



# Council

Mon 15 Sep  
2014  
7.00 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
difference*

[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# Welcome to today's meeting.

## Guidance for the Public

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### **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 Democratic Services 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.

### **Members of the Public**

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Democratic Services Officer.

### **Special Arrangements**

If you have any particular needs, please contact the Democratic Services Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

### **Further Information**

If you require any further information, please contact the Democratic Services Officer (see foot of page opposite).

### **Fire/ Emergency instructions**

**If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.**

**If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.**

**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.**



# Council

Monday, 15th September, 2014

7.00 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:	Pat Witherspoon (Mayor)	Bill Hartnett Gay Hopkins
	Pattie Hill (Deputy Mayor)	Wanda King Alan Mason
	Joe Baker	Phil Mould
	Roger Bennett	Jane Potter
	Rebecca Blake	Mark Shurmer
	Michael Braley	Rachael Smith
	Andrew Brazier	Yvonne Smith
	Natalie Brookes	Paul Swansborough
	Juliet Brunner	Debbie Taylor
	David Bush	David Thain
	Greg Chance	John Witherspoon
	Brandon Clayton	Nina Wood-Ford
	John Fisher	
	Andrew Fry	
	Carole Gandy	

<b>1. Welcome</b>	The Mayor will open the meeting and welcome all present.
<b>2. Apologies</b>	To receive any apologies for absence on behalf of Council members.
<b>3. Declarations of Interest</b>	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.
<b>4. Minutes</b> (Pages 1 - 6) Kevin Dicks, Chief Executive	To confirm as a correct record the minutes of the meeting of the Council held on 14 <sup>th</sup> July 2014.

# Council

Monday, 15th September, 2014

<p><b>5. Announcements</b></p>	<p>To consider Announcements under Procedure Rule 10:</p> <ul style="list-style-type: none"><li>a) Mayor's Announcements</li><li>b) Leader's Announcements</li><li>c) Chief Executive's Announcements.</li></ul> <p>(Oral report)</p>
<p><b>6. Questions on Notice</b></p> <p>Kevin Dicks, Chief Executive</p>	<p>No questions have been submitted to date under Procedure Rule 9.2.</p>
<p><b>7. Motions on Notice</b></p> <p>Kevin Dicks, Chief Executive</p>	<p>No Motions have been submitted under Procedure Rule 11.</p>
<p><b>8. Executive Committee</b></p> <p>(Pages 7 - 118)</p> <p>Kevin Dicks, Chief Executive</p>	<p>To receive the minutes and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> <p><u>29<sup>th</sup> July 2014</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Consolidated Revenue and Capital Outturn;</li><li>• Changes in Funding for Extra Care Scheme;</li><li>• Response to Stratford on Avon's Proposed Submission Draft Core Strategy; and</li><li>• Worcestershire Shared Services Joint Committee.</li></ul> <p><u>8<sup>th</sup> September 2014</u></p> <p>Matters requiring the Council's consideration may include:</p> <ul style="list-style-type: none"><li>• Consolidated Revenue and Capital Monitoring Report Quarter 1, 2014-15</li><li>• Voluntary and Community Sector Grants Programme 2015-16</li></ul> <p><b>(Reports attached – Minutes of the meeting on 29<sup>th</sup> July 2014 circulated in Minute Book 2 – 2014/15. Minutes of the meeting held on 8<sup>th</sup> September 2014 to follow)</b></p>

