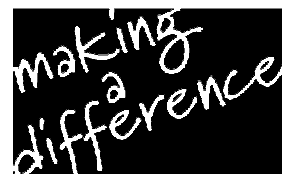




Executive Committee

Tuesday 11th February
2014
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

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- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Ivor Westmore
Democratic Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Extn. 3269) Fax: (01527) 65216
e.mail: ivor.westmore@bromsgroveandredditch.gov.uk**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

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Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.



Executive

11th February 2014

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Bill Hartnett (Chair) John Fisher
Greg Chance (Vice-Chair) Phil Mould
Rebecca Blake Mark Shurmer
Juliet Brunner Debbie Taylor
Brandon Clayton

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. Leader's Announcements	<ol style="list-style-type: none">To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; andany other relevant announcements. <p>(Oral report)</p>
4. Minutes (Pages 1 - 12) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 14 th January 2013. (Minutes attached)
5. Medium Term Financial Plan (Pages 13 - 26) Exec Director (Finance and Corporate Resources)	To consider the current financial position for the revenue budget 2014/15- 2016/17. (Report attached)

All Wards

<p>6. Housing Revenue Account Initial Estimates / Rent Setting 2014/15</p> <p>(Pages 27 - 32)</p> <p>Exec Director (Finance and Corporate Resources)</p>	<p>To consider the Initial Estimates for the Housing Revenue Account for 2014/2015 and the proposed dwelling rents for 2014/2015.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>7. Fees and Charges</p> <p>(Pages 33 - 76)</p> <p>Exec Director (Finance and Corporate Resources)</p>	<p>To consider the proposed fees and charges for 2014/15 for the Council's chargeable services.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>8. Independent Remuneration Panel for Worcestershire District Councils - Annual Report and Recommendations for 2014/15</p> <p>(Pages 77 - 92)</p> <p>Head of Legal Equalities and Democratic Services</p>	<p>To consider the recommendations of the Independent Remuneration Panel for the levels of Basic and Special Responsibility Allowances for 2014/15.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>9. Redditch Borough Council Response To Birmingham Development Plan Pre-Submission Consultation</p> <p>(Pages 93 - 98)</p> <p>Head of Planning and Regeneration</p>	<p>To consider a response from the Council to the Birmingham Development Plan (BDP) Pre-submission Draft.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>10. Policy for Securing Repayment of Disabled Facilities Grants and Lifetime Loans</p> <p>(Pages 99 - 102)</p> <p>Head of Legal Equalities and Democratic Services</p>	<p>To review the current processes for securing Disabled Facilities Grants ["DFGs"] and Home Repair Assistance Lifetime Loans ("Lifetime Loans") paid to residents for works or adaptations to their homes.</p> <p>(Report attached)</p> <p>All Wards</p>

Executive

Committee

11th February 2014

<p>11. Overview and Scrutiny Committee (Pages 103 - 108) Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 9th January 2014</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p>12. Worcestershire Shared Services Joint Committee (Pages 109 - 118)</p>	<p>To consider the minutes of a recent meeting of the Worcestershire Shared Services Joint Committee.</p> <p>(Minutes attached)</p> <p>(No Specific Ward Relevance)</p>
<p>13. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>14. Advisory Panels - update report (Pages 119 - 122) Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p>
<p>15. Action Monitoring (Pages 123 - 124) Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p>16. Exclusion of the Public</p>	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A)</p>

	<p>of the said Act, as amended.”</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – the <u>identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.</p>
<p>17. Confidential Minutes / Referrals (if any)</p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>



Executive

Committee

Tuesday, 14 January 2014

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Juliet Brunner, Brandon Clayton, John Fisher, Phil Mould, Mark Shurmer and Debbie Taylor

Also Present:

Councillors Andy Fry, Pattie Hill and Yvonne Smith

Officers:

S Hanley, J. Pickering, D Poole, A De Warr, J Willis, L Tompkin, C Flanagan, M Hanwell and S Mould

Committee Services Officer:

R Cole

107. APOLOGIES

Apologies for absence were received on behalf of Councillor Rebecca Blake.

108. DECLARATIONS OF INTEREST

There were no declarations of interest.

109. LEADER'S ANNOUNCEMENTS

There were no announcements from the Leader.

110. MINUTES

RESOLVED that

The minutes of the meeting of the Executive Committee held on 10th December 2013 be confirmed as a correct record and signed by the Chair.

.....
Chair

Executive Committee

Tuesday, 14 January 2014

111. REDI CENTRE - MEANWHILE LEASE

The Executive Director (Finance and Corporate Resources) referred to previous decisions taken in respect of 54 South Street, the former REDI Centre. In September 2013 a decision had been taken to market the building for disposal.

Subsequently the property had been registered as an Asset of Community Value and Members had requested that officers explore opportunities for the use of the building in the meantime during the six month "moratorium" period arising as a result of the nomination.

Officers had therefore sought expressions of interest for use of the building for the intervening period from Community Groups. The only application received was from Redditch Youth and Community Enterprise (RYCE) which was a Charitable Community Benefit Society. It was reported that RYCE would intend to offer the facilities to community groups, would meet all utility costs and was able to take a lease with immediate effect.

Members all welcomed the proposed use of the building by RYCE who would be working with other organisations within the Borough as a positive opportunity to make good use of the building for the 6 month period available. In addition the cost of maintaining an empty building would be removed.

In response to Members' queries it was reported that RYCE were fully aware of the position that the building would only be available to them for a limited period and that it would remain for sale at the price quoted.

RESOLVED that

authority be delegated to the Executive Director (Finance and Resources) and the Head of Legal, Equalities and Democratic Services to develop a Meanwhile Lease for RYCE to occupy and operate the REDI Centre for a period of up to six months.

112. COUNCIL TAX BASE AND NON-DOMESTIC RATES (NDR) BASE 2014/15

The Committee considered a report that would enable it to recommend the level for the Council Tax Base for 2014/15. The Executive Director (Finance and Corporate Resources) reminded Members that this was a technical calculation which officers had undertaken and also made reference to the need to agree arrangements in respect of the Non Domestic Rates base.

RECOMMENDED that

- 1) **the calculation of the Council's Tax Base for the whole and parts of the area for 2014/15, as detailed in Appendix A to the report be approved;**
- 2) **in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2014/15 be 24,656.96 and for the parts of the area listed below be:**

Parish of Feckenham	364.78
Rest of Redditch	<u>24, 292.18</u>
	<u>24,656.96</u>
- 3) **authority be delegated to the Section 151 Officer (Executive Director, Finance and Corporate Resources) to approve the NDR1 and sign it on behalf of the Council.**

113. LOCAL COUNCIL TAX SUPPORT SCHEME 2014/15

Members received a report summarising the results of the statutory consultation which had been undertaken on the Redditch Borough Council's draft Council Tax Support Scheme 2014 (the Scheme).

Members were aware that the Scheme had to be reviewed by the Council on an Annual basis and that the decision had previously been taken to consult on the basis that entitlement to Council Tax support should be capped at 80% of Council Tax liability so that all working age claimants would pay a minimum of 20% towards their Council Tax Liability.

Members were reminded that the cost to the Borough of the changes introduced by the Government from April 2013 which had resulted in the national Council Tax Benefit being replaced by a locally agreed scheme was approximately £91,000. Other precepting Authorities including the County Council and the Fire and Police Authorities would also have to bear their share of the shortfall. A proportion of the shortfall had been clawed back through changes to discounts and exemptions for second and empty homes.

It was reported that the consultation which had closed on 20th December 2013, had resulted in the receipt of 46 responses. Of these 37% were in favour of the changes to the scheme and 6.5% offered no opinion. 56.5% did not support the proposed change.

Executive Committee

Tuesday, 14 January 2014

The report also contained details of the proposed implementation of a Hardship Fund to assist those most badly affected by the change. The report highlighted that the Hardship Scheme was proposed to be as flexible as possible within certain parameters to ensure that the fund could be used to help those most in need.

Members were very concerned about the impact the changes would have upon residents albeit there was an intention to mitigate this with the introduction of a Hardship Fund. Members were also mindful however of the need to address the potential funding gap both for the Council and other preceptors.

It was queried whether an alternative proposal could be considered. Officers confirmed that only changes which had been the subject of public consultation could be brought into effect at this stage. The scheme was required to be agreed by 31st January 2014.

RECOMMENDED that

- 1) **the Scheme, as amended, be implemented, namely that entitlement to Council Tax support should be capped at 80% of Council Tax liability so that all working age claimants will pay a minimum of 20% towards their Council Tax liability; and**
- 2) **the implementation of the proposed Hardship scheme be agreed.**

114. MEDIUM TERM FINANCIAL PLAN

The Executive Director (Finance and Corporate Resources) gave a presentation which provided Members with an update on the position regarding the Medium Term Financial Plan 2014/15 to 2016/17. The presentation highlighted the Authority's Strategic Purposes and the expenditure associated with each of the purposes together with the costs of enabling.

The projected shortfall in funding for 2014/15 had been reduced from £1,631,000 to £352,000 by way of the use of reserves both general and capital replacement, through the reduction in enabling costs and through further service reviews. The remaining shortfall was being addressed by Heads of Service and Managers identifying further savings through the redesign of services, with the proviso that front line services would not be adversely affected. In addition income generation was being reviewed wherever possible.

It was reported that the shortfall in funding was due largely to the drastic reduction in funding from central Government rather than from an increase in spending.

Issues which were highlighted within the presentation included the assumption of a staff pay award of 1%, the cost of borrowing for example for fleet replacement, potential capital receipts in the future and the impact of cuts in Worcestershire County Council funding, including the likely increase in demand for services provided by this Authority.

Members were very concerned regarding the current position particularly in view of the efforts made by officers and Members of the Authority to significantly increase efficiency through shared services and transformation and to reduce spending where possible.

Reference was made by Members to the poor level of financial support received by the Borough from central Government in comparison to other Authorities in Worcestershire. This had previously been the subject of a complaint to the Department of Communities and Local Government and it was felt a further letter should be sent by the Leader in response to this year's settlement.

There was also a request from a Member for information regarding the level of grant settlement to Authorities within the County over the past 10 years.

RESOLVED that

- 1) **the presentation of the Executive Director (Finance and Corporate Resources) on the Medium Term Financial Plan be noted : and**

RECOMMENDED that

- 2) **the Leader writes in the strongest terms to the Department of Communities and Local Government in response to the grant settlement as the Borough Council has again received the worst settlement in Worcestershire.**

115. POLLING DISTRICTS AND POLLING PLACES - 2013/14 REVIEW

Members considered a report on the findings of the formal review of Polling Districts and Polling Places as required under legislation.

The report contained officer recommendations arising from the review and if these were approved by the Council on 27th January

Executive Committee

Tuesday, 14 January 2014

2014 they would have effect from the date of the publication of the revised Register of Electors on 14th February 2014.

Members welcomed the report and acknowledged the work which had been undertaken by officers in carrying out the review.

In relation to Church Hill North Polling District (CHB), Members noted the request received from the Abbeywood First School but queried whether this was an appropriate change. Members were mindful of the potential road safety, traffic and parking issues in relation to the suggested alternative premises of St Andrew's Church.

RECOMMENDED that:

- 1)
 - a) **the Polling District changes indicated on the plan displayed at the meeting made to Brockhill Polling District (BYB) in the Batchley and Brockhill Ward, to generate a new Polling District (BYD), with effect from the date of publication of the next revised Register of Electors (14 February 2014);**
 - b) **that Council be requested to determine whether the new Polling District (BYD) be named 'Lowans', OR 'Brockhill East';**
 - c) **that Council be requested to determine that in the case of 'Brockhill East' being selected at b) above, the current 'Brockhill' Polling District (BYB) be redesignated 'Brockhill West';**
- 2) **the Council designate the entire new Polling District 'BYD' as the Polling Place for the Polling District, until such time as planned new community facilities/school are built and available for this purpose and that, thereafter, they be the designated Polling Place;**
- 3) **further to 2) above, in the interim, authority be delegated to the (Acting) Returning Officer, in consultation with Leaders, Portfolio Holder and Ward Members, to confirm the precise location of the new portable unit(s) to provide Polling Places within the new 'BYD' Polling District;**
- 4) **In respect of Appendix 1 to the report ('Review Final Recommendations',)**
 - a) **there be no change to existing arrangements, where indicated;**

b) there be no change to existing arrangements in respect of Church Hill North Polling District (CHB) Church Hill Ward;

c) the relocation of the Polling Station for St Peters Polling District (CCA) Crabbs Cross Ward be approved;

d) the relocation of the Polling Station Highfields Polling District (HOB) Headless Cross and Oakenshaw Ward be approved but that the Council be requested to consider the renaming of the Polling District ; and

e) the decisions under b) c) and d) above take effect from 14th February 2014;

5) a proposed new voluntary contract in respect of the use of private premises as Polling Places, as illustrated at Appendix 3 to the report, be endorsed and implemented with immediate effect.

116. IMPACT OF WORCESTERSHIRE COUNTY COUNCIL BUDGET PROPOSALS

Members were reminded that the purpose of including this item on the agenda was to enable a discussion to take place on the impact of the proposed Worcestershire County Council budget cuts. This would enable a consultation response from the Borough Council to be compiled.

The Committee considered the schedules of information provided by officers. At this stage it was stressed that some of the impact upon Borough residents was unclear as full details of funding proposals were not available from the County Council.

Clearly the Committee were extremely concerned at the potential impact of the budget cuts planned by the County Council. Two areas of particular concern were Community Services and Housing.

It was noted that the proposed reduction in funding for Assistive Technology would impact on the Council's Lifeline Service as the budget contributed significantly to the service through the Supporting People Grant. This would result in a loss of £202,000 to RBC. At present 1,129 of current users were assisted through the Supporting People funding. There was likely to be an increased demand for this service in future as the proportion of elderly people within the population grows.

Members felt that there would be a need to consult with users of the Lifeline Service on an individual basis to determine the future of the

Executive Committee

Tuesday, 14 January 2014

service should there be such a reduction in County Council funding. The consultation would need to include options in respect of levels of service and the likely costs. Officers acknowledged this possibility and undertook to bring back to the Executive further details around costs and likely impact of changes on the service.

There was discussion in relation to the impact on Housing Services in particular St David's House which would result from the reduction in Supporting People Grant and Social Care funding. Officers confirmed that discussion was on going with the County Council to understand the exact implications and to identify how the service could continue to be delivered.

Housing support for young people and other vulnerable groups was another area of concern as Members were aware that cuts to services in this area would be likely to have a significant impact of the demand for other services provided by the Borough Council and other public bodies.

Members emphasised that across the whole range of services it had been demonstrated that early and effective intervention could prevent much more severe and indeed costly problems at a later stage. Intervention at the right time was the key. Whilst the funding position of the County Council was acknowledged, the cuts proposed by that Authority were short sighted in that they would only increase the likelihood of further difficulties and an increase in demand for future services.

It was felt that whilst this Council had attempted to increase efficiency and cut costs thorough a systems thinking approach and a concentration on the needs of the residents, the County was adopting a much less structured approach of severe cuts which would impact on the most vulnerable.

Following the detailed debate it was

RESOLVED

- 1) that officers be instructed to respond to Worcestershire County Council within the respective consultation period(s) on the impact of the proposed cuts on behalf of the Executive Committee; and**
- 2) that the final response be endorsed by the Leader and Chief Executive Officer.**

Executive Committee

Tuesday, 14 January 2014

117. WORCESTERSHIRE SHARED SERVICES - REMOVAL OF HEALTH AND WELLBEING FROM FUNCTIONAL ACTIVITY OF THE SERVICE

The Committee considered a report which sought agreement to modify the statement of partner service requirements for Worcestershire Regulatory Services by removing the requirements in relation to health and wellbeing and health promotion. It was reported that work in relation to health and wellbeing and health promotion was now largely undertaken by other bodies.

It was noted that the proposed change would result in savings to the Borough Council of £22,000 per annum and would avoid duplication of the function.

RESOLVED that

- 1) **the statement of partner service requirements for Worcestershire Regulatory Services be modified by removing the requirements in relation to health and wellbeing and health promotion; and**
- 2) **delegated authority be given to the Head of Legal, Equalities and Democratic Services, following consultation with the relevant Portfolio Holders, to make the relevant amendments to the legal agreement with the other partners.**

118. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee meeting held on 3rd December 2013.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 3rd December 2013 be received and noted.

119. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

There were no minutes or referrals under this item.

120. ADVISORY PANELS - UPDATE REPORT

The regular update on the activity of the Council's Advisory Panels and similar bodies was considered by the Committee.

**Executive
Committee**Tuesday, 14 January 2014

RESOLVED that

the report be noted.

121. ACTION MONITORING

The Committee's Action Monitoring report was considered by Members. In response to a query it was noted that the information on the costs of the additional meeting of the Executive Committee on 26th November 2013 had not yet been supplied to Councillor Brunner.

122. EXCLUSION OF THE PUBLIC

RESOLVED that

Under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended:

Minute 123 – Public Services Network Compliance at Redditch Borough Council

123. PUBLIC SERVICES NETWORK COMPLIANCE AT REDDITCH BOROUGH COUNCIL

The Committee received a report on the requirement for the Authority to achieve compliance with the Public Services Network (formerly known as the Government Secure eXtranet) in order for the Authority to continue to access services.

It was reported that the Public Services Network was "owned" and managed by the Cabinet Office and that a zero-tolerance approach to compliance was being taken. It had been made very clear that Authorities would lose their connection to the GSX and future PSN should they not fully meet all PSN requirements. This would mean that the Borough Council would be unable to manage citizen benefits and transfer secure information to partners such as the Police and the NHS. In addition it would prevent future Plans to implement Individual Electoral Registration from June 2014.

The report informed Members of some of the steps which were required to be taken to demonstrate a genuine intention to achieve compliance. This included upgrades to existing systems and replacement equipment to enable officers and Members to have remote access to PSN systems from home or other locations. The

Executive Committee

Tuesday, 14 January 2014

actions required would need to be undertaken in stages and as well as the actions which were required to be undertaken and funded in 2013/14, additional funding would need to be included in the budget setting process for 2014/15.

It was stressed in response to queries from Members that the Council's systems had always been required to be compliant in terms of security, but that the Cabinet Office had now amended the definitions of compliance. Many other Local Authorities were in a similar position to the Borough Council.

Members were concerned at the attitude taken by the Cabinet Office, particularly in a time of great financial restraint and in view of the fact there had been no major issues or breaches of security. It was recognised however that the Council had little option but to undertake the steps required to demonstrate a move towards a position of compliance.

