Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00				
Tenancy at Will	375.80	1.70%	6.40	382.20
Renewal of Lease	375.80	1.70%	6.40	382.20
Minor land sales - legal fees upto the value of £1,000	493.50	1.70%	8.40	501.90
Major land sales - legal fees £10,000+	0.5% of the purchase price, with a minimum charge of £500			0.5% of the purchase price, with a minimum charge of £500
Major land sales - legal fees £50,000+	0.5% of the purchase price, with a minimum charge of £750			0.5% of the purchase price, with a minimum charge of £750
Deed of release of covenant	0.5% of the release consideration with a minimum of £750			0.5% of the release consideration with a minimum of £750
Footpath Diversion Orders	2,072.30	1.70%	35.20	2,107.50
Freehold reversions - admin fee	375.80	1.70%	6.40	382.20
Copy of lease (up to 25 pages)				

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Copies of RTB service charges (up to last three years) Extra copies of valuation - S.125 Notice				
Section 106				
Private Owner	515.30	1.70%	8.80	524.10
Each additional unit added (up to a maximum of £1,500) *	64.60	1.70%	1.10	65.70
100% Affordable housing schemes	957.80	1.70%	16.30	974.10
Deed of Variation **	364.00	1.70%	6.20	370.20
Fee for agreeing a unilateral undertaking	364.00	1.70%	6.20	370.20
* Please note that for complex 106 agreements charges may be calculated based at the Law Society regional rates for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500 ** This new head of charge is required as variations to S106 agreements were rare but are becoming more frequent and this enables the charge to be published and this enables the charge to be published. The rate is the same as that for a similar type of planning agreement, for consistency.				
LOCAL LAND CHARGES				
Search Type				
Official Certificate of Search (LLC1) only	28.40	0.00%	0.00	28.40
CON29R Enquiries of Local Authority (2007)				
- Residential	106.30	4.18%	4.40	110.70
- Commercial	151.00	2.91%	4.40	155.40
Standard Search Fee: LLC1 and CON 29R combined				
- Residential	134.70	3.27%	4.40	139.10
- Commercial	179.50	2.40%	4.30	183.80
CON 29O Optional enquiries of Local Authority (2007)				
(Questions 5,6,8,9,11,15) per question	13.10	0.00%	0.00	13.10
(Questions 7,10,12,13,14,16-21) per question	6.60	0.00%	0.00	6.60
(Question 22)	26.70	5.02%	1.30	28.00
(Question 4)	14.70	5.03%	0.70	15.40
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	51.30	0.00%	0.00	51.30
Each additional parcel of land (LLC1 and CON29R)	24.00	0.00%	0.00	24.00
Refresher Search	41.40	0.00%	0.00	41.40
Expedited (within 48 hrs)	32.80	0.00%	0.00	32.80
Comments				
1.7 % reflects an CPI inflationary increase In comparison with four other districts the fees currently charged are the second highest and therefore an increase would not be justifiable. Worcestershire County Council Highways and Commons recharge RBC for the information they provide, they have applied a 5% increase to their fees and this has been reflected in the overall search fee.				

REDDITCH BOROUGH COUNCIL

Leisure & Cultural Services

Roundings are to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>FOOTBALL - ADULT (INC. CHANGING FACILITIES)</u>				
Abbey Stadium/Ipsley/Old Forge/Greenlands				
Charge	96.04	0.00%	0.00	0.00
Concession 25	72.06	0.00%	0.00	0.00
Concession 50	48.02	0.00%	0.00	0.00
<u>FOOTBALL - JUNIOR (INC. CHANGING FACILITIES)</u>				
Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands/Kingsley				
Charge	48.89	0.00%	0.00	0.00
Concession 25	36.70	0.00%	0.00	0.00
Concession 50	24.45	0.00%	0.00	0.00
Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands. Without changing facilities.				
Charge	32.54	0.00%	0.00	0.00
Concession 25	24.40	0.00%	0.00	0.00
Concession 50	16.30	0.00%	0.00	0.00
Small Sided Football				
Charge	16.25	0.00%	0.00	0.00
Concession 25	12.20	0.00%	0.00	0.00
Concession 50	8.15	0.00%	0.00	0.00
New pricing structure below				
<u>FOOTBALL</u>				
SENIOR 11 a side with changing				
Match for multiple teams booking together eg a local league	0.00	0.00%	55.00	55.00
Match for a season long booking for a single club	0.00	0.00%	75.00	75.00
Match for a one off booking	0.00	0.00%	100.00	100.00
SENIOR 11 a side without changing				
Match games	0.00	0.00%	40.00	40.00
JUNIOR 9 or 11 a side with changing				
Match games	0.00	0.00%	0.00	0.00
per season (x 12 games)	0.00	0.00%	360.00	360.00
JUNIOR 9 or 11 a side without changing				
Match games	0.00	0.00%	22.50	22.50
per season (x 12 games)	0.00	0.00%	270.00	270.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
MINI FOOTBALL 5 or 7 a side				
Match games	0.00	0.00%	16.50	16.50
per season (x 12 games)	0.00	0.00%	198.00	198.00
Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.				
After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.				
<u>DEVELOPMENT SERVICES (SPORTS) CHARGES</u>				
Adult fitness Sessions	3.40	2.94%	0.10	3.50
Community exercise class	3.30	6.06%	0.20	3.50
Health & Well Being Sessions	3.30	6.06%	0.20	3.50
Curriculum Cost	25.00	20.00%	5.00	30.00
Schools Hire – lunchtime / after school sessions	23.15	29.59%	6.90	30.00
Inclusive Activities	3.15	4.76%	0.20	3.30
PSI Falls Prevention	3.00	16.67%	0.50	3.50
Activity Referral	17.00	-100.00%	0.00	17.00
Junior Sports Sessions	5.90	-32.20%	-1.90	4.00
Couch 2 5K	0.00	0.00%	1.00	1.00