<p><b>9. Regulatory Committees</b> (Pages 119 - 166) Kevin Dicks, Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees:</p> <table border="0"><tr><td>Audit, Governance &amp; Standards Committee</td><td>3<sup>rd</sup> July 2014</td></tr><tr><td>Licensing Committee 2014</td><td>28<sup>th</sup> July</td></tr><tr><td>Planning Committee</td><td>9<sup>th</sup> July 2014</td></tr><tr><td>Planning Committee</td><td>6<sup>th</sup> August</td></tr></table> <p>(There is a recommendation arising from the meeting of the Licensing Committee on 28<sup>th</sup> July 2014 for the Council's consideration – report and decision attached)</p> <p><b>(Minutes circulated in Minute Book 2 – 2014/15)</b></p>	Audit, Governance & Standards Committee	3 <sup>rd</sup> July 2014	Licensing Committee 2014	28 <sup>th</sup> July	Planning Committee	9 <sup>th</sup> July 2014	Planning Committee	6 <sup>th</sup> August
Audit, Governance & Standards Committee	3 <sup>rd</sup> July 2014								
Licensing Committee 2014	28 <sup>th</sup> July								
Planning Committee	9 <sup>th</sup> July 2014								
Planning Committee	6 <sup>th</sup> August								
<p><b>10. Allocation of Political Balance</b> (Pages 167 - 170) Claire Felton, Head of Legal, Equalities and Democratic Services</p>	<p>To consider the political balance of the Council following the recent by-election to fill the vacant seat in the Church Hill Ward.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>								
<p><b>11. Appointments to Outside Bodies etc.</b> Claire Felton, Head of Legal, Equalities and Democratic Services</p>	<p>In the light of the recent appointment of Councillor Yvonne Smith as Portfolio Holder for Community Safety and Regulatory Services, to <b>consider nominating</b> Councillor Smith to the following bodies:</p> <p><b>West Mercia Police and Crime Panel; and</b></p> <p><b>Corporate Parenting Steering Group.</b></p> <p>In both cases, the previous appointee was Councillor Rebecca Blake and so each nomination would represent a like for like change.</p> <p>Further to the appointment of Councillor Smith, as noted above, and the recent election of Councillor Wood-Ford, to <b>note</b> the following change to the membership of the Health and Safety Committee:</p> <p><b>Councillor Nina Wood-Ford appointed to the Health and Safety Committee in place of Councillor Yvonne Smith.</b></p> <p>(No supporting report – previous report on Outside Bodies representation was submitted to the Annual Meeting of the Council on 9<sup>th</sup> June 2014.)</p> <p><b>(No Direct Ward Relevance)</b></p>								

<p><b>12. Urgent Business - Record of Decisions</b></p> <p>Kevin Dicks, Chief Executive</p>	<p>To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.</p> <p>(None to date).</p>
<p><b>13. Urgent Business - general (if any)</b></p>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in her by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting.)</p>
<p><b>14. Exclusion of the Public</b></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><b>“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) of the said Act, as amended.”</b></p> <p><b>[Subject to the “public interest” test, information relating to:</b></p> <ul style="list-style-type: none"><li><b>• Para 1 – <u>any individual;</u></b></li><li><b>• Para 2 – <u>the identity of any individual;</u></b></li><li><b>• Para 3 – <u>financial or business affairs;</u></b></li><li><b>• Para 4 – <u>labour relations matters;</u></b></li><li><b>• Para 5 – <u>legal professional privilege;</u></b></li><li><b>• Para 6 – <u>a notice, order or direction;</u></b></li><li><b>• Para 7 – <u>the prevention, investigation or prosecution of crime;</u></b></li></ul> <p><b>may need to be considered as ‘exempt’.]</b></p>

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Monday, 15th September, 2014

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15. -

(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)

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## Council

14<sup>th</sup> July 2014

## MINUTES

### Present:

Councillor Pat Witherspoon (Mayor), Councillor Pattie Hill (Deputy Mayor) and Councillors Joe Baker, Roger Bennett, Rebecca Blake, Andrew Brazier, Natalie Brookes, David Bush, Greg Chance, Brandon Clayton, John Fisher, Andrew Fry, Bill Hartnett, Wanda King, Phil Mould, Jane Potter, Mark Shurmer, Rachael Smith, Yvonne Smith, Debbie Taylor, David Thain and John Witherspoon

### Also Present:

Mrs Elaine Daykin BEM and Inspector Ian Joseph

### Officers:

Claire Felton, Sue Hanley and Kelly-Louise Johnson

### Committee Services Officer:

Ivor Westmore

## 14. APOLOGIES

Apologies for absence were received on behalf of Councillors Michael Braley, Juliet Brunner, Carole Gandy, Gay Hopkins, Alan Mason and Paul Swansborough.