RECOMMENDED that

- 1) **an increase to the 2013/14 Capital Programme of £90,000, to be funded from borrowing be approved;**
- 2) **the borrowing costs be released from balances in 2013/14 and be included as unavoidable pressures in the 2014/15 Medium Term Financial Plan; and**
- 3) **the release of £39,000 from balances in 2013/14 to fund the associated revenue costs be approved.**

(The majority of the discussion on this item took place prior to the exclusion of the press and the public. Members did however discuss matters relating to the procurement of equipment and services and this necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public during that part of the debate on the grounds that information would be revealed which would relate to the financial or business affairs of a particular person (including the authority holding that information))

124. CONFIDENTIAL MINUTES/REFERRALS (IF ANY)

There were no confidential minutes or referrals.

EXECUTIVE COMMITTEE

11th February 2014

MEDIUM TERM FINANCIAL PLAN 2014/15 – 2016/17

Relevant Portfolio Holder	John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering (Exec Director)
Wards Affected	All
Ward Councillor Consulted	None specific

1. SUMMARY OF PROPOSALS

To enable Members to consider the current financial position for the revenue budget 2014/15- 2016/17.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that

the current position for 2014/15-2016/17 be noted and Officers be requested to review the savings that can be delivered to achieve a balanced budget.

3. KEY ISSUES

Financial Implications

- 3.1 The Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and impact of capital spending decisions can be made. It is revised and updated on an annual basis to take into account any alterations that may be required as a result of changes that impact on the Councils services.
- 3.2 As part of the review officers consider the impact of demand on service and the costs associated with this demand. This may result in additional costs (associated with maintaining current service delivery) or reductions in anticipated income revenue.
- 3.3 As Members are aware there are considerable additional cost pressures facing the Council in the future as a result of a number of issues including:
- Reduction in Government Grant Settlement
 - Changes to welfare reform and the impact on the Council from residents service need
 - Cuts to County Council Funding
 - Transfer from Housing Benefit to Universal Credit
 - Impact of any reduction in Business Rates
 - Impact of the current National Economy

EXECUTIVE COMMITTEE11th February 2014

- 3.4 Officers will continue to work with our partners to identify the costs that may be associated with some of these changes.

Formula Grant / Localised Business Rates

- 3.5 As Members are aware there has been a significant reduction in Central Government funding over the last 4 years. The level of grant for 2014/15 is £593k less than 2013/14 (12% cut) with a further £646k reduction proposed for 2015/16.
- 3.6 From April 2013 part of the Government Grant contains this council's share of localised business rates. For 2014/15 this amounts to £1.9m. If business rates grow above the governments assessed baseline, then this council keeps a proportion of this funding. The opposite applies for any losses with the Council taking the risk on the shortfalls arising from losses.
- 3.7 The Council joined a business rates pool with a number of Councils in the Greater Birmingham and Solihull LEP to mitigate against the risk of having to fund major losses.
- 3.8 The long term effect of the localisation of business rates and the benefits of being a member of the pool are still uncertain and will be reviewed annually. The treatment of appeals relating to years prior to the commencement of the Business Rates localisation are payable by the Council and work is ongoing with the valuation office to assess the impact of these appeals on the budget position.
- 3.9 For the purposes of 2014/15 business rates performance is assumed to be at the baseline level, adjusted to reflect any projected surpluses or losses to the position.

New Homes Bonus

- 3.10 The Council received New Homes Bonus in the current year of £673k. As agreed in the current financial plan any income received from New Homes Bonus grant will be utilised to offset the pressures facing the Council.

3.11 Council Tax

- 3.12 To ensure that necessary levels of funding are available given the large reductions in government grant highlighted above, then Council Tax increases will have to be sufficient to ensure that funding is available for the services that create value to the customer have appropriate levels of financial resource.
- 3.13 As Members may be aware the Government has offered a 1% Council Tax Freeze Grant to enable Councils to not increase Council Tax for

EXECUTIVE COMMITTEE

11th February 2014

2014/15. This would generate approximately £52k for 2014/15 which would be lost once the grant is removed in 2016/17. The increase currently proposed by officers and included in the financial planning proposal is 1.9% which will realise over £100k pa and will provide an increase to the base each year.

Transformation

- 3.14 The significant reductions in funding are not anticipated to improve for a number of years and therefore officers have looked at alternative ways to deliver savings whilst improving services to the community. As previously reported the services provided by the Council are undergoing transformational change using a different approach to assessing the value provided by the service. This work will focus on the purpose of services to the community and will aim to realise savings and protect those services that create value to our customers.
- 3.15 As reported previously officers will continue to review the financial position of the authority within a framework of financial principles. These are:
- Reduce Waste in a system (Stop it now)
 - Design a new system to reduce waste and cost
 - Reduce the costs associated with enabling service provision rather than those that create the value to the customer.
- 3.16 There are 3 levels of costs associated with services delivered by the Council;
- Create Value – these are the costs to deliver front line service, those which create real value to the customer
 - Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service
 - Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value. As part of the financial principles officers are looking at the ratio of the cost of the enabling function compared with those that create value with the aim to align resources to those that provide the most value to our customers.
- 3.17 Any additional income currently generated that delivers more than the target revenue has been built into the projections as a revised target to achieve.
- 3.18 Officers have also identified a number of budget pressures that have either been deemed “unavoidable”. Unavoidable includes the ongoing

EXECUTIVE COMMITTEE**11th February 2014**

effects of pressures identified during 2013/14 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. In addition income shortfalls that cannot be managed by improved marketing or price increases have been addressed during the budget planning. These pressures are detailed in Appendix 2 and include :

- Reduction in funding from other agencies for the delivery of Council services. These include
 - Worcestershire County Council – reduction in funding for the customer service centre £80k
 - DWP – cut in grant funding associated with the administration of Housing Benefit £70k
- Increase in Business Rates following revaluation of Abbey Stadium (£68k)
- Costs associated with the Independent Electoral Registration (£24k)
- Additional costs for compliance with Government IT secure access legislation £24k

Financial Position

3.19 The current summary position below includes the financial impact of the above in addition to the following assumptions:

- 1% pay award in relation to inflationary increase. This will be subject to the National negotiation that the Council is signed up to.
- General inflationary increases in relation to contract arrangements
- Inclusion of the provisional settlement for 2014/15
- 3% increase in fees and charges (where appropriate)
- An estimation of the New Homes Bonus income

EXECUTIVE COMMITTEE

11th February 2014

3.20 The revised position for 2014/15 is shown below.

	2014-15
	£000
Departmental Expenditure	12,334
Unavoidable Pressures	335
Bids	25
Savings identified	-674
Net Service Expenditure	12,020
Cost of Borrowing	578
Recharge to Capital Programme	-570
Net Operating Expenditure	<u>12,028</u>
Bad Debts Provision	50
Funding From Reserves	-1,196
Vacancy Management Saving	-150
Unidentified Savings	-500
Revenue Support Grant & Business Rate Retention	-4,169
New Homes Bonus	-673
Collection Fund Surplus (Council Tax)	-37
Council Tax - based on 1.9%	-5,256
Funding Total	-11,931
Current Shortfall	97

Appendix 1 details the revenue bid that has been requested to support the delivery of strategic purposes during 2014/15.

Savings currently identified at Appendix 3 include :

- Savings resulting from transformational redesign of systems and services of £496k

EXECUTIVE COMMITTEE11th February 2014

- General underspends offered up as future savings £34k
- Additional income received for services delivered £144k

3.21 Democratic Services

Included within the savings from redesigning of services is £68k from Democratic Services. This includes the deletion of 2 vacant democratic services officer posts. It is proposed that there are a number of changes to Member meetings to enable this reduction in resource to be delivered whilst ensuring a Democratic process that will meet the needs of members and the community.

3.22 The result of transformation work within the team shows that by operating in a different way we can make savings in the democratic process without reducing the quality of decisions and governance of the Council. An example is the streamlining of the process to produce reports for Committee meetings. As part of this work the Team is also looking at ways in which support for members can be enhanced.

3.23 In terms of the immediate impact on members, the proposals are to:

- Bring together the Audit and Governance and Standards Committees into one body. Workload for the Standards Committee has reduced since the new regime was introduced in 2011. Both Committees deal with important governance issues and bringing the work together retains expertise whilst reducing the administration around meetings;
- Reduce the number of Council, Executive and Overview and Scrutiny Committee meetings by two per year (currently approx. 9, 13 and 12 meetings respectively). Meetings will continue to be arranged so that statutory deadlines are met such as setting the Council tax, Annual Council etc. A quick benchmarking survey of other District level Councils showed that the majority of those surveyed held 6 or fewer Council meetings; 10 or less Executive and Overview and Scrutiny Committee meetings. The ability to hold special meetings for specific issues will remain;
- Run a maximum of two Overview and Scrutiny task and finish groups at any one time. One of the vacant posts is allocated entirely to Overview and Scrutiny work. One post in the current structure remains to support Overview and Scrutiny. The proposal enables specific support for this important function to continue. The opportunity for short, sharp reviews in addition to the task groups will continue.

EXECUTIVE COMMITTEE

11th February 2014

- 3.24 The Council is to set a balanced budget for 2014/15 and therefore will have to approve further savings, increase income or reduce high pressures. Any additional spending, over and above the pressures identified above, would also need to be funded by additional savings. Officers are committed to realise the necessary levels of savings through transformation and will continue to work with staff to enable services to be delivered at a reduced cost to meet the cuts anticipated.
- 3.25 Officers are working on a 6 month transformational plan to review all services over this period with the aim to further reduce waste, drive out efficiencies and realign services to meet our customer demand and expectation. Whilst mindful that a 3 year plan is generally presented during the budget setting period, officers will use the plan to identify where savings can be made over the period to 2016/17 and bring a future years financial plan in September/ October to enable early consideration of the future proposals for service redesign.

General Fund Balances

- 3.25 The level of the general fund balance is currently £918k. This level of balances is in excess of the £750k as approved by members as the required level. It is worth raising that the level of balances is close to the minimum and this level has been identified as an issue in relation to the financial resilience of the Council. There will be no ability to fund any additional costs during 2014/15 from balances. Officers will continue to review potential saving opportunities to ensure that this level of balances is maintained in the future.

Legal Implications

- 3.26 None as a direct result of this budget update.

Service / Operational Implications

- 3.27 The MTFP will enable services to be maintained and, where achievable, improvements to the community.

Customer / Equalities and Diversity Implications

- 3.28 The impact on the customer has been reduced due to the savings being realised by reduction of waste in the services and ensuring that all service that create value to the customer are resourced.

4. RISK MANAGEMENT

To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern.

EXECUTIVE COMMITTEE

11th February 2014

5. APPENDICES

Appendix 1 – Revenue Bids 2014/15 – 2016/17

Appendix 2 – Unavoidable Pressures 2014/15 – 2016/17

Appendix 3 – Revenue Savings 2014/15 – 2016/17

AUTHOR OF REPORT

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NEW REVENUE BIDS 2014/15 - 2016/17

Strategic Purpose	2014-15 £'000	2015-16 Y/N (continue funding)	2016-17 Y/N (continue funding)	Comments - Link to Purpose
Help me Run a Successful Business				
Eastern Gateway - Economic Development	25	N	N	To support the feasibility study in relation to the Development of the Eastern Gateway to increase the economy of the Borough
Total Bids	25	0	0	

UNAVOIDABLE REVENUE PRESSURES 2014/15 - 2016/17

Description	2014-15 £'000	Comments
Legislative Costs / Grant reductions		
PSN Compliance	24	To ensure the Council is compliant with Government Regulations in relation to data access and security
Individual Elector Registration	14	Additional Costs associated with the Individual Elector Registration
Increases in bank , court costs and insurance charges	53	Increase in costs re credit card payment and increase in Court Costs together with insurance charges. Insurance contract currently under review with the aim to retender during 2014/15
DWP Admin Subsidy Grant	70	Reduction in the grant payable from the DWP in relation to Housing Benefit Administration
WCC Income	80	Reduction in contribution from WCC for Customer Service Centre
Increase in Business Rates levied	68	General increases in Business Rates in particular on the Abbey Stadium. Officers have requested a revaluation to ensure charge is on an accurate basis
Service Costs		
Accommodation Costs	18	Loss of income as a result of the Town Hall creche closing. Officers continuing to explore opportunities to rent the space to another organisation
Corporate Subscriptions	8	Costs associated with the LEP and other external bodies
TOTAL	335	

REVENUE SAVINGS 2014/15 - 2016/17

Strategic Purpose	2014-15 £'000	Comments General / Service Redesign / Additional Income
Enabling		
Worcestershire Regulatory Services	-20	Savings generated from the service review within WRS
Customer Access and Financial Support	-185	Service review following redesign of the service to mitigate impact of WCC cuts to funding
Audit Fees	-5	Contract reduction in Audit Fees
Council Properties	-20	Includes Net additional income generated following staff moves from Town Hall and Bromsgrove Council House (above the £100k rental already charged to BDC) together with reductions in energy costs
Financial Services ; Accountancy / Payments / Payroll	-41	Redesign of the financial services section
Legal & Democratic Services redesign	-68	Review of vacant posts and redesign of the service provided
Transformation	-12	Redesign of HR Service
Keep my Place, Safe and Looking Good		

APPENDIX 3

REVENUE SAVINGS 2014/15 - 2016/17

Strategic Purpose	2014-15 £'000	Comments General / Service Redesign / Additional Income
CCTV / Lifeline Contract to include out of hours	-124	Additional income generated from out of hours contract for CCTV and Lifeline
Environmental Services - Redesign of service delivery	-91	Redesign of the support and other services within Environmental to include; bereavement, waste collection and management
Help me live my life independently		
Dial A Ride / Shopmobility	-20	Review and redesign of service to realise savings through efficiencies
Provide Good Things for me to See, Do and Visit		
Leisure Services redesign of provision and structure to deliver service	-79	Redesign of the support and other services within Leisure and Cultural Department
Help me Run a Successful Business		

REVENUE SAVINGS 2014/15 - 2016/17

Strategic Purpose	2014-15 £'000	Comments General / Service Redesign / Additional Income
Reduction in Economic Development General Expenditure	-9	Review of general expenditure

TOTAL **-674**

**EXECUTIVE
COMMITTEE**

11th February, 2014

HOUSING REVENUE ACCOUNT INITIAL ESTMATE 2014/15

Relevant Portfolio Holder	Councillor Mark Shurmer, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Director Finance & Resources Liz Tompkin, Head of Housing
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the Initial Estimates for the Housing Revenue Account for 2014/2015 and the proposed dwelling rents for 2014/2015.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

- 1) the draft 2014/2015 Estimates for the Housing Revenue Account attached to the report at Appendix A, be approved;**
- 2) the actual average rent increase for 2014/2015 be 5.13% (3.2% RPI plus 1.93% due to rent restructuring); and**
- 3) that £3.5m be transferred to a reserve as a Revenue Contribution to Capital to fund the future Capital Programme and repay borrowing.**

3. KEY ISSUES

Financial Implications

- 3.1 This report only considers those items included in the Housing Revenue Account (HRA). General Fund items will be considered separately when setting the Council Tax.
- 3.2 The system of housing revenue account subsidy ceased on the 31st March 2012 and was replaced with a devolved system of council housing finance called self-financing. The proposal in the form of a financial settlement meant a redistribution of the 'national' housing debt. This resulted in the Council borrowing £98,929 million from the PWLB.

**EXECUTIVE
COMMITTEE**

11th February, 2014

- 3.3 Self-financing has placed a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12. This is set at £122,158,000. The figures at Appendix A allow for the payment of interest on this sum. This means that all future capital programmes will have to be funded from revenue contribution, capital receipts or grants.
- 3.4 Rent restructuring was introduced in 2002/03. Members agreed to increase rents in line with this policy at the time and must now adhere to this for the final year. The objective of this is set out in a Government policy statement "Quality and Choice: A Decent Home for All – The Way Forward for Housing". It is proposed that rent setting in the social housing sector should be brought on to a common system based upon relative property values and local earning levels. The intention was for there to be rent convergence between sectors within 10 years. Briefly, the rent increase each year should be based on an increase for inflation plus an adjustment of 10% of the difference between the formula rent and the actual rent on an individual property basis. The 10% adjustment, which is aimed at achieving the formula rent for all properties within 10 years, may result in an increase or decrease in rent. The target date for rent convergence now is 2015/16. In valuing each local authority's housing business the Government has assumed continued adherence to this rent policy.
- 3.5 Failure to increase the rents by the recommended amount will affect the authorities ability to manage the debt in line with the 30 year Business case that was agreed as part of self-financing. The capital programme for maintaining our stock at decent homes standards also requires a high level of investment which can only be achieved by increasing our rents.

2014/15

- 3.6 This section of the report outlines the major issues which have an impact upon the Housing Revenue Account budget setting process for 2014/15.
- 3.7 Based on the RPI figure for September of 3.2% and using the rent restructuring formula for calculating dwelling rents, the actual average rent increase for 2014/15 will be 5.13%. The average rent on a 52 week basis will be £78.59 or £85.14 on a 48 week basis. This compares to the actual average for 2013/14 on a 52 week basis of £74.76 and £80.99 on a 48 week basis.

Capital Resources

- 3.8 From the 1st of April 2004 capital receipts from the sale of housing land and dwellings have been subject to pooling, (75% of Right to Buy

**EXECUTIVE
COMMITTEE**

11th February, 2014

(RTB) receipts have to be paid to the Government for redistribution). Officers have estimated that in the short term the number of RTB sales for this Council will be around 20 per annum, generating around £400k in usable capital receipts.

- 3.9 The introduction of the Major Repairs Allowance from April 2001 provided the Council with additional capital resources. With the introduction of self-financing and the end of the subsidy system that determined this arrangement, £3,843,949 was transferred from the Housing Revenue Account into a Major Repairs Reserve for 2011/12. In place of this transfer to a Major Repairs Reserve each authority will be required to transfer an amount to the Reserve in respect of depreciation. This Reserve will continue to be available to fund capital expenditure for Housing Revenue Account purposes and to repay borrowing. The self-financing determination provides for a 5 year transitional period before the full depreciation figure must be funded. It is permissible to use the uplifted Major Repairs Allowance, which for 2014/15 will be £5,986,920.
- 3.10 The Council has previously made transfers of monies from the HRA, when resources permit, to a reserve to fund future capital programmes. It is estimated that there will be sufficient resources in the HRA in 2014/15 to allow £3.5m to be transferred in this way. With the introduction of a Debt Cap from 1st April 2012 these monies will be required to support the Housing Capital Programme. The approved capital programme for 2014/15 totals £7.25 million.

Housing Repairs Account

- 3.11 The budgeted contribution to the Housing Repairs Account as shown at Appendix A is £4,665,630 for 2014/15, including inflationary increases where appropriate.

Right to Buy Scheme – Rent Income

- 3.12 The 2014/15 figures at Appendix A allow for the sale of 20 Council homes. The full effect is an anticipated £81,730 loss of rent income.

Housing Revenue Account Balances

- 3.13 The Section 151 Officer has previously advised Members on the minimum level of revenue balances to be maintained in lieu of unforeseen events affecting the Housing Revenue Account and the Council's housing stock. Members have previously approved the retention of a minimum balance of £600,000.