Comments

Football - New pricing structure to reflect the actual requirement needed and in line with the current market.

Activity Referral is run from the Abbey Stadium (co-ordinated by SD) and therefore Rubicon receive the income. Junior Sports is currently charged at a lower due to being targeted/diversionary youth sessions.

Schools Hire and Curriculum costs have been increased due to a review of the sustainability of this hourly rate. At the current rate no administration recovery is achieved with the new proposed rate a modest admin recovery is included.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Allotment Charges				
Large (<254m2)				
Water	119.31	0.00%	0.00	0.00
No Water	86.36	0.00%	0.00	0.00
Concession 25 Non Water	64.73	0.00%	0.00	0.00
Concession 50 Non Water	43.15	0.00%	0.00	0.00
Medium (>177<254m2)				
Water	90.10	0.00%	0.00	0.00
No Water	58.94	0.00%	0.00	0.00
Concession 25 Non Water	44.23	0.00%	0.00	0.00
Concession 50 Non Water	29.47	0.00%	0.00	0.00
Small (>177m2)				
Water	62.12	0.00%	0.00	0.00
No Water	34.29	0.00%	0.00	0.00
Concession 25 Non Water	25.73	0.00%	0.00	0.00
Concession 50 Non Water	17.17	0.00%	0.00	0.00
New pricing structure below				
Allotment Charges				
Small (>177m2)				
Standard	28.57	2.50%	0.70	29.28
Concession 25%	21.43	2.50%	0.50	21.97
Concession 50%	14.28	2.50%	0.40	14.64
Additional water charge	23.19	2.50%	0.60	23.77
Medium (>177<254m2)				
Standard	49.12	2.50%	1.20	50.35
Concession 25%	36.84	2.50%	0.90	37.76
Concession 50%	24.56	2.50%	0.60	25.17
Additional water charge	25.94	2.50%	0.60	26.59
Large (<254m2)				
Standard	71.94	2.50%	1.80	73.74
Concession 25%	53.95	2.50%	1.30	55.30
Concession 50%	35.97	2.50%	0.90	36.87
Additional water charge	27.47	2.50%	0.70	28.16
Water charge is only applicable where water is present, and billed to Redditch Borough Council.				
Comments				
Allotments : Fees and charges to remain the same and review of the Allotment Service to be carried out in 2020/21				