## 15. DECLARATIONS OF INTEREST

Councillor David Bush declared a disclosable pecuniary interest in Item 8 (Executive Committee) as detailed separately at Minute 20 below.

The following Members signed a form to indicate that they wished to be granted a dispensation to discuss and vote upon matters involving Non-Domestic Rates, Discretionary Rate Relief and associated policies and guidance, a dispensation agreed at the most recent meeting of the Audit, Governance and Standards Committee:

.....  
MAYOR, in the Chair

# Council

14<sup>th</sup> July 2014

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Councillors Joe Baker, Rebecca Blake, Andrew Brazier, David Bush, Brandon Clayton, Bill Hartnett, Rachael Smith, David Thain, Pat Witherspoon and John Witherspoon.

## 16. MINUTES

### RESOLVED that

**the minutes of the meeting of the Council held on 9<sup>th</sup> June 2014 be agreed as a correct record and signed by the Mayor.**

## 17. ANNOUNCEMENTS

### a) Mayor

The Mayor's announcements were as follows:

#### i) Elaine Daykin, BEM

The Mayor led the Council in congratulating Elaine Daykin, one of the founders of Special Olympics Redditch, on her receipt of the British Empire Medal in the recent Queen's Birthday Honours. The Mayor reported that Elaine still devoted a great deal of time and effort to ensuring that Special Olympics Redditch remained the tremendously successful organisation it had become.

The Leader of the Council added his congratulations to those of the Mayor, noting that Elaine and her husband Ron had been honoured by the last Mayor in recognition of their work for Special Olympics Redditch, and other members of the Council then proceeded to add their own tributes to Elaine and Ron for the work they carried out.

#### ii) Inspector Ian Joseph

The Mayor then led the Council in bidding farewell to another individual who had served the local community with great devotion and diligence over a number of years. Inspector Ian Joseph, District Inspector for Redditch, had announced his retirement after a long and distinguished career with West Mercia Police.

The Leader of the Council reported that, having known Inspector Joseph for many years, he was aware that Inspector Joseph held the Borough very dear and frequently went above and beyond the call of duty in carrying out his role. Members added their thanks to those of the Mayor and Leader, noting that Inspector Joseph would be a difficult act to follow.

#### iii) Mayor's announcements

The Mayor advised that, since the previous meeting of the Council, she had attended a number of engagements, including Hosting a

visit to the Town by the President of the Royal Town Planning Institute, a Primrose Choir concert here at the Town Hall, a Special Olympics event at the Alexander Stadium, the Fly the Flag for the Armed Forces Day, the Worcestershire Summer School Games, the Cookhill Flower Festival, the opening of a Learning Garden at Webheath First School Academy, the Freedom March for the 37<sup>th</sup> Signal Regiment, the judging of drawings by school students in connection with World War One commemorations, a fund raising concert for the Alzheimer's Society, the Summer Concert of Worcestershire Youth Music at the Palace Theatre, the Redditch Friends Together Ball at the White Hart in Headless Cross, Astwood Bank Carnival and that afternoon's visit by Her Royal Highness, Princess Anne.

iv) Forthcoming engagements

The Mayor advised that forthcoming engagements included the Consecration of our Lady of Mount Carmel Church, a production of Me and My Girl at Norbury Theatre, a Freedom of the City parade for the 214th (Worcestershire) Battery, Royal Artillery in Worcester, the Scarecrow Day event at Forge Mill Museum, her own Civic Service at St Stephens on 7th September, her Charity Comedy Night at the Palace Theatre on 9th September and Bromsgrove Civic Service.

v) Dementia Friendly Town

The Mayor advised that one of her chosen charities for the year, Redditch Friends Together, wished for Redditch to become a Dementia Friendly Town and the Mayor advised of activities she had already undertaken involving local schoolchildren to bring this about.