EXECUTIVE COMMITTEE

11th February, 2014

- 3.14 The figures shown in Appendix A indicate that the estimated balance carried forward at the 1st April 2014 will be £1,076,102 which will leave a working balance of £1,150,912 at the 31st March 2015.

Legal Implications

- 3.15 Section 76 of the Local Government and Housing Act 1989 requires that the Council sets its budget relating to the Housing Revenue Account such that the account does not plan to be in a deficit position.

Service/Operational Implications

- 3.16 The Council needs to approve the rents in a timely manner in order to allow officer time to notify the tenants of the annual rent increase.

Customer/Equalities and Diversity Implications

- 3.17 The rent restructuring model aims to equalise the rents for tenants of similar properties within the Council housing stock.

4. RISK MANAGEMENT

There is a risk to the HRA Capital Programme if sufficient resources do not exist within the Housing Revenue Account to provide funding now that the Council is unable to borrow to fund the housing capital programme.

5. APPENDICES

Appendix A – Housing Revenue Account 2014/15.

6. BACKGROUND PAPERS

None.

HOUSING REVENUE ACCOUNT

<u>2013/14 Initial</u> <u>2014/15 Initial</u>	2013/14 Initial Estimate £		2014/15 Initial Estimate £
B/fwd Balance	816,602		1,076,102
INCOME			
Dwelling Rents (Gross)	23,443,400		23,941,960
Non-Dwelling Rents (Gross)	459,200		460,000
Charges for Services and Facilities	272,180		298,750
Contribution towards Expenditure (Supporting People & Social Services)	959,810		808,440
Interest Receivable	89,500		79,750
TOTAL INCOME	25,224,090		25,588,900
EXPENDITURE			
Supervision and Management (General)	4,220,740		4,314,890
Supervision and Management (Special)	2,318,140		2,256,060
Rent, Rates, Taxes and Other Charges	166,680		171,390
Benefit Subsidy Limitation Transfer to General Fund	68,950		54,450
Revenue Contribution to Capital Programme/Set Aside to Repay Borrowing	3,500,000		3,500,000
Depreciation	5,966,080		5,986,920
Contributions to the Housing Repairs Account	4,323,350		4,665,630
Financing Charges	4,200,650		4,164,750
Provision for Bad / Doubtful Debts	200,000		400,000
TOTAL EXPENDITURE	24,964,590		25,514,090
Surplus / (Deficit) for the Year	259,500		74,810
C/fwd Balance	1,076,102		1,150,912

**EXECUTIVE
COMMITTEE**

11th February 2014

FEES AND CHARGES REVIEW 2014/15

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Jayne Pickering
Wards Affected	All Wards
Ward Councillor Consulted	
Key Decision	

1. SUMMARY OF PROPOSALS

To present the proposed fees and charges for 2014/15 for the Council's chargeable services.

2. RECOMMENDATIONS

The Executive Committee is asked to RECCOMEND

that the fees and charges for 2014/15 as set out in Appendix 1- 9 to the report be approved; other than in cases where:-

- a) **fees or charges are statutory,**
- b) **fees and charges are set externally, or**
- c) **other Council- approved circumstances apply.**

That the Head of Leisure and Cultural Services has delegation to alter the Leisure fees and charges by a variation of upto 30%

3. KEY ISSUES

- 3.1 Comments relating to the individual services are shown in the appendices where the fees and charges have reduced or remained the same.

Financial Implications

- 3.2 The Council's Financial Regulation D11 requires an annual review of fees and charges to be undertaken. Traditionally, this review is carried out as part of the budget preparation cycle.

**EXECUTIVE
COMMITTEE**

11th February 2014

- 3.3 Officers have been asked to review all their Fees and Charges and it is recommended that they are increase by 3%. There is an increased income target of £91K for 2014/15 compared to 2013/14.

Building Control

- 3.4 Due to private providers and the detrimental impact this is having on our income generation, officers have looked at the price levels and believe that reducing the fees charged this will encourage more use of the Councils service.

As the statutory building control service is in direct competition with the private sector, the hitherto publication of set fees has had a significant detrimental effect on winning projects. Embracing the ability to offer project specific quotations will assist in retaining and improving workloads by excluding our fee information from private sector as much as is practicably possible.

Many customers have already become of the aware of the ability of local building control authorities to provide project specific quotation on request and the number of such requests is rising rapidly. The proposed fee publication assists in formalising this process and removes the disadvantage some customers may face if they chose to rely on published fees rather than requesting site specific quotations.

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. The details of the powers to levy particular charges may be obtained from the author of this report.

Service/Operational Implications

- 3.6 The Committee is asked to recommend the new fees and charges to be implemented from 1st April 2014.

Customer / Equalities and Diversity Implications

- 3.7 No implications have been identified.

4. RISK MANAGEMENT

EXECUTIVE COMMITTEE

11th February 2014

If the Council's fees and charges are not increased at least in line with inflation each year then the level of subsidy will increase which has a direct impact on the level of Council Tax or the Housing Revenue Account.

5. APPENDICES

Appendix 1 -	Head of Leisure and Culture
Appendix 2 -	Head of Community Services
Appendix 3 -	Head of Environmental Services
Appendix 4 -	Head of Regulatory Services
Appendix 5 -	Corporate
Appendix 6 -	Head of Customer Access and Financial Support
Appendix 7 -	Head of Legal, Equalities and Democratic Services
Appendix 8 -	Head of Housing Services
Appendix 9 -	Head of Planning and Regeneration

6. BACKGROUND PAPERS

There were no background papers identified.

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL
Leisure & Cultural Services
Scale of Proposed Charges 1st April 2014

Subject to agreement with The Head of Leisure and Cultural Services these prices may be subject to a 30% variation

Reddicard	Current 2013/14		Proposed charge from 01/04/14	
	£ VAT Incl	3%	£ VAT Incl	3%
Purchase of Reddicards				
Adult resident	26.50	3%	27.30	
Family resident	36.00	3%	37.00	
Couple resident	32.00	3%	33.00	
Junior resident	19.00	3%	19.50	
Adult non-resident	35.00	5%	36.75	
Junior non-resident	24.50	5%	25.75	
Family non-resident	50.50	5%	53.00	
Adult concession	9.00	3%	9.25	
Junior concession	9.00	3%	9.25	
Family concession	13.20	3%	13.60	
Seniors resident	9.00	3%	9.25	
Student	9.00	3%	9.25	
Disabled	9.00	3%	9.25	
Commercial Block Booking Card	90.00	5%	94.50	
Development Block Booking Card	35.00	3%	36.00	

Senior denotes over 60 STN – Subject to Negotiation RC – Reddicard

SERVICE CATEGORY	Current Charge 2013/14	Current Reddicard 2013/14	Current Concession 2013/14	Proposed charge from 01/04/14	Proposed Reddicard from 01/04/14	Proposed Concession from 01/04/14	Comments
	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	
SPORTS - INDOOR FACILITIES HIRE OF FULL HALL (40 MINUTES)							
Abbey Stadium/Kingsley - Peak	74.10	49.40	37.10	78.00	52.00	39.00	Increased by the standard % due to fact the charge is split between 10 players
Abbey Stadium/Kingsley - Off Peak	47.60	31.70	23.80	50.00	33.50	25.00	as above
Arrow Vale - Peak	56.30	37.50	28.10	59.00	39.50	29.50	as above
Arrow Vale - Off Peak	36.80	24.50	18.40	38.50	25.50	19.50	as above
HIRE OF GYMNASIUM (40 MINUTES)							
Arrow Vale/Kingsley	30.60	20.40	15.30	32.15	21.40	16.05	
Arrow Vale/Kingsley - Commercial	STN	STN	STN	STN	STN	STN	
MOVEMENT & DANCE AREA (40 MINUTES)							
Arrow Vale	30.60	20.40	15.30	32.15	21.40	16.05	
Arrow Vale – Commercial Hire	STN	STN	STN	STN	STN	STN	
BADMINTON (PER COURT 40 MINUTES)							
Peak	11.20	7.45	5.60	11.50	7.65	5.75	
Off Peak	7.95	5.30	4.00	8.20	5.45	4.10	

SQUASH (PER COURT 40 MINUTES)		£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Peak		9.10	6.10	4.65	3%	9.35	3%	6.30	3%	4.80	
Off Peak		7.40	4.90	3.70	3%	7.60	3%	5.05	3%	3.80	
SERVICE CATEGORY	Current Charge 2013/14	Current Reddicaard 2013/14	Current Concession 2013/14	Proposed charge from 01/04/14	Proposed Reddicaard from 01/04/14	Proposed Concession from 01/04/14	Proposed VAT Incl except *	Proposed VAT Incl except *	Proposed VAT Incl except *	Proposed VAT Incl except *	Proposed VAT Incl except *
ABBAY STADIUM-CENTRE MEMBERSHIPS	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Single - Peak	32.00	n/a	n/a	32.00	n/a	n/a	n/a	n/a	n/a	n/a	suggested 0% increase due to Pure Gym opening in town. Should prices inc as above
Single - Off Peak	25.00	n/a	n/a	25.00	n/a	n/a	n/a	n/a	n/a	n/a	as above
Joining Fee	25.00	n/a	n/a	25.00	n/a	n/a	n/a	n/a	n/a	n/a	as above
Day Pass / Pay as you go	6.40	n/a	n/a	6.40	n/a	n/a	n/a	n/a	n/a	n/a	as above
Exercise to Music Studio Session	4.50	n/a	n/a	4.50	n/a	n/a	n/a	n/a	n/a	n/a	as above
Exercise to Music Studio Session (Les Mills)	5.50	n/a	n/a	5.50	n/a	n/a	n/a	n/a	n/a	n/a	as above
TRAMPOLINING & GYMNASTICS - 10 WEEKS	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Arrow Vale & Abbey	63.40	42.30	31.70	65.50	3%	43.50	3%	32.50	3%	32.50	
YOGA	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Kingsley - Gentle Yoga Daytime	3.80	2.50	1.90	3.90	4%	2.60	4%	1.95	3%	1.95	
SPRINGS GYM (ARROW VALE)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Induction (VAT EXEMPT)	22.10	n/a	n/a	22.00	0%	n/a	n/a	n/a	n/a	n/a	suggested 0% increase due to Pure Gym opening in town. Should prices inc
Pay as you go session	5.90	n/a	n/a	5.90	0%	n/a	n/a	n/a	n/a	n/a	suggested 0% increase due to Pure Gym opening in town. Should prices inc
Arrow Vale Direct Debit Membership	16.00	n/a	n/a	16.00	0%	n/a	n/a	n/a	n/a	n/a	as above
Arrow Vale Memberships with Classes included	20.00	n/a	n/a	20.00	0%	n/a	n/a	n/a	n/a	n/a	as above
PARTIES	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Bouncy / Sports Castle Parties	136.70	91.10	68.30	141.00	3%	94.00	3%	70.50	3%	70.50	
JUNIOR NETBALL DEVELOPMENT (Kingsley)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Netball	4.70	3.10	2.30	4.85	3%	3.20	2%	2.35	2%	2.35	
LEISURE TIME (Abbey)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Swimming	4.50	3.00	2.30	4.70	3%	3.10	2%	2.35	2%	2.35	
Adult	4.50	3.00	2.30	4.70	4%	3.10	3%	2.40	4%	2.40	increase over the standard 3% due to benchmarking against other providers where on average charge is higher than Redditch.
Junior/Senior	4.50	3.00	2.30	4.70	4%	3.10	4%	2.40	4%	2.40	This would be the charge if the free swimming programme was not in place for under 16's and over 60's. This is shown for future reference only should as above
Adult (Kingsley)	4.50	3.00	2.30	4.70	3%	3.10	3%	2.40	4%	2.40	as above
Under 5's	FOC	FOC	FOC	FOC		FOC		FOC		FOC	
Small Wet side party	45.00	n/a	n/a	46.50	3%	n/a	n/a	n/a	n/a	n/a	
Large Wet side party	89.20	n/a	n/a	92.00	3%	n/a	n/a	n/a	n/a	n/a	

Fun Inflatable Session	4.50	3.00	2.25	4%	4.70	3%	3.10	7%	2.40	as per general swimming comment
Ladies Night	4.50	3.00	2.25	4%	4.70	3%	3.10	7%	2.40	as per general swimming comment
Kingsley-Pool Hire	46.20	n/a	n/a	3%	47.50		n/a		n/a	
Schools Hire	45.00	n/a	n/a	3%	46.50		n/a		n/a	
Junior Swimming Lessons	52.20	34.80	26.20		60.00		40.00			Increase to £4 per lesson, £40 per 10 week block in line with proposed savings figure and to help the Council to address
One hour lane Hire	18.80	12.50	9.40	4%	19.50	4%	13.00	3%	30.00	9.70 as per general swimming comment
Adult Swimming Lessons – 30 mins	71.70	47.80	35.85	4%	74.50	4%	49.50		37.30	as per general swimming comment
Abbey- Gala Hire - 3 hour duration	300.00	n/a	n/a	3%	309.00		n/a		n/a	
Abbey - Gala Hire - Additional Hour	50.00	n/a	n/a	3%	51.50		n/a		n/a	
Abbey - Pool Hire	46.20	n/a	n/a	3%	47.50		n/a		n/a	
Hire of Instructor	20.00	n/a	n/a	3%	20.50		n/a		n/a	
SPORTS - OUTDOOR FACILITIES										
GOLF	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	
18 hole Adult	13.00	10.00	8.00		14.00		11.00		9.00	increase over the standard 3% due to benchmarking against other providers where on average charge is higher than Redditch. Also gap between 18 hole/9 hole too close so 18 hole charge increased/9 hole stayed as per 13/14 charge.
9 hole Adult	10.50	8.00	7.00	0%	10.50	0%	8.00	0%	7.00	
18 hole Junior	9.00	6.50	5.50		9.50		7.00		6.00	increase over the standard 3% due to benchmarking against other providers where on average charge is higher than Redditch. Also gap between 18 hole/9 hole too close so 18 hole charge increased/9 hole stayed as per 13/14 charge.
9 hole Junior	7.00	4.50	3.30	0%	7.00	0%	4.50	0%	3.30	
TENNIS (PER COURT 1 HOUR)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	
Adult	8.50	5.70	4.30	3%	8.75	3%	5.85	3%	4.45	
Junior (before 5.00 p.m.)	6.20	4.10	3.20	3%	6.40	2%	4.20	3%	3.30	
FLOODLIT AREA	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	
Abbey Stadium – ½ Pitch per hour	77.10	51.40	39.60	3%	79.50	3%	53.00	4%	41.00	
Abbey Stadium – with Changing Rooms per 90 mins	117.40	78.35	58.70	3%	121.00	3%	80.50	3%	60.50	
NETBALL COURT HIRE	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	
Adult - individual charge	33.37	22.25	16.69	3%	34.50	3%	23.00	2%	17.00	
Junior - individual charge	6.00	4.00	3.00	3%	6.20	3%	4.10	3%	3.10	
Bromsgrove and Redditch- individual member	2.60	1.70	1.30	4%	2.70	3%	1.75	4%	1.35	
Bromsgrove & Redditch Athletics Club Events	n/a	n/a	n/a	n/a	1.00	n/a	n/a	n/a	n/a	
FOOTBALL - ADULT (INC. CHANGING FACILITIES)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	
Abbey Stadium/psley/Old Forge/Greenlands	76.00	50.60	n/a	5%	80.00	5%	53.00		n/a	Increased by the standard % due to fact the charge is split between 10 players

FOOTBALL - JUNIOR (INC. CHANGING FACILITIES)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Abbey Stadium/Morton Stanley Park/Ipsley/Old	39.10	26.05	n/a	5%	41.00	6%	27.50	n/a	Increased by the standard % due to fact the charge is split between 10 players	
Forge/Greenlands/Kingsley										
Abbey Stadium/Morton Stanley Park/Ipsley/Old	25.60	17.00	n/a	5%	27.00	6%	18.00	n/a	Increased by the standard % due to fact the charge is split between 10 players	
Forge/Greenlands. Without changing facilities.										
Small Sided Football	12.90	8.60	n/a	5%	13.50	5%	9.05	n/a	Increased by the standard % due to fact the charge is split between 10 players	
ARROW VALE ATP PITCH HIRE	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	£ VAT Incl except *		
One third pitch hire per hour	n/a	32.45	24.35		n/a	0%	32.50	24.35		
SPORTS DEVELOPMENT CHARGES	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *		£ VAT Incl except *		£ VAT Incl except *	£ VAT Incl except *		
Adult fitness Sessions	n/a	n/a	n/a	n/a	3.00		n/a	n/a		
Health & Well Being Sessions	n/a	n/a	n/a	n/a	2.00		n/a	n/a		
Curriculum Cost	17.00	n/a	n/a	6%	18.00		n/a	n/a	rounded to nearest £1	
Schools Hire – lunchtime / after school sessions	19.00	n/a	n/a	5%	20.00		n/a	n/a	as above	
Inclusive Activities	n/a	n/a	n/a	n/a	2.00		n/a	n/a	New Activity.	
PSI Falls Prevention	2.50	n/a	n/a	0%	2.50		n/a	n/a	Grant funded, price fixed by NHS.	
Activity Referral	25.00	n/a	n/a	0%	25.00		n/a	n/a	outweighs potential yield from increase	
Junior Sports Sessions	n/a	n/a	n/a		3.00		n/a	n/a		

REDDITCH BOROUGH COUNCIL
Leisure & Cultural Services
Scale of Proposed Charges 1st April 2014

Subject to agreement with The Head of Leisure and Cultural Services these prices may be subject to a 30% variation

ALLOTMENT CHARGES

Size	Water	Concession	Current 2013/14		Proposed charge from 01/04/14
Large (<254m2)	With Water	None	72.00	3%	74.00
	No Water		59.00	3%	61.00
	With Water	Concession	43.00	3%	44.50
	No Water		30.00	3%	31.00
Medium (>177-<254m2))	With Water	None	52.00	3%	53.50
	No Water		41.00	2%	42.00
	With Water	Concession	31.00	3%	32.00
	No Water		21.00	2%	21.50
Small (>177m2)	With Water	None	33.00	3%	34.00
	No Water		24.00	2%	24.50
	With Water	Concession	21.00	2%	21.50
	No Water		12.00	4%	12.50