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
<u>Redditch Outdoor Event Hire</u>				
<u>Outdoor Event Space</u>				
<u>Small Attendance = 0-100</u>				
Commercial Rates	51.50	2.00%	1.00	52.53
Concession 50	25.00	2.00%	0.50	25.50
Concession 75	12.50	2.00%	0.30	12.75
<u>Medium 101- 499</u>				
Commercial Rates	103.00	2.00%	2.10	105.06
Concession 50	50.00	2.00%	1.00	51.00
Concession 75	25.00	2.00%	0.50	25.50
<u>Large 500+</u>				
Commercial Rates	154.50	2.00%	3.10	157.59
Concession 50	75.00	2.00%	1.50	76.50
Concession 75	37.50	2.00%	0.80	38.25
<u>Outdoor Fitness Session - Commercial</u>				
<u>Summer Fee (Apr to Sept)</u>				
Commercial Rates Per Day	401.85	0.00%	0.00	401.85
Concession 25	301.40	0.00%	0.00	301.40
Concession 50	200.90	0.00%	0.00	200.90
<u>Winter Fee (Oct to Mar)</u>				
Commercial Rates Per Day	172.00	0.00%	0.00	172.00
Concession 25	129.00	0.00%	0.00	129.00
Concession 50	86.00	0.00%	0.00	86.00
<u>Annual Fee</u>				
Commercial Rates Per Day	459.05	0.00%	0.00	459.05
Concession 25	344.30	0.00%	0.00	344.30
Concession 50	229.55	0.00%	0.00	229.55
<u>Outdoor Fitness Session</u>				
<u>Commercial Rates (Per Day)</u>				
Summer Fee (Apr to Sept) One day maximum usage per week	420.00	0.00%	0.00	420.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Summer Fee (Apr to Sept) Two days maximum usage per week	682.50	0.00%	0.00	682.50
Summer Fee (Apr to Sept) Three days maximum usage per week	735.00	0.00%	0.00	735.00
Winter Fee (Oct to Mar) One day maximum usage per week	210.00	0.00%	0.00	210.00
Winter Fee (Oct to Mar) Two days maximum usage per week	420.00	0.00%	0.00	420.00
Winter Fee (Oct to Mar) Three days maximum usage per week	630.00	0.00%	0.00	630.00
Annual Fee One day maximum usage per week	546.00	-100.00%	0.00	546.00
Annual Fee Two days maximum usage per week	892.50	0.00%	0.00	892.50
Annual Fee Three days maximum usage per week	1,050.00	0.00%	0.00	1,050.00
<u>Community Rates (Per Day)</u>				
Summer Fee (Apr to Sept) One day maximum usage per week	210.00	0.00%	0.00	210.00
Summer Fee (Apr to Sept) Two days maximum usage per week	341.25	0.00%	0.00	341.25
Summer Fee (Apr to Sept) Three days maximum usage per week	367.50	0.00%	0.00	367.50
Winter Fee (Oct to Mar) One day maximum usage per week	105.00	0.00%	0.00	105.00
Winter Fee (Oct to Mar) Two days maximum usage per week	210.00	0.00%	0.00	210.00
Winter Fee (Oct to Mar) Three days maximum usage per week	315.00	0.00%	0.00	315.00
Annual Fee One day maximum usage per week	273.00	0.00%	0.00	273.00
Annual Fee Two days maximum usage per week	446.25	0.00%	0.00	446.25
Annual Fee Three days maximum usage per week	525.00	0.00%	0.00	525.00
<u>Charity Rates (Per Day)</u>				
Summer Fee (Apr to Sept) One day maximum usage per week	315.00	0.00%	0.00	315.00
Summer Fee (Apr to Sept) Two days maximum usage per week	511.90	0.00%	0.00	511.90
Summer Fee (Apr to Sept) Three days maximum usage per week	551.25	0.00%	0.00	551.25
Winter Fee (Oct to Mar) One day maximum usage per week	157.50	0.00%	0.00	157.50
Winter Fee (Oct to Mar) Two days maximum usage per week	315.00	0.00%	0.00	315.00
Winter Fee (Oct to Mar) Three days maximum usage per week	472.50	0.00%	0.00	472.50
Annual Fee One day maximum usage per week	409.50	0.00%	0.00	409.50
Annual Fee Two days maximum usage per week	669.40	0.00%	0.00	669.40
Annual Fee Three days maximum usage per week	787.50	0.00%	0.00	787.50

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p><u>Bandstand Hire T/centre</u> Commercial Rates per day Community Rates per day Charities / Not for Profit Organisations per day</p> <p><u>Band Stand</u> <u>Criteria and eligibility guidance notes attached in events toolkit</u></p> <p><u>Additional Costs for Outdoor Event Space:</u> 1 Set up and Clearance charged @ 50% of applicable rate 2 Any event in excess of 1999 attendees is STN</p> <p><u>Additional Costs for Outdoor Fitness Space:</u> 1 Set up and Clearance charged @ 50% of applicable rate</p>	Price on application 27.60 27.60	2.00% 2.00%	0.40 0.40	Price on application 28.00 28.00
<p><u>Comments</u> Event and Bandstand Hire - increase kept to a minimum of 2% for event and bandstand hire to generate increase usage.</p>				
<p><u>CIVIC SUITE COMMERCIAL CHARGES</u></p> <p><u>Committee Room 1:</u> 4 hour minimum - Standard Concession 25 Concession 50 Concession 75</p> <p>8 hour minimum - daytime and/or evening Concession 25 Concession 50 Concession 75</p> <p><u>Committee Room 2/3:</u> 4 hour minimum - daytime Concession 25 Concession 50 Concession 75</p>				

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
8 hour minimum - daytime and/or evening	164.34	2.00%	3.30	167.63
Concession 25	123.24	2.00%	2.50	125.70
Concession 50	82.14	2.00%	1.60	83.78
Concession 75	41.10	2.00%	0.80	41.92
<u>Council Chamber:</u>				
4 hour minimum - daytime	159.55	2.00%	3.20	162.74
Concession 25	119.65	2.00%	2.40	122.04
Concession 50	79.75	2.00%	1.60	81.35
Concession 75	39.90	2.00%	0.80	40.70
8 hour minimum - daytime and/or evening	260.65	2.00%	5.20	265.86
Concession 25	195.50	2.00%	3.90	199.41
Concession 50	130.35	2.00%	2.60	132.96
Concession 75	65.15	2.00%	1.30	66.45
<u>Full Civic Suite: Monday to Saturday (including servery)</u>				
4 hour minimum - daytime	260.65	2.00%	5.20	265.86
Concession 25	195.50	2.00%	3.90	199.41
Concession 50	130.35	2.00%	2.60	132.96
Concession 75				
8 hour minimum - daytime and/or evening	473.20	2.00%	9.50	482.66
Concession 25	354.90	2.00%	7.10	362.00
Concession 50	236.60	2.00%	4.70	241.33
Concession 75	118.30	2.00%	2.40	120.67
<u>Full Civic Suite: Sunday - exceptional (including servery)</u>				
4 hour minimum - daytime	296.30	2.00%	5.90	302.23
Concession 25	222.25	2.00%	4.40	226.70
Concession 50	148.15	2.00%	3.00	151.11
Concession 75	74.10	2.00%	1.50	75.58
8 hour minimum - daytime and/or evening	539.10	2.00%	10.80	549.88
Concession 25	404.35	2.00%	8.10	412.44
Concession 50	269.55	2.00%	5.40	274.94
Concession 75	134.80	2.00%	2.70	137.50

Comments

A 2% increase across the board for Room hire - whilst we need to increase usage it is difficult with the demand on room for Council Business - we continue to promote the rooms for weekend hire.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p><u>CIVIC SUITE COMMERCIAL CHARGES</u></p> <p><u>Equipment Hire</u></p> <p>OHP/Screen 23.35 23.35</p> <p>TV/Video 23.35</p> <p>Conferencing Sound System Flipchart stand 7.75 4 hour minimum - daytime 8.85 8 hour minimum - daytime and/or evening</p> <p><u>Other Fees</u></p> <p>Security 245.60 Retainer</p> <p><u>CIVIC SUITE - REFRESHMENT CHARGES</u></p> <p>Teas and Coffees 1.10 Commercial - per cup</p>				
<u>Comments</u>				

BUILDING CONTROL - VAT AT 20%

Explanatory notes:

1 Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

2 The charges are as follows.

Category A: New domestic homes, flats or conversions etc

Category B: Extending or altering existing homes

Category C: Any other project including commercial or industrial projects etc.

Individually determined fees are available for most projects. We would be happy to discuss these with you if you require.

In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.

3 Exemptions and reductions in charges.

- a) If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.
- b) You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

4 You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge. VAT is included in the attached fees.

5. Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.

6. Reversion applications. Where the control of a building project passes from a third party to the Council a reversion application will be required. Reversion application fees are individually determined.

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

Other information:

- 1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.
- 2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

**Telephone payments are accepted. Please contact the relevant payment centre with your address and card details:
Redditch 01527 64252**

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING				
1,2,3 or More Properties:				
Application	Please Ring for Quote			Please Ring for Quote
Regularisation	Please Ring for Quote			Please Ring for Quote
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Additional	Please Contact Us			Please Contact Us
Garage Conversion to habitable room				
Application	360.00	4.17%	15.00	375.00
Regularisation	422.00	6.64%	28.00	450.00
Additional	Please Contact Us			Please Contact Us
Extension project Consolidated to just the Table B heading (delete)				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Additional	Please Contact Us			Please Contact Us
All other extensions Consolidated to just the Table B heading (delete)				
Loft Conversions Consolidated to just the Table B heading (delete)				
Detached garage over Consolidated to just the Table B heading (delete)				
Electrical works by non-qualified electrician				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Renovation of thermal element				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Installing steel beam(s) within an existing house				
Application	215.00	4.65%	10.00	225.00
Regularisation	258.00	4.65%	12.00	270.00
Window replacment				
Application	215.00	4.65%	10.00	225.00
Regularisation	258.00	4.65%	12.00	270.00
Installing a new boiler or wood burner etc.				
Application	420.00	4.76%	20.00	440.00
Regularisation	504.00	5.16%	26.00	530.00
Comments				
No VAT is payable on Regularisation charges				
The above fees (where stated) are to be published on the Council website as fixed fees. These fees reflect minor repetitive operations where the cost neutral input from the service can be determined.				
The remaining 'please contact us' fees require site specific charges in line with regulatory requirements.				
TABLE C: All Other works - Alterations and new build				
£0 +	Please Contact Us			Please Contact Us

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</p> <p>These charges have been set on the following basis:</p> <p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p> <p><u>Building Control – Supplementary Charges</u></p> <p>If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).</p>				
<p>Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.</p> <p>Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.</p> <p><u>ARCHIVED APPLICATIONS</u></p> <p>Process request to re-open archived building control file, resolve case and issue completion certificate 52.80</p> <p>Each visit to site in connection with resolving archived building control cases 68.90</p> <p><u>WITHDRAWN APPLICATIONS</u></p> <p>Process request 52.80</p> <p>With additional fees of.....</p> <p>Withdraw Building Notice application where no inspections have taken place</p> <p>Withdraw Building Notice application where inspections have taken place</p>	<p>52.80</p> <p>68.90</p> <p>52.80</p> <p>refund submitted fee less admin fee</p> <p>refund submitted fee less admin fee less 68.90 per site visit made</p>	<p>5.00%</p> <p>4.99%</p> <p>5.00%</p>	<p>2.60</p> <p>3.40</p> <p>2.60</p>	<p>55.40</p> <p>72.30</p> <p>55.40</p> <p>refund submitted fee less admin fee</p> <p>refund less admin fee less £72.30 per visit made</p>