Redditch Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces

	Current 2013/14								Proposed 2014/15														
	Commercial Rates		Community Rates		Charities / Not For Profit Organisations		Fairs & Circuses Min of 3 day Hire	Commercial Rates		Community Rates		Charities / Not For Profit Organisations		Fairs & Circuses Min of 3 day Hire									
	Per Hour	Per Day	Per Hour	Per Day	Per Hour	Per Day	Per Day	Per Hour	Per Day	Per Hour	Per Day	Per Hour	Per Day	Per Day									
Outdoor Event Space																							
Small Attendance = 0-99	£43.75	£218.75	£15	£75	£10	£50	£250.00	3%	£45.00	3%	£225.50	3%	£15.50	3%	£77.50	3%	£10.30	3%	£51.50	3%	£257.50		
Medium Attendance = 100-499	£56.25	£281.25	£20	£100	£12.50	£62.50	N/A	3%	£58.00	3%	£289.50	3%	£20.50	3%	£103.00	3%	£12.90	3%	£64.50		N/A		
Large Attendance = 500-1999	£68.75	£343.75	£25	£150	£15	£75	N/A	3%	£71.00	3%	£354.00	4%	£26.00	3%	£154.50	3%	£15.45	3%	£77.50		N/A		
£250 - £1500 Bond Payable								£250 - £1500 Bond Payable															
Outdoor Fitness Session - Commercial																							
Summer Fee (Apr to Sept)	N/A	£350.00	N/A	£250.00	N/A	N/A	N/A		N/A	3%	£360.50		N/A	3%	£257.50		N/A		N/A		N/A		
Winter Fee (Oct to Mar)	N/A	£150.00	N/A	£75.00	N/A	N/A	N/A		N/A	3%	£154.50		N/A	3%	£77.50		N/A		N/A		N/A		
Annual Fee	N/A	£400.00	N/A	£300.00	N/A	N/A	N/A		N/A	3%	£412.00		N/A	3%	£309.00		N/A		N/A		N/A		
Bandstand Hire T/Centre	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Price on application	N/A	N/A	N/A	£25.00	N/A	N/A	N/A	£25.00	N/A	N/A		

Band Stand

Criteria and eligibility guidance notes attached in events toolkit

Additional Costs for Outdoor Event Space:

- > Set up and Clearance charged @ 50% of applicable rate
- > Any event in excess of 1999 attendees is STN

Additional Costs for Outdoor Fitness Space:

- > Set up and Clearance charged @ 50% of applicable rate

REDDITCH BOROUGH COUNCIL**Leisure & Cultural Services**

Scale of Proposed Charges 1st April 2014

Subject to agreement with The Head of Leisure and Cultural Services these prices may be sui**CIVIC SUITE COMMERCIAL CHARGES**

Room	Current charge 2013/14 £		Proposed charge from 01/04/14 £
Committee Room 1:			
4 hour minimum - daytime	47.00	3%	48.50
8 hour minimum - daytime and/or evening	62.00	3%	64.00
Committee Room 2/3:			
4 hour minimum - daytime	95.00	3%	98.00
8 hour minimum - daytime and/or evening	135.00	3%	139.00
Council Chamber:			
4 hour minimum - daytime	135.00	3%	139.00
8 hour minimum - daytime and/or evening	220.00	3%	227.00
Full Civic Suite: Monday to Saturday (including servery)			
4 hour minimum - daytime	220.00	3%	227.00
	400.00	3%	412.00
Full Civic Suite: Sunday - exceptional (including servery)			
4 hour minimum - daytime	220.00	10%	242.00
8 hour minimum - daytime and/or evening	400.00	10%	440.00
Equipment Hire			
OHP/Screen	20.00	3%	20.50

TV/Video		20.00	3%	20.50
Conferecing Sound System		20.00	3%	20.50
Flipchart stand				
4 hour minimum - daytime		6.50	3%	6.70
8 hour minimum - daytime and/or evening		5.40	3%	5.55

Other Fees

Security		Market Rates		Market Rates
Retainer		200.00	5%	210.00

CIVIC SUITE - REFRESHMENT CHARGES

Teas and Coffees

Internal - per cup		0.65	8%	0.70
Commercial - per cup		0.85	6%	0.90

bject to a 30% variation

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Comments

as below
Full Civic Suite on Sunday needs Caretaker cover on Double Time

plus 5% on top for Redditch BC

REDDITCH BOROUGH COUNCIL**Community Services****Scale of Proposed Charges 1st April 2014**

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Private Sector Housing

	Current 2013/14	Proposed charge from 01/04/14
	£	£
House Fitness Inspections	101.76	105.00
Registration of housing in multiple occupation: per occupant - first property	83.15	86.00
per occupant - subsequent property	72.59	75.00
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004	£23.45 per hour + 10% Admin Charge Per Notice	£24.00 per hour + 10% Admin Charge Per Notice
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + 10% admin charge	Actual + 10% admin charge

Lifeline

Installation Fee - New Charge (Private & HRA)	20.85	21.50
Alarms private user pre April 2004 x 52 weeks*	2.55	2.55
Community Alarm Hire Private/self funder x 52 weeks	3.38	3.50
Key safes types 1 and 2	10% increase on manufacturers price at the time of purchase	10% increase on manufacturers price at the time of purchase
Extra pendants - private tenants	10% increase on manufacturers price at the time of purchase	10% increase on manufacturers price at the time of purchase

Extra pendants - council tenants	10% increase on manufacturers price at the time of purchase	10% increase on manufacturers price at the time of purchase
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* This is a lifetime set price and cannot be increased

HIRE PRODUCTS

Hire of smoke alarm per week	1.05	1.10
CO2 Detector per week	1.05	1.10
Bogus Caller Panic Button	1.05	1.10
Flood Detector	1.05	1.10
Falls Detector	1.05	1.10
Additional pedndant	1.05	1.10

Dial a Ride Service

Minibus – single journey	2.20	2.30
Concessionary fare	1.60	1.70

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 1st April 2014**

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Bulky Household Waste**Proposed Charges**

It is proposed that the following charges are trialled for the next year whilst we continue to more about the customers' nominal value whilst continuing to improve operational charges would be the same across Bromsgrove and /Redditch.

Bulky collection - single item*	-	7.50
Bulky collection - two items*	-	15.00
Bulky collection - three items* (reduced rate for 3 items)	17.00	20.00
or 10 Black Bags		20.00
Bulky collection - three items or more	-	Quotation
Item inside house or garage	-	Quotation
*Large item (all the items below to be quoted for independently depending on size, and weight and position of collection point).	-	Quotation
Garden Shed	-	Quotation
Piano	-	Quotation
- Chest Freezer	-	Quotation
Large Cookers (Ranges)	-	Quotation
- Green Houses	-	Quotation
- Hazardous Oils (Special Collections) because of the distance to dispose of them correctly	-	Quotation
- over 10 x Black Bags	-	Quotation
- Wheels, Tyres and other car parts	-	Quotation
Orange sacks each	1.75	1.80

MOT

Class 4 (car)	Set by VOSA
Class 7 (van)	Set by VOSA
Class 5 vl (minibus)	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.

Supplies Service

On cost for cash sales	27%	27%
Logs per cubic metre per bag	16.90	17.50

Crematorium/Cemetery**Interment**

Full earth interment under 1 year (non resident only)	90.00	95.00
(Redditch Resident)	no charge	no charge

Interment 1 year to 16 years (non resident only)	130.00	135.00
(Redditch Resident)	no charge	no charge

Interment 17 years and over*

Single Depth	420.00	435.00
Double Depth	420.00	435.00

Interment of cremated remains *	155.00	170.00
Interment of cremated remains - non resident 16 or	50.00	70.00
Redditch Resident	no charge	no charge

Current 2013/14	Proposed charge from 01/04/14
£	£

Charges for Burials

Exclusive Right of Burial for 75 years

In adult size grave*	1130.00	1160.00
In babies grave	220.00	230.00
In child's grave (4 x 2)	245.00	255.00
In ashes grave*	430.00	450.00
Adult size grave purchased in reserve*	0.00	0.00*
Ashes Grave purchased in reserve*	0.00	0.00*

* No more reserve plots available at Abbey Cemetery. This is because of the need to use existing capacity for people arranging the funeral for someone that has died and therefore need it now.

Extending Rights in existing grave for 25 years

In existing full earth grave	375.00	390.00
In child's grave	80.00	85.00
In ashes grave	145.00	150.00
Assignment of the exclusive right of a full earth reserved grave from resident to non-resident	2260.00	2320.00
Assignment of the exclusive right of a reserved cremated remains plot from resident to non resident	865.00	900.00
Assignment / Transfer of Exclusive Right	30.00	40.00
Scatter in grave (roll back turf)	75.00	80.00
Certified copy of entry in Register of Burials	20.00	20.00
Disinterment of Remains - Cremated Remains	200.00	220.00

Cemetery Memorials

Memorial application administration fee	75.00	90.00
Secure unstable memorial	70.00 - 120.00	70.00 - 120.00

The interment and exclusive right fee is trebled* in all cases where the deceased does not have a Redditch address, unless the grave was purchased by the deceased whilst living in Redditch.

Where there is a dispute Redditch Borough Council may require the family to provide proof of residence of the deceased.

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 1st April 2014**

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Cremation related fees

(VAT - outside scope unless shown)

Cremation under 16 years (resident only)	No fee	No fee
Cremation under 1 year (non resident only)	60.00	60.00
Cremation 1 year to 16 years (non resident only)	100.00	100.00
Cremation 17+ years 8.30 am & 9.00 am (30min)	380.00	400.00
Cremation 17+ years 9.30 am onwards (45min)	510.00	525.00
Weekday scattering of ashes from other Crematoria	-	55.00
Weekend scattering of ashes from other Crematoria	-	70.00
Weekday witness scattering of ashes	-	45.00
Weekend witness scattering of ashes	-	60.00
Certified extract from Register of Cremations	20.00	20.00
Replacement certificate of cremation	10.00	10.00
Organist's fee	On application	On application
Extra Service Time in Chapel	125.00	150.00
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	210.00	215.00
Use of Chapel for burial service (RBC Cemeteries)	125.00	150.00
Use of Chapel for burial service (not RBC Cemetery)	360.00	525.00
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	65.00	70.00
Late arrival at Crematorium (only if service runs into next time slot)	125.00	150.00
Memorial service where cremation has taken place elsewhere.	125.00	250.00

Caskets

Wooden cremated remains casket	75.00	80.00
Baby caskets - Size A	15.00	poa
- Size B	17.00	poa
- Size C	20.00	poa

Wesley music additional options

CD of chapel service (tbc)	40.00	45.00
DVD of Chapel service (tbc)	50.00	55.00
Webcast of Chapel service (tbc)	60.00	65.00

Memorials

The following charges are VAT inclusive -

Book of Remembrance - Name + 1 line	65.00	80.00
Each additional line in the Book	25.00	30.00
Miniature Book of Remembrance - Name + 1 line	50.00	70.00
Remembrance Card - Name + 1 line	20.00	35.00
Additional lines in miniature and cards	10.00	25.00
Crests - Floral depiction	40.00	50.00
- Badge or other	50.00	60.00

	Current 2013/14 £	Proposed charge from 01/04/14 £
Wall Plaques – Internal		
Indoor single (12" x 3") - 5 year lease	135.00	160.00
Indoor single (12" x 3") - 10 year lease	235.00	260.00
Indoor single (12" x 3") - 20 year lease	335.00	360.00
Indoor double (12" x 6") - 5 year lease	230.00	260.00
Indoor double (12" x 6") - 10 year lease	330.00	360.00
Indoor double (12" x 6") - 20 year lease	430.00	460.00
Outdoor Wall Plaques		
5 year lease	150.00	180.00
10 year lease	250.00	280.00
20 year lease	350.00	380.00
Photo or motif	-	150.00
Bird Bath Memorial		
5 year lease		
Size 1 - small	140.00	180.00
Size 2	160.00	200.00
Size 3	180.00	220.00
Size 4	200.00	240.00
Size 5 - large	220.00	260.00
10 year lease		
Size 1 - small	240.00	280.00
Size 2	260.00	300.00
Size 3	280.00	320.00
Size 4	300.00	340.00
Size 5 - large	320.00	360.00
20 year lease		
Size 1 - small	340.00	380.00
Size 2	360.00	400.00
Size 3	380.00	420.00
Size 4	400.00	440.00
Size 5 - large	450.00	460.00
Motif	50.00	100.00
Octagonal planter memorial/plaque		
Additional inscription on plaque	60.00	80.00
Wall Plaque extension fee		
5 years	80.00	120.00
10 years	110.00	150.00
20 years	220.00	260.00
Purchase of memorial plaque (bronze)	100.00	120.00

REDDITCH BOROUGH COUNCIL
Regulatory Services
Scale of Proposed Charges 1st April 2014

Current 2013/14	Proposed charge from 01/04/14
£	£

Dog Warden

(VAT outside scope)
(fees agreed with contractor)

	Recharged at Cost	Recharged at Cost
Vet Fees		
Penalty* (statutory fee)	25.00	25.00
Kennelling Fee - £12 per day or part day	12.00	12.00
Levy for out of hours	0.00	30.00
Repeat offence levy	0.00	25.00
Admin charge	10.00	10.00

Legislation since 1992

*No charge for a first offence to those on income related means tested benefits

Licences

(VAT outside scope)

Riding Establishments	156.00	161.00
Riding Establishment - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Pet Shops - Initial	100.00	103.00
Pet Shops - Renewal	100.00	103.00
Pet Shops - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Dog Breeding - Initial	100.00	103.00
Dog Breeding - Renewal	100.00	103.00
Dog Breeding - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Animal Boarding - Initial	100.00	103.00
Animal Boarding - Renewal	100.00	103.00
Animal Boarding - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Dangerous Wild Animals - Initial	163.00	168.00
Dangerous Wild Animals - Renewal	163.00	168.00
Dangerous Wild Animals - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Annual Street Trading Consent - Food - Initial - per annum	1,418.00	1418.00
Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	1301.00
Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	1183.00
Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	1064.00
Acupuncture, Tattooing, Ear Piercing and Electrolysis		
- Premises	118.00	122.00
- Practitioners	78.00	80.50
Control of Sex Establishments	950.00	979.00
Scrap Metal Dealers Act 2013		
- Site Licence (New)		290.00
Per Additional Site		150.00
- Collectors Licence (New)		145.00
- Site Licence (Renewal)		240.00
Per Additional Site		150.00
- Collectors Licence (Renewal)		95.00
- Variation of Licence		65.00
- Copy of Licence (if lost or stolen)		25.00

Other Environmental Health Fees

ISS Certs Condemned Food*	65.00	67.00
Food Hygiene Basic Course fee	60.00	62.00

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Hackney Carriages & Private Hire Vehicles

(VAT outside scope)

Hackney Carriage Vehicle Licence per annum (2005/06 charge excludes vehicle testing)	258.65	258.65
Hackney Carriage Driver's Licence - per annum	56.85	56.85
Private Hire Operator's Licence - per annum		
- (1 vehicle)	164.00	164.00
- per each additional vehicle	16.40	16.40
Private Hire Vehicle Licence per annum (2005/06 charge excludes vehicle testing)	258.65	258.65
Private Hire Driver Licence - per annum	56.85	56.85
Dual Hackney Carriage and Private Hire Driver's Licence - per annum	83.00	83.00
Administration Charge - new applications	35.00	35.00
Transfer of plate - per transfer	47.00	47.00
Replacement Vehicle Plates	18.70	18.70
Replacement Driver's Badge	11.00	11.00
DVLA Enquiry - Electronic	5.00	5.50
DVLA Enquiry - Paper	10.00	10.50
CRB Disclosure	50.00	50.00

Premises Licence

Theft, loss etc of premises license summary	10.50	10.50
Application for a provisional statement where premises being built etc.	315.00	315.00
Notification of change of name or address	10.50	10.50
Application to vary licence to specify individual as premises supervisor	23.00	23.00
Application for transfer of premises licence	23.00	23.00
Interim authority notice following death etc of license holder	23.00	23.00

Club Premises Certificates

Theft, loss etc. of certificate or summary	10.50	10.50
Notification of change of name or alteration of rules of club	10.50	10.50
Change of relevant registered address of club	10.50	10.50
Theft, loss etc of temporary event notice	10.50	10.50
Theft, loss of personal notice	10.50	10.50
Duty to notify change of name or address	10.50	10.50
Right of freeholder etc to be notified of licensing matters	21.00	21.00

Additional fee for events or premises with 5000+ people ranging from £1,000 to £64,000 for 90,000 and over

Gambling Act Permit Fees

Licensed Premises Gaming Machine Permit

Occasion on which fee may be payable		
Grant	150.00	150.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Transfer	25.00	25.00
Annual Fee	50.00	50.00
Change of name	25.00	25.00
Copy of Permit	15.00	15.00

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Licensed Premises Automatic Notification Process

Occasion on which fee may be payable		
Grant	50.00	50.00

Club Gaming Permits

Occasion on which fee may be payable		
Grant	200.00	200.00
Grant (Club Premises Certificate holder)	100.00	100.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Renewal	200.00	200.00
Renewal (Club Premises Certificate holder)	100.00	100.00
Annual Fee	50.00	50.00
Copy of Permit	15.00	15.00

Club Machine Permits

Occasion on which fee may be payable		
Grant	200.00	200.00
Grant (Club Premises Certificate holder)	100.00	100.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Renewal	200.00	200.00
Renewal (Club Premises Certificate holder)	100.00	100.00
Annual Fee	50.00	50.00
Copy of Permit	15.00	15.00

Family Entertainment Centre Gaming Machine Permit

Occasion on which fee may be payable		
Grant	300.00	300.00
Existing operator grant	100.00	100.00
Change of name	25.00	25.00
Renewal	300.00	300.00
Copy of Permit	15.00	15.00

Prize Gaming Permits

Occasion on which fee may be payable		
Grant	300.00	300.00
Existing operator grant	100.00	100.00
Change of name	25.00	25.00
Renewal	300.00	300.00
Copy of Permit	15.00	15.00

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Small Lottery Registration (set by legislation)

Occasion on which fee may be payable		
Grant	40.00	40.00
Annual fee	20.00	20.00

Premises Licence Fees

Adult Gaming Centre

Occasion on which fee may be payable		
Grant	1,180.75	1,216.00
Annual Fee	608.00	626.00
Variation	608.00	626.00
Transfer	708.50	730.00
Application for Provisional Statement	1,180.75	1,216.00
Licence Application (Provisional Statement Holders)	708.50	730.00
Copy of Licence	35.00	36.00
Notification of Change	59.00	61.00
Application by Re-instatement	708.50	730.00

Bingo Premises

Occasion on which fee may be payable		
Grant	2,066.50	2,128.00
Annual Fee	608.10	626.00
Variation	1,033.20	1,064.00
Transfer	708.50	730.00
Application for Provisional Statement	2,066.50	2,128.00
Licence Application (Provisional Statement Holders)	708.50	730.00
Copy of Licence	35.00	36.00
Notification of Change	59.00	61.00
Re-instatement Fee	708.50	730.00

Temporary Event Use Notice

Occasion on which fee may be payable		
Grant	295.30	304.00

Family Entertainment Centre

Occasion on which fee may be payable		
Grant	1,180.75	1,216.00
Annual Fee	561.25	578.00
Variation	608.10	626.00
Transfer	590.65	608.00
Application for Provisional Statement	1,180.75	1,216.00
Licence Application (Provisional Statement Holders)	590.65	608.00
Copy of Licence	29.55	30.50
Notification of Change	59.50	61.50
Application by Re-instatement	578.80	596.00