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p>Withdrawn Full Plans application without plans being checked or any site inspections being made</p> <p>Withdraw Full Plans application after plan check but before any inspections on site</p> <p>Withdraw Full Plans application after plan check and after site inspections made</p> <p>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services</p>	<p>refund submitted fee less admin fee less any inspection fee paid</p> <p>refund submitted fee less admin fee less plan check fee.</p> <p>refund submitted fee less admin fee less plan fee less 68.90 for each inspection made</p> <p>52.80</p> <p>Please Contact Us</p>	<p>5.00%</p>	<p>2.60</p>	<p>refund submitted fee less any inspection fee made</p> <p>refund submitted fee less admin fee less plan check fee</p> <p>refund submitted fee less plan fee less £72.30 for each inspection made</p> <p>55.40</p> <p>Please Contact Us</p>
<p align="center"><u>Charges note</u></p> <p>Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.</p>				
<p><u>Comments</u> In order to comply with the regulatory requirement to be cost neutral, building control offers project specific fees on the vast majority of applications it receives. Where the small number of known fixed fees are declared (as shown above) these have been increased and rounded where appropriate to reflect the slight increase in the hourly cost of the service for 20/21</p>				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
DEVELOPMENT MANAGEMENT				
High Hedge Complaints	237.60	0.00%	0.00	237.60
Pre Application Fee				
<u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u>				
Householder Development		0.00%	100.00	100.00
1* Dwelling	206.00	4.85%	10.00	216.00
2 - 4 Dwellings	309.00	4.85%	15.00	324.00
5 - 9 Dwellings	618.00	5.02%	31.00	649.00
10 - 49 Dwellings	1,236.00	5.02%	62.00	1,298.00
50 - 99 Dwellings	2,266.00	4.99%	113.00	2,379.00
100 - 199 Dwellings	3,090.00	5.02%	155.00	3,245.00
200+ Dwellings	4,120.00	5.00%	206.00	4,326.00
* includes one-for-one replacements				
Non-residential development (floor space)				
Floor area is measured externally				
Less than 500sqm	0.00	0.00%	300.00	300.00
500 - 999sqm	515.00	5.05%	26.00	541.00
1000 - 1999sqm	1,030.00	5.05%	52.00	1,082.00
2000 - 4999sqm	2,060.00	5.00%	103.00	2,163.00
5000 - 9999sqm	2,575.00	5.01%	129.00	2,704.00
10,000sqm or greater	3,090.00	5.02%	155.00	3,245.00
Non-residential development (site area) where no building operations are proposed				
Less than 0.5ha	309.00	5.18%	16.00	325.00
0.5 - 0.99ha	618.00	5.02%	31.00	649.00
1 - 1.25ha	1,030.00	5.05%	52.00	1,082.00
1.26 - 2ha	2,060.00	5.00%	103.00	2,163.00
2ha or greater	3,090.00	5.02%	155.00	3,245.00
Variation/removal of conditions and engineering operations (flat fee)	0.00	0.00%	200.00	200.00
Recovering Costs for seeking specialist advice in connection with Planning proposals	0.00	0.00%	0.00	Full recovery cost

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p><u>Monitoring Fees to be applied to Planning Obligations</u> Obligations where the Council is the recipient All contributions (financial or non-monetary) - PER OBLIGATION 290.00 290.00 Pre-commencement trigger - PER OBLIGATION 100.00 100.00 Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT 150.00 150.00 Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE 120.00 120.00</p> <p>Obligations for another signatory (eg. Worcestershire County Council) All contributions (financial or non-monetary) - PER OBLIGATION 175.00 175.00 Pre-commencement trigger - PER OBLIGATION 60.00 60.00 Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT 90.00 90.00 Ongoing Monitoring of large sites 400.00 400.00</p>				
<p style="text-align: center;">Fee Concessions</p> <p style="text-align: center;">Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.</p>				
<p><u>Comments</u></p> <p>In the context of developing land, pre- application charges are not generally seen as prohibitive. In addition the advantages of entering into early dialogue can save time and money for applicants with the early identification of issues. Existing rates have therefore been increased by around 5%. In addition new categories have been added ; Householder development, less than 500 sqm of commercial space and a flat fee for variation of conditions or engineering works.</p> <p>Some Planning Applications are accompanied by specialist reports justifying the development (such as the Agricultural need for a development, Design approaches, Ecology and Viability arguments etc.). Professional and impartial advice is often required to assess such documents and as this is carried out for the benefit of the developer, this cost should not be borne by the public purse. The Council uses a group of advisors appropriately procured through a non-profit making Framework to perform this function. The principle of recovering the costs of these assessments is therefore being sought.</p> <p>Monitoring of Legal agreements is a new charge enabled by the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019, which make changes to 2010 CIL Regulations (as amended). The charge is not set by statute but must be fair and reasonably related in scale and kind to the development. It must not exceed the authority's estimate of its cost of the monitoring. A tabular approach is therefore recommended.</p> <p>Increases this year are proposed at 5 % in order to move closer to a cost neutral service.</p> <p>New fees - Currently legal agreements are monitored by existing staff resources. Enabling fees to be collected to support this function will reduce the costs of running the service as a whole, but will not and cannot generate 'income'.</p>				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Business Centres				
Fax - Outgoing				
UK	0.90	0.00%	0.00	0.90
Europe & Eire	1.80	0.00%	0.00	1.80
North America	2.00	0.00%	0.00	2.00
Other	2.90	0.00%	0.00	2.90
Fax - Incoming	0.60	0.00%	0.00	0.60
Secretarial				
- minimum charge	10.70	0.00%	0.00	10.70
- charge per hour	13.10	0.00%	0.00	13.10
Postal Address Facility - per month	47.00	0.00%	0.00	47.00
Telephone Divert:				
Normal - per quarter	120.20	0.00%	0.00	120.20
Gold - per quarter	227.30	0.00%	0.00	227.30
Photocopying:				
A4 single side	0.10	0.00%	0.00	0.10
A4 double side	0.20	0.00%	0.00	0.20
A3 single side	0.30	0.00%	0.00	0.30
A3 double side	0.30	0.00%	0.00	0.30
Photocopying:				
A4 single side - non tenants	0.20	0.00%	0.00	0.20
Conference Room (per hour):				
Rubicon Tenants	10.70	0.00%	0.00	10.70
Rubicon Non Tenants	21.30	0.00%	0.00	21.30
Greenlands Tenants	12.10	0.00%	0.00	12.10
Greenlands Non Tenants	24.00	0.00%	0.00	24.00
Comments				

REDDITCH BOROUGH COUNCIL

Regulatory Services

Roundings are to the nearest 5/10p.

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>TAXI LICENSING</u>				
- Hackney Carriage Vehicle Licence per annum (charge excludes vehicle testing)	258.70	2.05%	5.30	264.00
- Hackney Carriage Driver's Licence - 1 Year	60.00	1.67%	1.00	61.00
- Hackney Carriage Driver's Licence - 3 Year	147.00	2.04%	3.00	150.00
- Private Hire Vehicle Licence per annum (charge excludes vehicle testing)	258.70	2.05%	5.30	264.00
- Private Hire Operator's Licence - 1 Year				
- (1 vehicle)	164.00	1.83%	3.00	167.00
- per each additional vehicle	16.40	3.66%	0.60	17.00
- Private Hire Operator's Licence - 3 Year (1 Vehicle)	394.00	2.03%	8.00	402.00
- Private Hire Operator's Licence - 5 Year (1 Vehicle)	624.00	2.08%	13.00	637.00
- Private Hire Driver Licence - 1 Year	60.00	1.67%	1.00	61.00
- Private Hire Driver Licence - 3 Year	147.00	2.04%	3.00	150.00
- Dual Hackney Carriage and Private Hire Driver's Licence - 1 Year	85.00	2.35%	2.00	87.00
- Dual Hackney Carriage and Private Hire Driver's Licence - 3 Year	204.00	1.96%	4.00	208.00
- Knowledge test	22.00	4.55%	1.00	23.00
- Administration Charge - new applications	36.00	2.78%	1.00	37.00
- Transfer of plate - per transfer	50.00	2.00%	1.00	51.00
- Replacement Vehicle Plates	22.00	4.55%	1.00	23.00
- Replacement Driver's Badge (card)	12.00	8.33%	1.00	13.00
- Amendment to paper licence - eg change of address	11.00	9.09%	1.00	12.00
- DVLA Enquiry - Electronic	6.00	16.67%	1.00	7.00
- DVLA Enquiry - Paper	11.00	9.09%	1.00	12.00
- CRB Disclosure	55.00	1.82%	1.00	56.00
<u>GENERAL LICENSING</u>				
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	2.05%	29.00	1,447.00
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	2.00%	26.00	1,327.00
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	2.03%	24.00	1,207.00
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	1.97%	21.00	1,085.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
- Animal Activity License (includes animal boarding, dog breeding, pet shops, & ride establishments)				
Application Fee	322.00	2.20%	0.00	329.00
Variation Fee	235.00	2.00%	0.00	240.00
Inspection Fee	160.00	2.20%	0.00	164.00
1 Year License Fee	180.00	2.00%	0.00	184.00
2 Year License Fee	357.00	2.00%	0.00	364.00
3 Year License Fee	535.00	2.00%	0.00	546.00
Vet fee recharge - if applicable	Full Cost Recovery			Full Cost Recovery
- Performing Animals				
Application Fee	215.00	2.00%	0.00	219.00
Variation Fee	155.00	2.00%	0.00	158.00
Inspection Fee	160.00	2.00%	0.00	163.00
3 Year License Fee	290.00	3.50%	0.00	300.00
Vet fee recharge - if applicable	Full Cost Recovery			Full Cost Recovery
- Dangerous Wild Animals - Initial	230.00	2.17%	5.00	235.00
- Dangerous Wild Animals - Renewal	230.00	2.17%	5.00	235.00
- Dangerous Wild Animals - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost
- Zoo - Initial	128.00	2.34%	3.00	131.00
- Zoo - Renewal / Variation / Transfers	128.00	2.34%	3.00	131.00
- Zoo - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost
- Control of Sex Establishments	1,000.00	2.00%	20.00	1,020.00
Acupuncture, Tattooing, Ear Piercing and Electrolysis				
- Premises	133.00	2.26%	3.00	136.00
- Practitioners	87.00	2.30%	2.00	89.00
Scrap Metal Dealers Act 2013				
- Site Licence (New)	290.00	2.00%	6.00	296.00
Per Additional Site	150.00	2.00%	3.00	153.00
- Collectors Licence (New)	145.00	2.00%	3.00	148.00
- Site Licence (Renewal)	240.00	2.00%	5.00	245.00
Per Additional Site	150.00	2.00%	3.00	153.00
- Collectors Licence (Renewal)	95.00	2.00%	2.00	97.00
- Variation of Licence	65.00	2.50%	2.00	67.00
- Copy of Licence (if lost or stolen)	25.00	2.00%	1.00	26.00