REDDITCH BOROUGH COUNCIL**Corporate**

Scale of Proposed Charges 1st April 2013

Current 2013/14	Proposed charge from 01/04/14
£	£

Corporate Charges**Photocopying per copy**

A4 (black & white)	0.25	0.25
A4 (colour)	0.40	0.40
A3 (black & white)	0.35	0.35
A4 binding	1.70	1.75
A4 plastic cover	1.20	1.25
A3 (colour)	0.70	0.70
A2 (black and white)	0.60	0.60
A2 (colour)	Variable rate	Variable rate
A1 (black and white)	1.00	1.05
A1 (colour)	Variable rate	Variable rate
A0 (black and white)	1.80	1.85
A0 (colour)	Variable rate	Variable rate

Other Corporate Charges

Copy P60	5.25	5.40
Replacement ID badge	5.25	5.40
Attachment of Earnings per deduction	1.00	1.05

REDDITCH BOROUGH COUNCIL

Corporate

Scale of Proposed Charges 1st April 2013

Current 2013/14	Proposed charge from 01/04/14
£	£

REDDITCH BOROUGH COUNCIL

Finance and Resources

Scale of Proposed Charges 1st April 2013

Current £	Proposed £
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Revenues and Benefits

Court Costs

Council Tax

- Summons	50.00	51.50
- Liability Order	25.00	26.00

NNDR

- Summons	50.00	51.50
- Liability Order	25.00	26.00

Property Services

(all exclusive of VAT)

Consent for alterations to former Council house/flat	132.50	136.00
Retrospective Consent for alterations to former Council house/flat	165.50	170.00
Garden licence - initial administration fee (plus annual fee)	68.00	70.00
Freehold reversions - admin fee	321.00	331.00
Minor Lands Sales Request for Information	42.00	43.50
Minor Land Sales Full Application	315.00	324.00
Surveyors Fees - Estimated Fee	420.00	433.00
Solicitors Fees - Estimated Fee	420.00	433.00
Advertising - Estimated Fee	525.00	541.00
Deed of Grant/Easement	321.00	331.00
Licence to Assign	321.00	331.00
Authorised Guarantee Agreement	321.00	331.00
Licence for Alterations	321.00	331.00
Licence to Sub-let	321.00	331.00
Grant of Lease	321.00	331.00

REDDITCH BOROUGH COUNCIL

Legal, Equalities & Democratic Services

Scale of Proposed Charges 1st April 2014

	Current 2013/14 £	Proposed charge from 01/04/14 £
Legal Costs		
Mortgage Redemption Fee	57.00	58.50
Loan of Deeds for enquiry purposes	29.50	30.50
Second Mortgage questionnaire	39.50	40.50
Surrender of Garage Lease	65.00	67.00
Discount questionnaire	29.50	30.50
Leasehold Questionnaire	52.50	54.00
Mortgage Reference	51.00	52.50
Notice of Postponement during Right to Buy	22.00	22.50
Further Advance afterwards	29.50	30.50
Re-mortgage	51.00	52.50
Consent for alterations to former Council house/flat	132.50	136.00
Retrospective Consent for alterations to former Council house/flat	165.50	170.00
Garden licence - initial administration fee (plus annual fee)	68.00	70.00
Deed of Grant/Easement	321.00	331.00
Licence to Assign	321.00	331.00
Rent Deposit Deed	321.00	331.00
Authorised Guarantee Agreement	321.00	331.00
Licence for Alterations	321.00	331.00
Licence to Sub-let	321.00	331.00
Grant of Lease	321.00	331.00
Minor land sales - legal fees	420.00	433.00
Freehold reversions - admin fee	321.00	331.00
Copy of lease (up to 25 pages)		Standard photocopying charge for no & size of pages
Copies of RTB service charges (up to last three years)		
Extra copies of valuation - S.125 Notice		

Section 106

Private Owner	441.00	454.00
Each additional unit added (up to a maximum of £1,500) *	55.50	57.00
100% Affordable housing schemes	827.00	852.00
Fee for agreeing a unilateral undertaking	315.00	324.00
* 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		

VAT payable on all fees and charges

LOCAL LAND CHARGES

Search Type	Fee	Fee
Official Certificate of Search (LLC1) only	24.00	24.50
CON29R Enquiries of Local Authority (2007)		
- Residential	81.00	83.50
- Commercial	119.00	122.50
Standard Search Fee: LLC1 and CON 29R		
- Residential	105.00	108.00
- Commercial	143.00	147.50
CON 29O Optional enquiries of Local Authority (Questions 4,5,6,8,9,11,15) per question	11.00	11.50
(Questions 7, 10,12,13,14,16-21) per question	5.50	5.65
(Question 22)	22.00	22.50
Extra written enquiries (Refer to Worcestershire	44.00	45.50
Each additional parcel of land (LLC1 and		
- LLC1	20.00	20.50
- CON29R	1.00	1.00
Refresher Search	19.00	19.50
	36.00	37.00

REDDITCH BOROUGH COUNCIL**Housing Services**

Scale of Proposed Charges 1st April 2014

	Current 2013/14	Proposed charge from 01/04/14
	£	£

(VAT outside scope unless otherwise stated)

Dispersed Units

	Current 2013/14	Proposed charge from 01/04/14
	£	£
Water charge - per week	4.20	4.55
Service Charge - per day		
Minimum Charge	12.10	12.10
Maximum Charge	13.20	13.20

Service Charges

Three Storey Flats*	6.40	6.40
Woodrow Estate	3.30	3.40
Evesham Mews	5.50	5.60
St David's House	11.25	11.50
Queen's Cottages	4.55	4.70
Replacement Key Fobs (each)	10.00	10.00

* no increase as this charge covers the cost of the service

Sheltered Scheme (VAT inclusive)

Use of washing machines	2.00	2.20
Use of drying machines	1.50	1.80
Use of guest bedrooms per night	13.00	13.50
Hire of communal lounge per hour	9.50	10.00

St David's House

Heating charge	6.80	7.00
Water charge	3.00	3.10
Laundry Charge	5.00	5.50

Mendip House

Gas boiler and cooker F1/B3	8.20	8.45
Gas boiler and cooker F1/1(B)	9.70	10.00

Bredon House

Gas boiler and cooker F1/1(A)	7.50	7.75
Gas boiler and cooker F1/1(B)	7.50	7.75
Gas boiler and cooker F3/BS	7.50	7.75
Gas boiler and cooker F1/2P	8.40	8.65

Malvern House

Gas boiler and cooker F1/BS	7.60	7.85
Gas boiler and cooker F1/1	8.00	8.25
Gas boiler and cooker F1/2	8.50	8.75

Housing Services

Scale of Proposed Charges 1st April 2014

	Current 2013/14	Proposed charge from 01/04/14
	£	£

Mendip House

Gas boiler & electric cooker F1/B3	7.00	7.20
Gas boiler & electric cooker F1/1	8.60	8.85

Bredon House

Gas boiler & electric cooker F1/1(A)	5.30	5.45
Gas boiler & electric cooker F1/1(B)	5.40	5.55
Gas boiler & electric cooker F3/BS	5.40	5.55
Gas boiler & electric cooker F1/2P	6.10	6.30

Malvern House

Gas boiler & electric cooker F1/BS	5.50	5.65
Gas boiler & electric c ooker F1/1	5.60	5.75
Gas boiler & electric cooker F1/2	6.30	6.50

Garage Rents

Garages	7.70	7.70
Car Ports	2.90	2.90
Non Council Tenants plus VAT	9.25	9.25

Rechargeable Repairs

Boarding up a domestic property:		
Minimum charge	20.50	21.00
Maximum charge	Full cost	
Glazing:		
Minimum charge	42.10	43.50
Maximum charge	Full cost	
Lock replacement:		
Minimum charge	24.00	24.50
Maximum charge	Full cost	
Larger repairs (eg door, w/c replacement):		
Minimum charge	One third	One third
Maximum charge	Full cost	Full cost
Out of hours call out	32.00	33.00

St. David's House Luncheon Club

Residents	3.50	3.60
Non Residents (Over 60) (inc VAT)	4.45	4.60
All Others (inc VAT)	5.70	5.85
Drinks	0.45	0.50

Home Support Service

Full Charge	14.20	14.20
Protected Charge	6.00	6.00
Emergency Response Home Support	3.70	3.70

Tenants' Support – St David's House/Queen's Cottages

Full Charge	60.80	62.50
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Landlords References

Landlords references	49.10	50.50
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Planning and Regeneration

Scale of Proposed Charges 1st April 2014

Current Charge 2013/14 £	Proposed charge from 01/04/14 £
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Charges include VAT unless stated

DEVELOPMENT PLAN DOCUMENTS

Previous Local Plans

Borough of Redditch Local Plan No.1: Written statement and proposals map	9.60	9.90
Borough of Redditch Local Plan No.2: Written statement and proposals map	24.90	25.50
Inspectors Report (1993 & 1995)	5.70	5.85

Local Development Framework Documents (LDF)

Borough of Redditch Local Plan No.3: Written statement and proposals map	60.80	62.50
Inspectors Report	29.90	31.00
Local Development Scheme (LDS)	17.80	18.50
Statement of Community Involvement (SCI)	17.80	18.50
Scoping Report for Development Plan Documents	17.80	18.50

Monitoring Documents

Housing Commitments in Redditch Borough since 1 April 1996	29.70	30.50
Housing Completions on Large and Small Sites in Redditch Borough since 1 April 1996	29.70	30.50
Replacement Dwellings Monitoring since 1 April 1996	29.70	30.50
Annual Commitments & Completions on Small Windfall Sites since 1 April 1996	29.70	30.50
Provision of Affordable Housing since 1 April 1996	29.70	30.50
Employment Land Supply in Redditch Borough since 1 April 1996	29.70	30.50
Annual Monitoring Report	29.70	30.50

Other Documents

Feckenham Housing Needs Assessment	6.00	6.20
Redditch Housing Needs Assessment	11.90	12.50
Residential Urban Capacity Study	41.60	43.00
Open Space Needs Assessment	41.60	43.00
Schedule of Buildings of Local Interest	29.70	30.50
North West Redditch Master Plan Documents		
- Report	17.80	18.50
- Transport Report Appendix	11.90	12.50
- Landscape Appendix	11.90	12.50

Current Charge 2013/14 £	Proposed charge from 01/04/14 £
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Supplementary Planning Documents/ Guidance

Affordable Housing Provision (2000)	17.80	18.50
Encouraging Good Design	17.80	18.50
General Mobility Housing - Design Standards	5.70	5.85
General Mobility Housing - Needs Assessment	3.00	3.10
Employment Land Monitoring (SPG)	17.80	18.50
All new Supplementary Planning Documents (SPD's)	17.80	18.50

Development Management Charges

High Hedge Complaints	211.00	217.00
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Residential Development/Development Site Area/Proposed Gross Floor Area

1-4 dwellings/0.5ha	268.00	281.00
- Additional meeting (after first three)	107.00	112.00
5-9 dwellings/0.6 - 0.99ha	537.00	564.00
- Additional meeting (after first three)	107.00	112.00
10-49 dwellings/1.0 - 1.25ha	1072.00	1126.00
- Additional meeting (after first three)	536.00	563.00
50-199 dwellings/1.26 - 2.0ha	2145.00	2252.00
- Additional meeting (after first three)	793.00	833.00
200+ dwellings/more than 2ha	3217.00	3378.00
- Additional meeting (after first three)	1072.00	1126.00

Planning and Regeneration

Scale of Proposed Charges 1st April 2014

Current Charge	Proposed charge from
2013/14	01/04/14
£	£

BUSINESS CENTRES

Fax - Outgoing		
UK	0.84	0.85
Europe & Eire	1.50	1.55
North America	1.74	1.75
Other	2.58	2.65
Fax - Incoming	0.60	0.60
Secretarial		
- minimum charge	9.60	9.80
- charge per hour	12.00	12.00
Postal Address Facility - per month	42.00	43.00
Telephone Divert:		
Normal - per quarter	108.00	110.00
Gold - per quarter	204.00	208.00
Photocopying:		
A4 single side	0.12	0.10
A4 double side	0.17	0.15
A3 single side	0.24	0.25
A3 double side	0.29	0.30
Photocopying:		
A4 single side - non tenants	0.18	0.20
Conference Room (per hour):		
Rubicon Tenants	9.60	9.80
Rubicon Non Tenants	19.20	19.50
Greenlands Tenants	10.80	11.00
Greenlands Non Tenants	21.60	22.00

Current Charge 2013/14 £	Proposed charge from 01/04/14 £
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OUTDOOR MARKET RENTS (VAT exempt)

Stall or flower pitch - no electricity		
Licensed Traders:		
Monday	14.00	14.50
Tuesday	15.45	16.00
Thursday & Friday	15.90	16.00
Saturday	24.40	25.00
Casual Traders:		
Monday	18.10	18.50
Tuesday	20.10	20.50
Thursday & Friday	20.75	21.00
Saturday	31.80	32.50

Van Pitch or food trailer - with electric		
Licensed Traders:		
Monday	27.50	28.00
Tuesday	29.95	30.50
Thursday & Friday	31.25	32.00
Saturday	37.50	38.50
Casual Traders:		
Monday	35.80	36.50
Tuesday	39.00	40.00
Thursday & Friday	40.50	41.50
Saturday	49.50	50.50

Seasonal discounts for all licensed stall holders/licensed van pitches will be applied at the rate of 15% in January, February and March to all the above rents

Redditch Borough Council
Planning and Regeneration

Scale of Proposed Charges 1st April
 2014

**Redditch Borough Council - BUILDING CONTROL - APRIL 2014 - VAT AT
 20%**

<p>Explanatory notes</p> <p>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.</p> <p>2 The charges are as follows.</p> <p>Category A: New domestic homes, flats or conversions etc</p> <p>Category B: Extending or altering existing homes</p> <p>Category C: Any other project including commercial or industrial projects etc.</p> <p>Individually determined fees are available for most projects. We would be happy to discuss these with you if you require.</p> <p>In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.</p>	<p>3 Exemptions and reductions in charges.</p> <p>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.</p> <p>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).</p>
	<p>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.</p> <p>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.</p> <p>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.</p>

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:

Bromsgrove 01527 881402

Redditch 01527 64252

TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

Number of Properties	Application charge from 1 April 2014 £	Regularisation charge from 1 April 2014 £	Additional charge from 1 April 2014 £
1	Please ring for quote	Please ring for quote	Please ring for quote
2	Please ring for quote	Please ring for quote	Please ring for quote
3 or more	Please ring for quote	Please ring for quote	Please ring for quote

TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING

	Application Charge		Regularisation Charge		Additional Charge	
	Agreed charge 1st April 2013 (incl VAT) £	Proposed charge from 1 April 2014 (incl VAT) £	Agreed charge 1st April 2013 (No VAT payable) £	Proposed charge from 1 April 2014 No VAT Payable) £	Agreed charge 1st April 2013 (incl VAT) £	Proposed charge from 1 April 2014 (incl VAT) £
Garage Conversion to habitable room	350.00	300.00	440.00	Please contact us	115.00	120.00
Extension project up to 10sq.m floor area	510.00	415.00	640.00	Please contact us	115.00	120.00
All other extensions	N/A	Please contact us	N/A	Please contact us	115.00	within provided quote
Loft Conversions	485.00	Please contact us	610.00	Please contact us	115.00	within provided quote
Detached garage over 30sq.m floor area	350.00	Please contact us	440.00	Please contact us	115.00	within provided quote
Electrical works by non-qualified electrician	245.00	295.00	300.00	Please contact us	N/A	N/A
Renovation of thermal element	145.00	165.00	180.00	Please contact us	N/A	N/A
Installing steel beam(s) within an existing house	N/A	165.00	N/A	Please contact us	N/A	N/A
Window replacement	185.00	165.00	230.00	Please contact us	N/A	N/A
installing a new boiler or wood burner etc.	N/A	230.00	N/A	Please contact us	N/A	N/A

TABLE C: ALL OTHER WORKS - ALTERATIONS

Estimated cost of work	Application Charge		Regularisation Charge	
	Agreed charge 1st April 2013 (incl VAT) £	Proposed charge from 1 April 2014 £	Agreed charge 1st April 2013 (No VAT payable) £	Proposed charge from 1 April 2014 £
£0 to £5,000	250	please contact us	310	please contact us
£5,001 to £15,000	340	please contact us	480	please contact us
£15,000 and above		please contact us	Please contact us	please contact us

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

These charges have been set on the following basis:

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
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.

Building Control – Supplementary Charges

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).

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.

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.

DESCRIPTION

CHARGE (inc VAT at 20%)

DESCRIPTION	Agreed charge 1st April 2013	Proposed charge from 1 April 2014
ARCHIVED APPLICATIONS Process request to re-open archived building control file, resolve case and issue completion certificate	£67 administration fee	£40 administration fee
Each visit to site in connection with resolving archived building control cases	£67 per site visit	£62 per site visit
WITHDRAWN APPLICATIONS		
Process request	£45 administration fee	£40 administration fee
With additional fees of.....		
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	refund submitted fee less admin fee
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £67 per site visit made	refund submitted fee less admin fee, less £62 per site visit made
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	refund submitted fee less admin fee
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee	refund inspection fee (where paid up-front) less admin fee

Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £62 per site inspection made	REF-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS	refund any paid inspection fee less admin fee, less £67 per site inspection made
Process request to re-invoice inspection fee to new addressee	£40 administration fee	Optional Consultancy Services	£45 administration fee £72.00 per hour
	£60.00 per hour		

Charges note

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. This draft set of fees and charges reflects the surplus income projected to have arisen by the end of 13/14 across the shared service. 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.

EXECUTIVE COMMITTEE

11th February 2014

**REPORT OF THE INDEPENDENT REMUNERATION PANEL –
RECOMMENDATIONS FOR MEMBERS’ ALLOWANCES FOR 2014-15 AND THE
MEMBERS ALLOWANCES SCHEME**

Relevant Portfolio Holder	Councillors B Hartnett, Leader and J Fisher, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

Each Council is required by law to have an Independent Remuneration Panel which recommends the level of allowances for Councillors. The Panel for Redditch also makes recommendations to the other District Councils in Worcestershire. The Panel’s report is enclosed for consideration by the Executive Committee and ultimately by the Council.

2. RECOMMENDATIONS

The Committee is asked to consider the report and recommendations and RECOMMEND to Council

2.1 whether or not to accept the recommendations of the Independent Remuneration Panel for 2014-15;

2.2 having considered the Panel’s report and recommendations, whether or not changes are required to the Council’s scheme of allowances for Members.