Comments

Environmental Health - Proposed increase in some fees to minimise any impact of retendering contracts to deliver some of the dog warden service work

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
ENVIRONMENTAL HEALTH				
<u>Dog Warden</u>				
- Penalty (statutory fee)	25.00	0.00%	0.00	25.00
- Kennelling Fee - £13 per day or part day	13.50	11.11%	1.50	15.00
- Kennelling Fee for dangerous dog by breed or behaviour- £25 per day	20.00	25.00%	5.00	25.00
- Admin charge	15.00	0.00%	0.00	15.00
- Levy for out of hours	35.00	14.29%	5.00	40.00
- Repeat offence levy	25.00	20.00%	5.00	30.00
- Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	10.00
- Veterinary Charges	Recharged at cost			Recharged at cost
GAMBLING FEES				
<u>Premises Licence Fees - Discretionary</u>				
<u>Bingo Premises</u>				
- Grant	2,128.00	2.02%	43.00	2,171.00
- Annual Fee	626.00	2.08%	13.00	639.00
- Variation	1,064.00	1.97%	21.00	1,085.00
- Transfer	730.00	2.05%	15.00	745.00
- Application for Provisional Statement	2,128.00	2.02%	43.00	2,171.00
- Licence Application (Provisional Statement Holders)	730.00	2.05%	15.00	745.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Re-instatement Fee	730.00	2.05%	15.00	745.00
<u>Adult Gaming Centre</u>				
- Grant	1,216.00	1.97%	24.00	1,240.00
- Annual Fee	626.00	2.08%	13.00	639.00
- Variation	626.00	2.08%	13.00	639.00
- Transfer	730.00	69.86%	510.00	1,240.00
- Application for Provisional Statement	1,216.00	1.97%	24.00	1,240.00
- Licence Application (Provisional Statement Holders)	730.00	2.05%	15.00	745.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	730.00	2.05%	15.00	745.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Family Entertainment Centre</u>				
- Grant	1,216.00	1.97%	24.00	1,240.00
- Annual Fee	578.00	2.08%	12.00	590.00
- Variation	626.00	2.08%	13.00	639.00
- Transfer	608.00	1.97%	12.00	620.00
- Application for Provisional Statement	1,216.00	1.97%	24.00	1,240.00
- Licence Application (Provisional Statement Holders)	608.00	1.97%	12.00	620.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	596.00	2.01%	12.00	608.00
<u>Betting Premises (excluding tracks)</u>				
- Grant	1,817.00	1.98%	36.00	1,853.00
- Annual Fee	364.00	1.92%	7.00	371.00
- Variation	908.00	1.98%	18.00	926.00
- Transfer	727.00	2.06%	15.00	742.00
- Application for Provisional Statement	1,817.00	1.98%	36.00	1,853.00
- Licence Application (Provisional Statement Holders)	727.00	2.06%	15.00	742.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	730.00	2.05%	15.00	745.00
<u>Betting Premises (Including Tracks)</u>				
- Grant	1,817.00	1.98%	36.00	1,853.00
- Annual Fee	364.00	1.92%	7.00	371.00
- Variation	908.00	1.98%	18.00	926.00
- Transfer	727.00	2.06%	15.00	742.00
- Application for Provisional Statement	1,817.00	1.98%	36.00	1,853.00
- Licence Application (Provisional Statement Holders)	727.00	2.06%	15.00	742.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	730.00	2.05%	15.00	745.00
<u>Temporary Event Use Notice</u>				
- New Applications	304.00	1.97%	6.00	310.00
- Copy of Licence	15.00	6.67%	1.00	16.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
GAMBLING ACT PERMIT FEES - STATUTORY				
<u>Licensed Premises Gaming Machine Permit</u>				
- Grant	150.00	0.00%	0.00	150.00
- Existing operator grant	100.00	0.00%	0.00	100.00
- Variation	100.00	0.00%	0.00	100.00
- Transfer	25.00	0.00%	0.00	25.00
- Annual Fee	50.00	0.00%	0.00	50.00
- Change of name	25.00	0.00%	0.00	25.00
- Copy of Permit	15.00	0.00%	0.00	15.00
<u>Licensed Premises Automatic Notification Process</u>				
- Grant	50.00	0.00%	0.00	50.00
<u>Club Gaming Permits</u>				
- Grant	200.00	0.00%	0.00	200.00
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
- Existing operator grant	100.00	0.00%	0.00	100.00
- Variation	100.00	0.00%	0.00	100.00
- Renewal	200.00	0.00%	0.00	200.00
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
- Annual Fee	50.00	0.00%	0.00	50.00
- Change of Name	100.00	0.00%	0.00	100.00
- Copy of Permit	15.00	0.00%	0.00	15.00
<u>Club Machine Permits</u>				
- Grant	200.00	0.00%	0.00	200.00
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
- Existing operator grant	100.00	0.00%	0.00	100.00
- Variation	100.00	0.00%	0.00	100.00
- Renewal	200.00	0.00%	0.00	200.00
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00
- Annual Fee	50.00	0.00%	0.00	50.00
- Copy of Permit	15.00	0.00%	0.00	15.00
- Change of Name	25.00	0.00%	0.00	25.00
- Transfer of Permit	25.00	0.00%	0.00	25.00
<u>Family Entertainment Centre Gaming Machine Permit</u>				
- Grant	300.00	0.00%	0.00	300.00
- Existing operator grant	100.00	0.00%	0.00	100.00
- Change of name	25.00	0.00%	0.00	25.00
- Renewal	300.00	0.00%	0.00	300.00
- Copy of Permit	15.00	0.00%	0.00	15.00
<u>Prize Gaming Permits</u>				
- Grant	300.00	0.00%	0.00	300.00
- Existing operator grant	100.00	0.00%	0.00	100.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
- Change of name	25.00	0.00%	0.00	25.00
- Renewal	300.00	0.00%	0.00	300.00
- Copy of Permit	15.00	0.00%	0.00	15.00
- Transitional Application Fee	100.00	0.00%	0.00	100.00
<u>Small Lottery Registration (statutory)</u>				
- Grant	40.00	0.00%	0.00	40.00
- Annual fee	20.00	0.00%	0.00	20.00
<u>Premises Licences & Club Premises Certificates Fees - Statutory Licensing Act 2003</u>				
The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed				
<u>Band:</u>				
A (0 - 4,300)				
Initial Fee	100.00	0.00%	0.00	100.00
Annual Charge	70.00	0.00%	0.00	70.00
B (4,301 - 33,000)				
Initial Fee	190.00	0.00%	0.00	190.00
Annual Charge	180.00	0.00%	0.00	180.00
C (33,001 - 87,000)				
Initial Fee	315.00	0.00%	0.00	315.00
Annual Charge	295.00	0.00%	0.00	295.00
D (87,001 - 125,000)				
Initial Fee	450.00	0.00%	0.00	450.00
Annual Charge	320.00	0.00%	0.00	320.00
E (125,001 & over)				
Initial Fee	635.00	0.00%	0.00	635.00
Annual Charge	350.00	0.00%	0.00	350.00
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.				
For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows				
D(x2) (87,001 - 125,000)				
Initial Fee	900.00	0.00%	0.00	900.00
Annual Charge	640.00	0.00%	0.00	640.00
E(x2) (125,001 & over)				
Initial Fee	1,905.00	0.00%	0.00	1,905.00
Annual Charge	1,050.00	0.00%	0.00	1,050.00
Large Events				

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.				
Personal Licence Temporary Event Notice (Per Notice)	37.00 21.00	0.00% 0.00%	0.00 0.00	37.00 21.00
Exemptions Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.				
No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.				
Application for copy of licence or summary on theft, loss etc.	10.50	0.00%	0.00	10.50
Notification of change of name or address (holder of premises licence)	10.50	0.00%	0.00	10.50
Application to vary the Designated Premises Supervisor	23.00	0.00%	0.00	23.00
Application to transfer a premises licence	23.00	0.00%	0.00	23.00
Interim authority notice following death etc. of licence holder	23.00	0.00%	0.00	23.00
Application for making of a provisional statement	315.00	0.00%	0.00	315.00
Application for copy of certificate or summary on theft, loss etc.	10.50	0.00%	0.00	10.50
Notification of change of name or alteration of club rules	10.50	0.00%	0.00	10.50
Change of relevant registered address of club	10.50	0.00%	0.00	10.50
Temporary Event Notices	21.00	0.00%	0.00	21.00
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00%	0.00	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00%	0.00	10.50
Notification of change of name or address (Personal Licence)	10.50	0.00%	0.00	10.50
Notice of interest in any premises	21.00	0.00%	0.00	21.00
Minor variation application	89.00	0.00%	0.00	89.00
Should you need assistance in determining which level of fee you are required to pay, please contact the Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email -wrsenquiries@worscsregservices.gov.uk In all cases, cheques must be made payable to 'Redditch Borough Council'				
<u>Comments</u>				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<p><u>Environmental Services</u></p> <p>Trading Certificates Health/Export - Annual Specific export inspections - Certificate</p> <p>FHRS re-rating</p> <p>Private Water supplies Risk Assessment per hour (minimum 1 hour) Investigation per hour (minimum 1 hour) Granting an Authorisation per hour (minimum 1 hour) Sampling Visit per hour (minimum 1 hour) Sample analysis per sample taken Sample taken during check monitoring Sample taken during audit monitoring</p>	<p>0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00</p>	<p>0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%</p>	<p>474.00 104.40 165.00 55.00 55.00 55.00 55.00 55.00 55.00</p>	<p>474.00 104.40 165.00 55.00 55.00 55.00 55.00 55.00 55.00</p>
<p><u>Comments</u></p>				

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