3. KEY ISSUES

Financial Implications

3.1 If the Council was to accept the Panel’s recommendations in full, the budget for Members’ basic and special responsibility allowances for 2014-15 would be approx. £191,000. This would be an increase of £55,300 on the total for the same allowances in the current year.

Legal Implications

3.2 The Council is required to “have regard” to the recommendations of the Panel. However, it is not obliged to agree to them. It can choose to implement them in full or in part, or not to accept them.

EXECUTIVE COMMITTEE11th February 2014

- 3.3 The Council is also required to review its scheme of allowances for Councillors on an annual basis.

Service/Operational Implications

- 3.4 There are no direct service or operational implications arising from this report. Once the Council has agreed the allowances for 2014-15 Officers will update and publish the Members' Allowances Scheme as appropriate.

Customer/Equalities and Diversity Implications

- 3.5 None arising from this report.

4. RISK MANAGEMENT

Payments to Councillors can be a high profile issue. The main risks are reputational. However, the Council is transparent about the decisions made on allowances. The Allowances scheme and sums paid to Councillors each year are published on the Council's website.

5. APPENDICES

Report and recommendations from the Independent Remuneration Panel for 2014-15.

6. BACKGROUND PAPERS

Members Allowances Scheme – in the Council Constitution at Part 15 and on the website at:

<http://redditch.whub.org.uk/cms/council-and-democracy/councillors-and-committees/members-allowances-redditch.aspx>.

AUTHOR OF REPORT

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**Independent Remuneration Panel for Worcestershire
District Councils**

Annual Report and Recommendations for 2014-15

Redditch Borough Council

December 2013

Contents	Page
Recommendations to Council	1
Introduction	2
Background Evidence and Research Undertaken	2
Basic Allowance 2014/15	4
Special Responsibility Allowances 2014/15	5 - 6
Mileage and Expenses 2014/15	6
Allowances to Parish Councils	7
The Independent Remuneration Panel	8 - 9
Appendix 1 – current and recommended allowances	9 – 10
Appendix 2 – summary of research	11 - 12

Recommendations

The Independent Remuneration Panel recommends to Redditch Borough Council the following:

- (i) That the Basic Allowance for 2014-15 is £4,200**
- (ii) That the Special Responsibility Allowances are as set out in Appendix 1.**
- (iii) That travel allowances for 2014-15 continue to be paid in accordance with the HMRC mileage allowance.**
- (iv) That subsistence allowances for 2014-15 remain unchanged.**
- (v) That the Dependent Carer's Allowance remains unchanged.**
- (vi) That for the Parish Council in the Borough, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by the Borough Council and in accordance with the relevant Regulations.**

Introduction

The Independent Remuneration Panel (IRP) has been appointed by the Council to carry out reviews of the allowances paid to Councillors, as required by the Local Government Act 2000 and subsequent legislation. The Panel has carried out its work in accordance with the legislation and statutory guidance.

The law requires each Council to “have regard” to the recommendations of the Independent Panel and we noted that last year the Council did not accept our recommendations but decided instead to keep the level of allowances at the previous year’s level.

This year we have reviewed specifically the Special Responsibility Allowance (SRA) for the Chair of the new Standards Committee as this role was introduced during 2012-13 and we have had the benefit of seeing how the new arrangements have worked. We also offered to meet with the Leader of the Council to discuss any other particular issues but he considered there were none to raise with us this year.

At this point we would like to stress that our recommendations are based on thorough research and benchmarking. We have presented the Council with what we consider to be an appropriate set of allowances to reflect the roles carried out by the Councillors. The purpose of allowances is to enable people from all walks of life to become involved in local politics if they choose.

The Panel also recognises that in the current challenging financial climate there are difficult choices for the Council to make. Ultimately it is for the Council to decide how or whether to adopt the recommendations that we make.

Background Evidence and Research Undertaken

There is a rich and varied choice of market indicators on pay which can be used for comparison purposes. These include:

- National survey data on a national, regional or local level;
- Focussed surveys on a particular public sector;
- Regular or specific surveys
- Use of specific indices to indicate movement in rewards or cost of living.

As background for the decisions taken by the Panel this year we have:

- Analysed and considered the Annual Survey of Hours and Earnings (ASHE) statistics for 2013;
- Benchmarked the Basic Allowance against Allowances for comparable roles paid by the Chartered Institute of Public Finance and Accountancy (CIPFA) “Nearest Neighbour” Councils for each authority;

- Reviewed research undertaken by the TaxPayers' Alliance into the level of Basic Allowances in 2011-12;
- Referred to the latest inflation rate (Consumer Price Index) of 2.2% (October 2013)

We give more details about these areas of research at the end of the report.

The ASHE survey results for 2012-13 (published in November 2013) show the average hourly rate for all employees resident in Worcestershire to be £14.07. This gives a Basic Allowance of £4,235 and further details of how this is arrived at are given in Appendix 2.

In addition, ASHE data indicates that average weekly earnings (all employees) have increased by 0.7% in the year to September 2013, but for public sector employees earnings have decreased by 0.4% in the same period. So the figure being recommended by the Panel of £4,200 does appear reasonable.

Although there appears to be no single country-wide source of data on members' allowances, research carried out by the TaxPayers' Alliance on the level of Councillors' allowances paid in 2011-12 shows the disparity between the highest and lowest Basic Allowances as follows:

Basic Allowances paid by Non-Metropolitan District Councils in 2011-12	
Highest £9,902 - Bolsover District Council	Lowest £1,500 - South Ribble Borough Council
Highest in West Midlands £6,227 – Rugby Borough Council	Lowest in West Midlands £2,902 – Staffordshire Moorlands District Council

According to the TaxPayers' Alliance research report, within the West Midlands, the average Basic Allowance of all 19 non-Metropolitan District Councils (including Worcestershire) in 2011-12 was £4,313.

Arising from our research we have included information showing the members' allowances budget for Basic and Special Responsibility Allowances for each Council. We also show the average payment per member of each authority of the Basic and Special Responsibility Allowances, to give context to our recommendations.

Table showing average allowance per member of each authority (Basic and Special Responsibility Allowances, 2012 – 13 figures)

Authority (number of Councillors)	Amount £
Bromsgrove District (39)	5,851
Malvern Hills District (38)	5,619
Redditch Borough (29)	4,614
Worcester City (35)	5,705
Wychavon District (45)	5,625
Wyre Forest District (42)	6,738

Total spend on Basic and Special Responsibility Allowances as a Percentage of Net Revenue expenditure 2012-13 figures

Authority	Total spend Basic Allowances 2012-13 £:	Total spend on Special Responsibility Allowances (SRA) £:	SRA as a percentage of total Basic Allowance %:
Bromsgrove DC	163,276	64,927	39.8
Malvern Hills DC	159,021	54,494	34.3
Redditch Borough	93,054	40,761	43.8
Worcester City	141,395	58,268	41.2
Wychavon DC	187,013	66,089	35.3
Wyre Forest DC	205,798	77,183	37.5

Basic Allowance 2014 - 15

Calculation of Basic Allowance

The Basic Allowance is based on:

- The roles and responsibilities of Members; and
- Their time commitments – including the total average number of hours worked per week on Council business.

We then apply a public service discount of 40% to reflect that Councillors volunteer some of their time to the role.

Having reviewed the levels of wage rates and the benchmark information available to us from the Chartered Institute of Public Finance and Accountancy

(CIPFA) “nearest neighbours” authorities, we do not recommend any increases in the Basic Allowance for 2014-15.

Special Responsibility Allowances (SRA) 2014-15

General Calculation of SRAs

The basis for the calculation of SRAs is a multiplier of the Basic Allowance as advocated in the published Guidance.

The Panel has reviewed the responsibilities of each post, the multipliers and allowances paid by similar authorities. As in last year, the Panel has benchmarked the allowances against those paid by authorities listed as “nearest neighbours” by CIPFA.

Appendix 1 to this report sets out the allowances recommended for 2014-15.

Overview and Scrutiny Committee

The Guidance on Members Allowances for Local Authorities in England states that Special Responsibility Allowances may be paid to those members of the Council who have “significant additional responsibilities”, over and above the generally accepted duties of a Councillor. It also suggests that if the majority of members of a Council receive a Special Responsibility Allowance, the justification for this may be questioned.

We consider the Basic Allowance to include Councillors’ roles in Overview and Scrutiny, as any non-Executive member of the Council is able to contribute to this aspect of the Council’s work. It is for this reason that we do not recommend any Special Responsibility Allowance for members of the Overview and Scrutiny Committee.

Leaders of Political Groups

In the legislation, a Political Group on a Local Authority consists of 2 or more Councillors. We reviewed the allowance for the Opposition Group Leader last year in response to a query from one Council and in doing so considered the role of the Political Group Leaders more generally.

In most cases the Leader of the Council also leads the main political group on the authority. In the past the IRP for South Worcestershire had recommended payments to political group leaders on a per head basis, based on the number of Councillors in each group. Whilst this reflected changes in group sizes and allowed for flexibility following changes in political balance, we were persuaded to change this approach for one Council and to recommend a lump sum allowance for the Leader of the Opposition Group. We received a similar request from another Council last year.

We noted that in some cases the Allowances Scheme for their authority did not enable a Leader to receive any support for the Group Leader role.

We considered carefully evidence from the data we collected and checked the Statutory Guidance about the potential to be paid more than one SRA. We are content that Councillors can be in receipt of more than one. Therefore, we have recommended that Leaders of all Political Groups are entitled to an allowance of 0.25 of the Basic Allowance, recognising that they all have an important role to play in the governance of the Council.

Standards Committee

Changes to the arrangements for governing the behaviour of Councillors were set out in the Localism Act 2011 and were introduced in July 2012. Councils are no longer required to appoint an Independent Chair for the Standards Committee. Instead, Councils are required to appoint an Independent Person whose role is to deal with complaints against Councillors and act as a mediator to try and encourage early and local resolution of complaints. Remuneration for this role is outside the terms of reference for the Independent Panel although it is known that an honorarium is frequently paid. Where the Council decides to retain a Standards Committee, as in Redditch, the Chair is now appointed from among the Councillors.

This year we reviewed the work of the Standards Committee since the changes. We checked the number and length of meetings of the Committee and the role and responsibilities of the Chair.

Having completed this review we consider our previous recommendation of a multiplier of 0.25 for the Chair's Special Responsibility Allowance is appropriate and we continue this recommendation.

Mileage and Expenses 2014-15

The Panel notes that the Council has used the HMRC flat rate for payment of mileage for Councillors and recommends that this continues.

The Panel is satisfied that the current levels of subsistence allowances are set at an appropriate level and recommends that these continue.

The Panel notes that the Council's Scheme of Members' Allowances provides that Dependant Carer Allowances are payable to cover reasonable and legitimate costs incurred in attending approved duties and recommends that this provision continues.

Allowances to Parish Councils

The Independent Remuneration Panel for Worcestershire District Councils acts as the Remuneration Panel for the Parish Councils in each District.

This year the Panel has not been asked to make recommendations on any matters by any Parish. In the past the Panel which covered the three South Worcestershire Districts has considered travel and subsistence, and we consider it appropriate to apply this consideration to each of the Districts. We have reviewed the Parish Council travel and subsistence allowances and recommend for 2013 - 14 that no changes are made.

The Independent Remuneration Panel

The Members' Allowances Regulations require Local Authorities to establish and maintain an Independent Remuneration Panel. The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members and Local Authorities must have regard to this advice. This Council's Independent Remuneration Panel is set up on a joint basis with the other 5 District Councils in Worcestershire, the decision having been taken during 2010 to follow the principle previously established by having a joint Panel in the South of the County. Separate Annual Reports have been prepared for each Council.

The members of the Panel are:

- Rob Key, the Chair of the Panel – Rob has 42 years' experience of working in District Councils in a variety of operational and management roles, including senior positions at Worcester City, Wychavon District and Wyre Forest District. He was an Independent Chair for the Strategic Health Authority for Continuing Care and sits on County Council Appeals Panels for School Preference Appeals and Service Complaints.
- Elaine Bell, JP, DipCrim – Elaine is Deputy Chair of the South Worcestershire Magistrates Bench – she has been a Magistrate for 16 years, Day Chair of Adult and Family Courts; Past Chair of the Bench Training and Development Committee; past member of the Magistrates Advisory Panel (interviewing and selecting for appointment to the Bench). She is also Vice - Chair of the Lloyds Educational Foundation; Past Member of the Sytchampton School Appeals Panel; Hon Treasurer of Ombersley and Doverdale Tennis Club and a Past Governor of Ombersley Primary School.
- Bill Simpson MBE JP – Bill spent 30 years in Further Education culminating in 11 years as Principal of Pershore College. He then entered the private sector as Director of two national Horticultural Societies, one being the Royal Horticultural Society. He served as a magistrate for 9 years until retirement. He is a Trustee of several charities including chairing Thrive between 1993 and 2008. Currently he is Vice Chair of Governors of Red Hill CE Primary School Worcester and a Chair/Member of the County Council and Diocesan Panel for School Preference Appeals.
- Terry Cotton - Terry spent 34 years working in central and local Government, mostly managing regeneration programmes across the West Midlands. Until May 2011 he worked at The Government Office for The

West Midlands where he was a Relationship Manager between central and local Government and a lead negotiator for local performance targets. Following voluntary early retirement in May 2011, he worked part-time in Birmingham's Jewellery Quarter, setting up a new business led community development trust and currently works part-time for Worcestershire County Council on sustainable transport initiatives. He is also a trustee of a small charitable trust providing grants to grass roots community initiatives in deprived communities.

- Don Barber – After several Human Resources and Productivity Improvement Management roles in Industry, Don became Chief Executive of a change management facilitating consultancy. Over the last 20 years he has been an independent consultant and advisor on a number of United Nations, European Commission, and World Bank transition projects, in particular in Europe, Africa, Asia, and Australasia. He also operates in an advisory role to other consultancy groups seeking EU contracts. This experience has included the development of national civil service/public sector reform programmes including aspects of the effect of legislative change for central and local government and, in the U.K., working for the Office of Manpower Economics (advisors to the Prime Minister) on Public Sector Pay, in particular relating to: Civil Service Pay Reform, UK Armed Forces and the Medical Professions.

The Panel has been advised and assisted by:

- Claire Chaplin from Worcester City Council;
- Sheena Jones from Bromsgrove and Redditch Councils;
- Mel Harris from Wychavon District Council;
- Lisa Perks from Malvern Hills District Council;
- Rhiannon Foxall from Wyre Forest District Council;

The Panel wishes to acknowledge its gratitude to these officers who have provided advice and guidance in a professional and dedicated manner.

Rob Key

Chairman of Independent Remuneration Panel

Appendix 1

**Independent Remuneration Panel for District Councils in Worcestershire
Recommendations for 2014-15**

Redditch Borough Council

Role	Recommended Multiplier	Current Multiplier	Recommended Allowance £	Current Allowance (paid) £
Basic Allowance – all Councillors	1	1	4,200 ¹	3,350
Special Responsibility Allowances:				
Leader	3	2	12,600	6,697 Plus 1,560 as Portfolio Holder
Deputy Leader	1.75	1.4	7,350	4,687 Plus 1,560 as Portfolio Holder
Portfolio Holders	1.5	0.46	6,300	1,560
Executive Members without Portfolio	0.25	0.32	1,050	1,072
Chair of Overview and Scrutiny Committee	1.5	0.6	6,300	2,009
Members of Overview and Scrutiny Committee	0	0.32	0	1,072

¹ This figure takes into account a public service discount of 40%

Role	Recommended Multiplier	Current Multiplier	Recommended Allowance £	Current Allowance (paid) £
Chair of Overview and Scrutiny Task Groups	0.25	0	1,050 paid pro-rata for the length of the Task Group	0
Chair of Audit and Governance Committee	0.25	0	1,050	0
Chair of Planning Committee	1	0.47	4,200	1,560
Chair of Licensing Committee	0.75	0.4	3,150	1,340
Chair of Standards Committee, if paid	0.25	0	1,050	0
Political Group Leaders	0.25	0.31	1,050 X 2	1,040 X 1
Borough Council representatives on the following bodies:				
Local Government Association (LGA) and General Assembly	0		0	269
LGA Rural Commission	0		0	269
LGA Urban Commission	0		0	269
West Midlands Employers	0		0	269

Appendix 2

Summary of ResearchChartered Institute of Public Finance and Accountancy (CIPFA) “Nearest Neighbour” authorities tool.

No two Councils or sets of Councillors are the same. Developed to aid local authorities in comparative and benchmarking exercises, the CIPFA Nearest Neighbours Model adopts a scientific approach to measuring the similarity between authorities. Using the data, Redditch’s “nearest neighbours” are:

- Tamworth
- Cannock Chase
- Worcester City
- Wellingborough
- Mansfield

Information on the level of Basic and Special Responsibility Allowances was obtained to benchmark the levels of allowances recommended to the District Council.

Annual Survey of Hours and Earnings (ASHE) Data on Pay

<http://www.ons.gov.uk/ons/rel/lms/labour-market-statistics/november-2013/sty-average-weekly-earnings.html>

Published by the Office for National Statistics, the Annual Survey of Hours and Earnings (ASHE) shows detailed information at District level about rates of pay. For benchmarking purposes the Panel uses the levels for hourly rates of pay excluding overtime. This is multiplied by 11 to give a weekly rate. This was the number of hours spent on Council business by frontline Councillors which had been reported in previous surveys. The rate is then discounted by 40% to reflect the element of volunteering that each Councillor undertakes in the role.

The TaxPayers’ Alliance Research Note on Councillors’ Allowances

In August 2012 the TaxPayers’ Alliance researched the level of Basic Allowances for each Council in the UK.

<http://www.taxpayersalliance.com/allowances.pdf>

The amount of Basic Allowance for each Council is presented for the years 2010-11 and 2011-12. There is no research available for more recent financial years.

Whilst the information is slightly historic, it did enable the Panel to check its own research.

South East Employers Survey of Councillors' Allowances

The Panel has been allowed access to the database of allowances for all Councils in the South East Region of England. The information is collated annually by South East Employers and is available to those authorities who subscribe to its services. The Panel is therefore not able to publish data from the survey but we would like to express our thanks to the organisation for enabling us to use the data to further check our own research.

The data has shown that Basic Allowances in the authorities included in the South East region range between £2,736 and £12,806, although these figures include County Councils and Unitary authorities. Comparable authorities have not seen any increase in allowances since 2008.

**EXECUTIVE
COMMITTEE**

Date 11th February 2014

**REDDITCH BOROUGH COUNCIL RESPONSE TO BIRMINGHAM DEVELOPMENT
PLAN PRE-SUBMISSION CONSULTATION**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	YES
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	YES
Key Decision	

1. SUMMARY OF PROPOSALS

This report requests approval of a response from Redditch Borough Council (RBC) (attached at Appendix 1) to the Birmingham Development Plan (BDP) Pre-submission Draft. A response needs to be submitted to Birmingham City Council no later than 3rd March 2014 (in line with consultation period dates).

2. RECOMMENDATIONS

The Executive is asked to RECOMMEND to the Council that the RBC response (attached at Appendix 1) to the BDP Pre-Submission Draft be approved to be sent to Birmingham City Council.

3. KEY ISSUES

Financial Implications

None

Legal Implications

All Local Authorities have a legal obligation to produce a Local Plan in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) Regulations 2012.

Service / Operational Implications

- 3.1 In accordance with the above legal requirements Birmingham City Council (BCC) are required to prepare a plan. Under previous regulations they are progressing with a Development Plan. Birmingham has a significant unmet housing need that it cannot accommodate within its own boundaries. As such the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) of which Redditch are a member are seeking a solution to identifying locations for meeting this need. With regard to this issue and the Duty to Cooperate, Officers consider a response to the Pre-Submission Draft version of the BDP to be necessary.

**EXECUTIVE
COMMITTEE**Date 11th February 2014

Officers recommend that the following key points are included in any submission to Birmingham in response to the draft version of their Local Plan (the full response can be seen at Appendix 1):

- 3.2 RBC recognises that Policy PG1: Overall levels of growth and Policy TP28: The housing trajectory do not make adequate provision for the unmet housing needs. RBC are mindful that there is a lack of detail in terms of how Birmingham will deal with the remaining level and distribution of growth owing to a lack of evidence. There is also considered to a lack of clarity as to when the expected rates of housing will be delivered across the plan period for those homes outside of the City's boundary.
- 3.3 RBC supports the proposed sustainable urban extension (SUE) to provide for an additional 6,000 homes. However, RBC want to be confident that the sustainable capacities of the land for development are fully considered.
- 3.4 RBC supports *Policy TP16: Portfolio of employment land and premises*, however it would like to ensure that any employment which is required to accompany the unmet housing needs outside of Birmingham is fairly distributed.
- 3.5 RBC support the inclusion of Policy T25: Local Employment which encourages new employment opportunities that are accessible to the local population.
- 3.6 RBC support the references to Redditch Borough Council in Birmingham's Duty to Cooperate Statement (October 2013).

Customer / Equalities and Diversity Implications

None

4. RISK MANAGEMENT

- 4.1 Under the 'duty to cooperate' local planning authorities and other prescribed bodies in relation to planning for sustainable development are duty-bound to cooperate when preparing Development Plan Documents. If the Officer response to the draft Birmingham Development Plan is not approved then this would affect the influence RBC can have on the content of the Birmingham Development Plan. In turn this could affect the content of the Redditch Plan and may lead to both documents being found unsound should the content of these two plans conflict.

5. APPENDICES

**EXECUTIVE
COMMITTEE**

Date 11th February 2014

Appendix 1 - Redditch Borough Council response to the Birmingham Development Plan Pre-submission Draft

6. BACKGROUND PAPERS

Birmingham City Council – Birmingham Development Plan – Pre-Submission Draft

Birmingham City Council – Issues and Options - autumn of 2008

Birmingham City Council - Core Strategy 2010/11 - Consultation Draft

Birmingham City Council - Planning for Birmingham's Growing Population - Options Consultation Stage 2012/13

7. KEY

RBC - Redditch Borough Council

BCC – Birmingham City Council

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Director of Planning and Regeneration
Development and Culture Directorate
Birmingham City Council
PO Box 28
Birmingham
B1 1TU

13th January 2014

Dear Sir / Madam,

Birmingham Development Plan Pre-submission consultation

Thank you for consulting Redditch Borough Council on the above mentioned consultation.

We would like to submit the following representations and in due course be informed of the submission of the Plan for examination, the publication of the inspector's recommendations and the adoption of the Plan.

Policies PG1: Overall levels of growth and TP28: The housing trajectory

Redditch Borough Council note that 51,100 homes are planned to be delivered within Birmingham's administrative boundary over the plan period 2011 - 2031. Birmingham's SHMA concluded that there was a minimum objectively assessed need for 84,000 net new homes. Para. 8.11 acknowledges that this planned provision would not meet objectively assessed need and that additional provision will be required beyond the City boundary. Para. 3.27 states that 'alongside the BDP a wider growth strategy for the LEP area and other adjoining authorities will set out how and where the remaining housing could be delivered.'

The remainder of the BDP is, perhaps intentionally, silent about the shortfall of homes required outside of Birmingham's administrative area to meet the objectively assessed need identified in the SHMA. The Borough Council are mindful that there is a lack of detail in terms of how Birmingham will deal with the remaining level and distribution of growth owing to a lack of evidence. There is also considered to a lack of clarity as to when the expected rates of housing will be delivered across the plan period for those homes outside of the City's boundary. As such, the Council recognises that the BDP does not make adequate provision for the unmet housing needs

Paragraph 3.25 of the BDP explains that land from the Green Belt will be removed to provide for an additional 6,000 homes as a sustainable urban extension (SUE) which is supported. Both Birmingham and the neighbouring Local Authorities would need to be confident that the sustainable capacities of the Green Belt areas for development have been fully considered. Therefore any evidence that exists to contradict the 6,000 homes capacity needs to be explored.

Policy TP16: Portfolio of employment land and premises

The Borough Council notes that the policy sets out the provision of employment land required to meet the needs of businesses or employment development over the plan period. Paragraph 7.3 explains that an adequate supply of employment land throughout the plan period is considered essential in enabling long-term balanced growth to be sustained. It should be clear in the BDP that a balance of housing and employment needs is to be ensured within Birmingham and that any employment which is required to accompany the unmet housing needs is fairly distributed.

Policy T25: Local Employment

Redditch Borough Council are looking to implement a similar policy in the Borough of Redditch Local Plan 4 which supports new employment opportunities that are accessible to the local population.

Duty to Cooperate Statement

Birmingham's Duty to Cooperate Statement (October 2013) references Redditch Borough Council. These references to Redditch are supported by the Borough Council.

Yours faithfully



Councillor Bill Hartnett
Leader of the Council

EXECUTIVE COMMITTEE

11th February 2014

POLICY FOR SECURING REPAYMENT OF DISABLED FACILITIES GRANTS AND LIFETIME LOANS

Relevant Portfolio Holder	Councillors B Hartnett, Leader and M. Shurmer, Portfolio Holder.
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To review the current processes for securing Disabled Facilities Grants ["DFGs"] and Home Repair Assistance Lifetime Loans ("Lifetime Loans") paid to residents for works or adaptations to their homes.

2. RECOMMENDATIONS

The Committee is asked to consider the report and recommendations and RECOMMEND to Council that

repayment of Disabled Facilities Grants and Home Repair Assistance Lifetime Loans should be secured by means of registration on the Local Land Charges Register

3. KEY ISSUES

Financial Implications

- 3.1 The cost of registering a Charge against properties at the Land Registry, currently £40 per registration would be saved for the customer. The administration costs associated with Land Registry processes would be removed from Officers, releasing resources through transformation of the current process, achieving a better balance between the benefit and the means of achieving it.

Legal Implications

- 3.2 The Housing Grants, Construction and regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of grant) General Consent 2008 gave local housing authorities a general consent to recover payment of DFGs through a local land charge. Lifetime Loans can be secured by being registered as a Charge at the Land Registry.
- 3.3 In January 2009 The Council adopted a policy of securing all grants, whether DGF or Lifetime Loan, by registering them as a Charge against the property at

EXECUTIVE COMMITTEE11th February 2014

the Land Registry, over and above the statutory ability to secure DFGs as a Local Land Charge.

- 3.4 In December 2013, Internal Audit produced a report recommending a review of the process for securing DFGs. The Report acknowledged that a more generally accepted practice was to use the Land Charges system

Service/Operational Implications

- 3.5 To secure “maximum” protection for the Council a policy was adopted in January 2009 that a Charge would be registered in the Land Registry. However different processes were required depending on whether a property was registered or unregistered. Where unregistered, an attempt to register a Charge would trigger first registration, which is a costly exercise for the owner and would also lead to delay. The object was not to impose such an onerous requirement onto owners so a separate process was developed to secure the funds without triggering first registration.
- 3.6 DFGs and Lifetime Loans are made to disabled and/or vulnerable people to help them to stay in their homes, either adaptations or for example the cost of a new boiler where the resident does not have the cash to pay for one and the house would be uninhabitable without heating.
- 3.7 Payments are generally in two categories, Disabled Facilities Grants, where payments can be up to £30,000 and are only recoverable within 10 years of payment and “Lifetime” Loans. Lifetime Loans are generally for smaller amounts (routinely up to £5,000) and are recoverable whenever the property is subsequently sold.
- 3.8 There is no cost to registration on the Local Land Charges register other than the short time it takes to complete the details and pass them to the local land Charges officer.
- 3.9 The cost of registering a Charge at the Land Registry is currently £40, which is taken out of the sum loaned. However the legal process is onerous, particularly for the applicant, as follows:
- a) the Land Registry anti-money laundering requirements mean that officers have to carry out identity checks on applicants. This can sometimes only be achieved by an officer making a home visit where the applicant is unable to come to the Council.
 - b) If there are any existing Charges registered at the Land Registry, for example a Mortgage, permission must be sought from the Mortgagee in respect of the Council’s Charge and some lenders are now charging £100 for this consent.
 - c) We are obliged to advise applicants that they should take independent legal advice on the transaction, which adds to their anxiety about the process.

EXECUTIVE COMMITTEE

11th February 2014

- d) Completing the documentation has proved challenging in some cases, after the works have been completed, getting the applicant to go through all of the steps above proving difficult to achieve and considerable officer time has been invested in a number of these situations. When this has happened the Council places an entry on the Local Land Charges Register to secure the repayment.
- 3.10 DFGs are specifically registerable as a charge on the Local Land Charges register. It seems disproportionate to impose the more protracted and onerous land registry Charge requirement on the smaller Lifetime Loan payments whereas the larger DFG payments can be simply registered on the Local land Charges Register.
- 3.11 The existence of a Charge on the Local Land Charges Register usually arises in a property sale/purchase transaction, when the pressing objective is to complete the transaction. Sums are regularly received by the Council as a result of these searches and payment made to clear the register.
- 3.12 The Land Registry process provides a further record of the payment, which would also need to be cleared from the Title if the property were to be sold (or within 10 years for DFGs).
- 3.13 Transformation within Legal Services has raised the issue as to whether double protection is required particularly where the second process is time and resource intensive and can be difficult for our customers to understand and engage with. Considerable resources would be saved by registering these payments on the Local land Charges Register only.

Customer/Equalities and Diversity Implications

- 3.14 Not pursuing a Charge at the Land Registry would simplify the whole grant/Loan transaction for our customers, who are generally vulnerable members of society.

4. RISK MANAGEMENT

DFGs are specifically registerable as a Local Land Charge. Lifetime Loans can be secured by a Charge at the Land registry but it is possible to register them as a Local Land Charge although the payment is not specifically registerable as such. The technical difference is unlikely to ever become an issue as the existence of a Charge on the Local Land Charges Register usually arises in a property sale/purchase transaction, when the pressing objective is to complete the transaction. It is unlikely that security for a sum of less than £5,000 would be allowed to jeopardise the transaction.

- 4.1 Internal Audit have reviewed this report and are satisfied that securing these smaller payments of Lifetime Loans by way of registration on the Local Land Charges register will adequately secure repayment to the Council.

EXECUTIVE COMMITTEE

11th February 2014

5. **APPENDICES**

None

6. **BACKGROUND PAPERS**

Internal Audit Report on DFGs December 2013.

AUTHOR OF REPORT

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Overview and Scrutiny Committee

Thursday, 9th January,
2014

MINUTES

Present:

Councillor David Bush (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Andrew Brazier, Andrew Fry, Carole Gandy, Alan Mason, Yvonne Smith, Pat Witherspoon and Roger Hill

Officers:

J Pickering, S Jones, J Bayley and A Scarce

Democratic Services Officers:

J Bayley and A Scarce

87. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received from Councillor Simon Chalk. Councillor Roger Hill attended the meeting as his substitute.

88. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

89. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 3rd December 2013 be confirmed as a correct record and signed by the Chair.

90. BUDGET SCRUTINY BRIEFING

Officers delivered a presentation (Appendix 1) which highlighted the current financial position and the resultant deficit. Members were informed that Heads of Service had been asked to provide details of any savings which could be made and further information would be

.....
Chair

Overview and Scrutiny Committee

Thursday, 9th January, 2014

provided for the Committee's consideration at the following meeting in February.

The following areas were highlighted within the presentation:

- A history of the funding reductions year on year, which to 2015/16 was approximately 41% overall.
- The reduction in Council tax support to 80%.
- Further reductions over the next three years and the overall affects of these throughout the country.
- Background information on the community care and crisis loans and why these funds would not be available in future. This was due to some authorities not using the funds provided and therefore it had been assumed that it was not needed.
- How the Council was now looking at the budget in a different format, which concentrated on costs in relation to the Council's strategic purposes. The figures therefore did not relate to specific services as had been the case in the past.
- The role and cost of those services which were classed as "enabling" others to carry out those purposes and how these needed to be reduced in order to be able to support frontline services more.

Members raised concerns in respect of the financial cuts that were expected to be made by Worcestershire County Council (WCC) and the impact of these upon the Council. Officers confirmed that the WCC budget would be agreed shortly and that it was likely that every area of it would have an impact on the Council, though as yet this had not been factored in to the Council's budget figures. Members also asked whether there had been any consultation with Officers across the district or with the third sector and it was understood that there had not been any as far as Officers were aware. It was crucial that people responded to any consultation and in particular Members discussed the Future Lives consultation and the associated budget which was likely to be significantly reduced.

The Committee queried whether the Council had been pro-active in determining whether there were services at WCC which the Council could provide for a fee. It was confirmed that senior Officers were holding discussions with WCC in respect of this.

Officers also discussed with Members the use of both general and capital reserves and the knock on effect of their use on balancing the budget. It was acknowledged that it would be difficult to replenish these reserves in the long term. Service reviews for all services following transformation would deliver significant savings in

Overview and Scrutiny Committee

Thursday, 9th January, 2014

the future. Members were reminded that there continued to be a freeze on vacant posts, which was in place to protect current staff wherever possible. Savings through transformation had been received from several teams, however some were still outstanding as the work had not been completed and it was anticipated that further savings could be made towards the remaining shortfall.

RESOLVED that

the presentation be noted.

91. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

The Committee received the Minutes of the Executive Committee meeting held on 10th December 2013 together with the most recent edition of the Executive Committee's Work Programme. It was noted that Members would receive a more detailed report in respect of the Medium Term Financial Plan. Members also expressed an interest in scrutinising the report in respect of fees and charges for 2014/15 in more detail together with the Housing Revenue Account Initial Estimates/Rent Setting 2014/15 report.

RESOLVED that

the minutes of the Executive Committee held on 10th December 2013 and the latest edition of the Executive Committee Work Programme be noted.

92. OVERVIEW AND SCRUTINY WORK PROGRAMME

Reference was made to concerns that had been raised by Members at the previous meeting regarding progress with action in respect of the Dial-a-Ride services being available to hire out of hours. Officers clarified that there had been some confusion in respect of this item and it was confirmed that this had in fact been in place since January 2013. A further update on this matter would be provided at a meeting of the Committee on 4th March 2014.

RESOLVED that

the Committee's Work Programme be noted.

Overview and Scrutiny Committee

Thursday, 9th January, 2014

93. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS

The Chair presented the draft scoping document for the proposed Footballing Provision within the Borough of Redditch Task Group, which had been requested at the Committee's previous meeting.

Following a short discussion it was agreed that key objective two should be rewritten, so that the word "investigate" replaced the word "establish" for considering the sustainability of Redditch United FC for the future.

RESOLVED that:

- 1) a Task Group be established and the proposed terms of reference be endorsed;
- 2) Councillor Bush be appointed to Chair the review; and
- 3) Membership to be confirmed by Officers as soon as possible, but to include Councillors Bush, Gandy, Fry, Pattie Hill and Witherspoon.

94. TASK GROUPS - PROGRESS REPORTS

The following updates in respect of current Task Group reviews were provided:

a) Abbey Stadium Task Group – Chair, Councillor Carole Gandy

Councillor Gandy informed Members that the group had visited Evesham Leisure Centre in early December which had been most interesting and informative. There had been a number of things which had come out of this visit and the group were now considering in detail how these might be replicated at the Abbey Stadium. A visit to Stratford Leisure Centre was also planned as this was a different type of centre which it was hoped would give a good comparison and wider understanding of the facilities available. A number of initial recommendations had already been drafted and the Task Group had made good progress in recent weeks.

b) Joint Worcestershire Regulatory Services – Redditch member, Councillor Alan Mason

As Councillor Mason had been unable to attend the previous meeting of the Task Group Officers provided an update. There had been two further meetings. On 4th December Members had taken the opportunity to reflect on progress of the investigation so far and on 18th December a further interview with the Head

Overview and Scrutiny Committee

Thursday, 9th January, 2014

of Regulatory Services, together with his senior managers to investigate what challenges the service was currently facing, had taken place. A meeting was planned for 16th January when members of the WRS Management Board were due to be interviewed and a visit to Wyatt House, the main office of WRS, would be taking place on 6th February 2014.

c) Landscaping Task Group – Chair, Councillor Gay Hopkins

Councillor Hopkins informed Members that the group had begun to realise what a large area landscaping services covered. However at the most recent meeting Members had revisited the scoping document and had been pleased with the number of areas which had already been covered. The Chair was therefore confident that the group would meet its April deadline. The areas which remained to be investigated were tree roots and pavements and the legal element. Members had also made arrangements to go out with members of the place intervention team to see first hand the work that was being carried out in Winyates.

d) Voluntary Sector Task Group – Chair, Councillor Pat Witherspoon

Councillor Witherspoon informed Members that the group would be meeting the following day with the Neighbourhood Development Manager for the Area of highest Needs project in Redditch at the Space in Winyates. This would provide Members with an opportunity to see for themselves the involvement the project had with the Voluntary Sector. It was a small Task Group which had undertaken a lot of work already. However she explained that it was unlikely that the group would meet its 1st April deadline and might therefore ask for an extension at the February meeting of the Committee.

RESOLVED that

the update reports be noted.

95. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Witherspoon informed Members that there had not been a meeting of the HOSC since she last reported to the Committee and there was therefore nothing to report.

**Overview and
Scrutiny
Committee**

Thursday, 9th January, 2014

The Meeting commenced at 7.00 pm
and closed at 7.45 pm

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL**WORCESTERSHIRE REGULATORY SERVICES****MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 21ST NOVEMBER 2013 AT 4.35 P.M.**

PRESENT: Councillors Mrs. B. Behan, R. Berry, A. N. Blagg, M. A. Bullivant (Vice-Chairman), R. Davis, Mrs. L. Denham, J. Fisher, P. Harrison, M. Hart (during Minute No's 24/13 to 32/13), Mrs. L. Hodgson (Chairman), D. Hughes, K. Jennings and C. B. Taylor

Observers: Worcestershire Regulatory Services Joint Scrutiny Task Group Members, Ms. A. Scarce and Ms. J. Bailey

Invitees: Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services Management Board

Officers: Ms. J. Pickering, Mr. S. Jorden, Mrs. S. Sellers, Mr. M. Kay, Mr. S. Wilkes and Mrs. P. Ross

22/13 APOLOGIES

An apology for absence was received from Councillor B. Clayton, Redditch Borough Council.

23/13 DECLARATIONS OF INTEREST

Councillor Mrs L. Denham, Worcester City Council informed Members that she was a Member of the Worcestershire Hub Shared Service Board.

24/13 MINUTES

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 26th September 2013 were submitted.

RESOLVED that the minutes of the meeting of the Worcestershire Shared Services Joint Committee be approved as a correct record, subject to Mr. I. Pumfrey being shown as attending the meeting as the Chairman, Worcestershire Regulatory Services Management Board.

25/13 ICT PROJECT UPDATE - VERBAL UPDATE FROM THE HEAD OF WORCESTERSHIRE REGULATORY SERVICES

The Head of Worcestershire Regulatory Services (WRS) provided Members with a verbal update on the ICT Project. Members were informed that there had been a delay with data transfer due to staffing issues and that concerns

had been raised with the Managing Director, IDOX. Due to the concerns being raised there was now a dedicated support team to deal with data transfer. Therefore the data transfer should be transferred in days. The new system was the right system for the service and would enable officers to produce relevant reports for the Joint Committee.

26/13 **WORCESTERSHIRE REGULATORY SERVICES JOINT SCRUTINY ARRANGEMENTS - VERBAL UPDATE FROM THE HEAD OF WORCESTERSHIRE REGULATORY SERVICES**

The Head of Worcestershire Regulatory Services (WRS) provided Members with a verbal update on the WRS Joint Scrutiny Task Group. The Head of WRS was invited to attend the WRS Joint Scrutiny Task Group meeting held on 22nd October 2013. Task Group Members had raised questions with regard to:-

- Communication with Members
- Performance
- Governance, both Joint Committee and Management Board

The Worcestershire Shared Services Joint Committee Chairman and Vice-Chairman were being interviewed by Members of the WRS Joint Scrutiny Task Group at its meeting being held on 21st November 2013.

27/13 **FUTURE OF FIRST CONTACT ARRANGEMENTS FOR WORCESTERSHIRE REGULATORY SERVICES**

Members were provided with an update following the receipt of a letter from Councillor P. Swinburn, Chairman, Worcestershire Hub Shared Services (WHSS) Management Board received by the Chairman, Worcestershire Shared Services (WSS), Joint Committee, in respect of funding for the work WHSS undertook on behalf of Worcestershire Regulatory Services and the withdrawal of these services at the end of October 2013. The letter was presented as urgent business at the meeting of the WSS Joint Committee held on 26th September 2013.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed Members that a report was submitted to the WRS Management Board regarding the customer demand received by the Worcestershire Hub Shared Service (WHSS) when administering enquiries on behalf of WRS. The report was instigated for two reasons, as detailed on page 11 of the report.

Customer demand for a range of WRS related enquiries had apparently increased significantly since the service was initially migrated and this appeared to have had a direct impact on the overall performance of the WHSS's Customer Contact Centre. This had necessitated a review of the amount WRS contributed to support first contacts. A number of options were presented to the WRS Management Board in order to respond to the immediate issues:-

- That WRS fund the number of Full Time Equivalent (FTE) in accordance to a performance level that was appropriate to the service;
- That WRS fund the number of FTE in accordance to a performance level that was appropriate to the service and that this level of FTE was reviewed in line with a development programme to increase self-service contacts;
- That WRS incorporate the call handling model into their service.

Before a decision around options was made the WRS Management Board requested further clarification around the data presented to ensure that it was an accurate reflection of total and genuine demand for the service. The agreed data was presented to the WRS Management Board on 30th October 2013, as detailed on page 12 of the report.

In the interim, WRS, in consultation with the WRS Management Board had agreed to fund an additional two FTE (full time equivalent) posts for WHSS to deal with the existing demand until March 2014. The cost of this was approximately £26,000.

During August and September 2013 WHSS staff who took WRS calls were asked to record them following a specified protocol. The table on page 12 of the report details the information recorded over the two month period.

Three Options, as detailed in the report, were presented to the WRS Management Board on 30th October 2013, as detailed in Appendix 1 to the report. Following discussion it was agreed that Option 3, to take the service in-house, was a realistic option that could be considered, although the risks would be placed on WRS to ensure the service was delivered to an acceptable standard. WRS Managers considered Option 3 would meet their strategic direction of travel, but they would have to seek funding support from partners to make this happen. It would also need to happen in parallel with the channel shift program so that, over time, the telephony commitment could be reduced, allowing partner contributions to first contact costs to be reduced.

WRS Managers were of the opinion that the in-house service would probably be staffed at the lower suggested level on the basis that direct support could be provided via professional staff from within WRS operating on a rota basis to directly support the first contact call handlers. This would over time increase the proportion of calls that could be dealt with at first point of contact, improving the customer experience and overall satisfaction.

The WRS Management Team was tasked to work with the WHSS to cost options for taking the service in-house and to work with the host authority Human Resources (HR) team to explore Option 3. A further report would therefore be presented to the WRS Management Board in December 2013. Joint Committee Members would be updated on the outcome of this report at their next meeting.

The Head of WRS further informed Members that the host authority had given assurances that their Shore-tel system was robust enough to cope with the increasing volume. However, there was a question over the portability of the

01905 number that had been broadcast for three years onto the Bromsgrove / Redditch 01527, exchange based system.

Significant implications in relation to TUPE transfer were highlighted as part of the move. These would need to be explored more by the host authority Human Resources (HR) team and the WHSS Management Board as to the eligibility criteria for staff. This would delay the implementation to allow for the relevant consultation periods. The WRS Management Board representative from Wychavon District Council had offered a benchmark figure of £125,000 per annum on which to judge the cost of in-house provision.

The Head of WRS responded to Members questions with regard to staffing levels and service delivery, more specifically the table detailed on page 13 of the report, which detailed the service standards likely to be achievable and the number of agents required. The Head of WRS was not convinced that 7 agents were required and was of the opinion that the channel shift program would help reduce demand and that 4/5 agents could deliver the service at an acceptable level, Monday to Friday between 9.00am and 5.00pm. If there was a demand for a Saturday service, WRS would be happy to provide it, but partner authorities would have to contribute.

The Head of WRS confirmed that a link on each partner authority website would be detailed in order to enable customers to access the WRS website directly.

RESOLVED that the report be noted.

28/13 **WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING REPORT APRIL - SEPT 2013**

Members considered the Worcestershire Regulatory Services (WRS) Budget Monitoring Report for April to September 2013.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council highlighted the significant underspends across the service due to staff vacancies, long term sick and maternity levels which would generate savings of around £426,000 in 2013/2014. Members were asked to note that the £426,000 would be offset by an anticipated overspend on agency staffing of £438,000 due to additional costs impacting on 2013/2014, where there had been an increase for the service together with supporting the implementation of the new ICT system. The Executive Director, Finance and Corporate Resources explained that this would only be a cost in the current financial year and would not impact on future year's savings realisation.

The Head of WRS responded to Members' questions with regard to vacancies, long term sick, agency staff and the generated savings of around £426,000 and agreed to provide Members with a detailed breakdown of those savings.

The Executive Director, Finance and Corporate Resources further informed the Committee that the WRS Management Board had considered a report in relation to the number of calls and enquiries on behalf of WRS. It was evident that a significantly higher number were being answered than previously anticipated. The WRS Management Board had agreed that further funding for two staff from 1st November 2013 to 31st March 2014 be made available from WRS to assist with these additional costs.

RESOLVED that the financial position for the period April to September 2013 as detailed in the Worcestershire Regulatory Services Budget Monitoring Report be noted.

29/13 **WORCESTERSHIRE REGULATORY SERVICES BUDGET 2014 / 2015**

The Committee considered a report which detailed the proposed revenue and capital budget for Worcestershire Regulatory Services for 2014/2015.

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council introduced the report and in doing so reminded Members of the lengthy report presented at the last Joint Committee meeting which detailed the costs associated with the "Health and Well Being" service and the duplication of these services across the County. It was agreed that within the Statement of Partner Requirements the functional activity of "Health and Well Being" would no longer be provided by Worcestershire Regulatory Services with effect from 1st April 2014.

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council introduced the report and asked Members to note that the Worcestershire County Council (WCC) budget of £1,560,766 was subject to variation following discussions in relation to the proposed reduction for 2014/2015. As Members were aware WCC had recently presented a number of reductions to their budget over the next three years. Included within the proposals was a significant reduction to the Regulatory Services (mainly Trading Standards) funding of £1.5 million. This cut was not factored into the current budget position. Due to the number of issues that this raised for WRS, the WRS Management Board had requested that a small working group comprising of Financial and Operational officers be tasked to examine the budget requirements and the financial costs associated with the delivery of savings.

The budget, as detailed at Appendix 1 to the report, was the position excluding any reduction from any partner authority. It was proposed that this was used as the basis for discussion with WCC with the aim to plan the required savings level for 2014/2015. Therefore there may be a variation to this budget and as a result of these discussions it may prove necessary to hold a special Joint Committee meeting in January 2014 to approve the revised 2014/2015 budget.

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council responded to Members concerns with regard to approving the WRS Budget 2014/2015 for their participating authority. Councillor Mrs. L. Denham

Worcester City Council informed Members that Worcester City Council had not yet published their draft budget proposal position for 2014/2015 and could also be looking at potential savings on their contribution to WRS.

Further discussion followed on the impact of the proposed reduction from WCC on partner authorities and the commitment from partner authorities to approve the budget as presented.

Mr. I. Pumfrey, Chairman, WRS Management Board responded to Members concerns and highlighted that the Worcestershire Shared Services Partnership agreement protected partner authorities from any effects due to the financial WCC changes. Therefore the allocation, as detailed at Appendix 1 to the report, showed the final Budget for the six participating Councils to include the savings as reported.

Further discussion followed on the savings WCC were looking to achieve and the challenging times ahead for local authorities that were not anticipated. Mr. I. Pumfrey, Chairman, WRS Management Board responded to Members' questions with regard to the substantive one off costs and additional costs to be met by WCC, reiterating that the Worcestershire Shared Services Partnership agreement protected the other member authorities against any negative impact and that any substantive or one off costs would have to be met by WCC. Members were further informed that the WRS Management Board understood, that over the next three years, partners may want to reduce or vary their contributions, and would therefore be looking at 'ground rules' for those partners seeking changes to their budget contribution and service arrangements in order to make the process more manageable and transparent.

An alternative and additional Recommendation was put forward and the Chairman encouraged further debate on this. Following further discussion it was

RESOLVED:

- (a) that the revenue budget allocations for 2014/2015 for the District Councils, as detailed below be approved;

Bromsgrove	£492,193
Malvern	£415,639
Redditch	£581,474
Worcester City	£600,755
Wychavon	£754,516
Wyre Forest	£574,347
	£3,418,924

- (b) that the Worcestershire County Council budget of £1,560,766 was subject to variation following discussions in relation to the proposed reduction for 2014/2015, be noted, and
- (c) that an officer working group be set up to look (collectively) at the constraints and savings of all partner authorities and include in the three year financial plan.

30/13 **WORCESTERSHIRE REGULATORY SERVICES GROWTH POTENTIAL – STRATEGIC PARTNERSHIP**

Members were asked to consider a report which detailed further work undertaken to develop the growth potential of Worcestershire Regulatory Services.

The Head of Worcestershire Regulatory Services (WRS) provided Members with a brief presentation on WRS Growth Potential – Strategic Partnership.

The presentation covered:-

- Why pursue WRS growth?
- Benefits of WRS growth
- Implications of not growing
- What have we done so far?
- Strategic Partnering
- Issues to consider
- Time scales (indicative)
- Questions?

Following on from the presentation the Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed Members that WRS were seeking approval for the commencement of a procurement process to test the market for interest from commercial organisations in developing a strategic partnership for delivery of regulatory services. The Head of WRS highlighted that he would not be asking the Joint Committee for approval to test the market unless there was an interest.

A strategic partnership would provide a means of reducing the net cost of WRS to Joint Committee partner authorities whilst securing the capacity and resilience of WRS in an uncertain future climate. This would in turn directly support delivery of current WRS priorities.

The Head of WRS drew Members' attention to the costs involved in procuring a strategic partnership. These related to specialist legal advice and project management; and were estimated in the region of £20,000. These costs would be contained within the balance of funding available from WRS set up and ICT costs. There would also be significant staff resources required from the host authority.

The value of such a contract would require it to be procured by competitive dialogue under EU procurement rules. This process was likely to take approximately nine months from formal advertising of WRS requirements. WRS Management Board had therefore advised that this procurement process began at the earliest opportunity. The Head of WRS highlighted the timescales as detailed below:-

- Nov 2013 – Joint Committee agree to procurement exercise
- Dec 2013 – procurement process begins

- June 2014 – Joint Committee receive results of procurement process and proposal
- July-Sept 2014 – partners approve proposal and governance arrangements
- Oct 2014 – If approved, Implementation Plan starts

The Head of WRS responded to Members' questions with regard to the meetings with Counties and Districts, in the immediate vicinity, who had expressed an interest and why WRS had not been able to successfully close a deal.

The Chairman, WRS Management Board informed Members that the Management Board had reached the conclusion as the Head of WRS had implied, to seize the opportunity to develop a strategic partnership and take WRS skills to the open market by offering a blended package of WRS skills to other public sector organisations and commercial companies; this would benefit Joint Committee partner authorities. The right strategic partnership would help maintain WRS.

The Chairman, WRS Management Board further responded to Members concerns with the risks involved and in doing so, referred to page 34 of the report, that the adoption of a structured project management approach would balance these risks and ensure that the project was halted if the likelihood of successful procurement became unrealistic.

The Head of WRS suggested that an evaluation framework used to assess potential partners be developed and the agreed framework be brought back to the Joint Committee.

The Executive Director, Finance & Corporate Resources, Bromsgrove District Council informed Members that Joint Committee Members would be kept fully informed, with any final decisions resting with each partner authority. Any changes to the governance arrangements for the Joint Committee, as a result of successful procurement, would have to go back to each respective partner authority for consideration.

Having been put to the vote with a majority agreement it was

RESOLVED:

- (a) that the further work undertaken to develop the growth potential of Worcestershire Regulatory Services be noted;
- (b) that the commencement of a procurement process to test the market for interest from commercial organisations in developing a strategic partnership for delivery of regulatory services, be approved. With the proviso that should the costs involved exceed the agreed amount of £20,000 it be brought back to the Joint Committee; and
- (c) that, as requested, partner councils to identify, by 1st March 2014, additional regulatory functions to include within the scope of procurement of a strategic partnership.

31/13 **PERFORMANCE AND ACTIVITY DATA - QUARTER 1 & QUARTER 2**

The Committee considered a report which detailed the Worcestershire Regulatory Services (WRS) Activity Data for Quarter 1 and 2.

Mr. S. Wilkes, Business Manager, WRS introduced the report and in doing so drew Members' attention to page 42 of the report, Performance Measures, Measures 1 and 2. Members were informed there had been a reasonable return rate to the public survey of 23%. As detailed in the report the data showed a summer spike in nuisance complaints, 50% of nuisance complaints relate to noise nuisance, officers are aware from past experience that a good summer yields additional work. Mr. Wilkes responded to Members' questions with regard to page 53 of the report 'Time to Close Complaints' data and confirmed that the longer time to close a complaint generally indicated either a more difficult complaint or one which, by its nature, resulted in formal action.

The Head of WRS responded to Members questions in respect of:

- No comparative data on performance from previous years.
- No detailed information on telephone queries or data from the Worcestershire Hub.
- 'End to end' information, how long it takes to solve a problem.

The Head of WRS highlighted that the data presented was activity data. A streamlined suite of outcomes and measures had been agreed by Joint Committee Members in February 2013 and were detailed in the WRS Service Plan 2013/2014. The Head of WRS drew Members' attention to a recent invite, extended to all Joint Committee Members, to attend an 'Away Day' – Joint Management Board and Joint Committee Workshop to be held at Wychavon District Council on Monday 20th January 2014. The workshop would provide Joint Committee Members with the opportunity to determine what information was required for each partner authority.

RESOLVED that the Worcestershire Regulatory Services Activity Data Quarter 1 and 2 report be noted.

32/13 **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE – PROPOSED MEETING DATES 2014 / 2015**

The Committee considered the proposed meeting dates scheduled for 2014/2015.

RESOLVED that the Worcestershire Shared Services Joint Committee meeting dates and start time of 4.30pm for 2014/2015 be approved as follows:

- Thursday 20th February 2014
- Thursday 26th June 2014 – Annual Meeting
- Thursday 25th September 2014
- Thursday 20th November 2014 – Budget Meeting
- Thursday 19th February 2015

The meeting closed at 6.55 p.m.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**11th February 2014**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel	Chair: <u>Cllr Debbie Taylor</u> / Vice-Chair: Cllr Andy Fry Kevin Dicks	Last meeting – 15 th May 2013
2.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr John Fisher</u> Georgina Harris	Last meeting – 4th December 2013

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

11th February 2014

3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: Cllr Pat Witherspoon Liz Tompkin	Next meeting – Date to be established
4.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> John Staniland / Ruth Bamford	Next meeting – 11 th February 2014

B. OTHER MEETINGS

5.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Next meeting – Date to be established.
6.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones	Last meeting – 25 th November 2013.
7.	Grants Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Next meeting – 6 th February 2014
8.	Procurement Group	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Jayne Pickering	In abeyance pending Transformation.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**11th February 2014

9.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 27 th November 2013
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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**10th February 2014**ACTION MONITORING**

Portfolio Holder(s) / Responsible Officer	Action requested	Status
10th December 2013		
Cllr Fisher / S Morgan	Quarterly Budget Monitoring - 2nd Quarter 2013/14 In response to a query from Councillor Brandon Clayton about the Housing capital programme, Officers undertook to clarify details around the delay in letting the contract for solid wall insulation.	Officers have met with Cllr Clayton to discuss the matter.
14th January 2014	Medium Term Financial Plan It was recommended that a letter should be sent by the Leader to the DCLG in response to this year's financial settlement. There was a request from Cllr Brandon Clayton for information regarding the level of grant settlement to Authorities within the County over the past 10 years.	A letter was sent to the DCLG following the Council meeting. Officers are in the process of compiling a response to Cllr Clayton.
	Impact of Worcestershire County Council Budget Proposals Officers undertook to bring back to the Executive Committee further details around costs and likely impact of changes on Lifeline service.	
<u>Note:</u>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 10/12/13 to present