b) Leader's Announcements

The Leader's announcements were as follows:

i) Portfolio Holders

The Leader advised that, with immediate effect, Councillor Rebecca Blake would be standing down as Portfolio Holder for Community Safety and would be replaced in that role by Councillor Yvonne Smith.

ii) Freedom March for the 37<sup>th</sup> Signal Regiment

The Leader advised that he, along with the Mayor and other members of the Council, had attended the Freedom March for the 37<sup>th</sup> Signal Regiment and reported that it had been a great day and a magnificent ceremony.

iii) New College Apprentice Skills Award Night

The Leader advised that he, along with Councillors Potter and Blake, had attended a Apprentice Skills Awards Night at New College.

iv) Les Miserables

The Leader reported that he had attended a schools' version of Les Miserables at the Palace Theatre, a performance which had been greeted by a standing ovation.

v) Special Olympics Redditch

The Leader advised that he, along with the Deputy Mayor, had attended the Special Olympics Regional Athletics meeting at the Alexander Stadium, Birmingham and had been honoured to have been asked to present some medals.

vi) Redditch Bandstand

The Leader reported that he and other Members had attended two recent Bandstand events, Young Voices and the Redditch Has Got Talent event.

vii) Astwood Bank Carnival

The Leader advised that he had attended the Astwood Bank Carnival the previous weekend, an event which had been blessed with sunshine.

viii) Worcestershire Acute Trust

The Leader informed the Council that he was due to meet with the Worcestershire Acute Trust later this month to discuss the temporary closure of the local consultant-led maternity unit.

ix) Apprentice Skills Fair

The Leader reported that he had attended an Apprentice Skills Fair in the Kingfisher Centre, an event which had been a great success.

x) Green Fair

The Leader advised that he had attended the Green Fair at the Arrow Valley Countryside Centre, an event which involved the local Lions Club.

**18. QUESTIONS ON NOTICE**

No questions had been submitted.

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## 19. MOTIONS ON NOTICE

No motions had been submitted.

## 20. EXECUTIVE COMMITTEE

The Council considered the minutes of the meetings of the Executive Committee held on 8<sup>th</sup> April and 24<sup>th</sup> June 2014.

In relation to Minute 6 (Local Development Scheme 2014 and Community Infrastructure Levy [CIL], Executive Committee meeting, 24<sup>th</sup> June 2014) there was some discussion as to the benefit of the Borough adopting a CIL. It was explained that Officers at this stage were merely being instructed to draft a CIL for initial consideration through the Planning Advisory Panel and that the Council was proposing to retain the ability to enter into Section 106 planning obligation agreements.

### RESOLVED that

- 1) **the minutes of the meeting of the Executive Committee held on 8th April 2014 be received and all recommendations adopted; and**
- 2) **the minutes of the meeting of the Executive Committee held on 24th June 2014 be received and all recommendations adopted.**

(Prior to consideration of this item Councillor David Bush, declared a disclosable pecuniary interest, in view of the nature of his employment, and withdrew from the meeting during consideration of the item on the Planning Response to the Stratford-on-Avon District Core Strategy – Focussed Consultation: 2011 – 2031 Housing requirement and Strategic Sites Options)

## 21. REGULATORY COMMITTEES

Members received the minutes of recent meetings of the Audit and Governance, Licensing and Planning Committees.

### RESOLVED that

- 1) **the minutes of the meeting of the Audit and Governance Committee held on 24<sup>th</sup> April 2014 be received and adopted;**
- 2) **the minutes of the meeting of the Licensing Committee held on 7<sup>th</sup> April 2014 be received and adopted; and**

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14<sup>th</sup> July 2014

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- 3) the minutes of the meetings of the Planning Committee held on 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May and 11<sup>th</sup> June 2014 be received and adopted.

## 22. CONSTITUTION - ANNUAL REVIEW

Members considered the draft Constitutional documents which incorporated amendments agreed over the course of the preceding year by the Council.

The Council was reminded that Officers had the delegated authority to make minor typographical changes where necessary and several were planned in response to comments received in response to circulation of the draft documents.

### **RESOLVED that**

**the Council's Constitutional arrangements for 2014/15 be agreed.**

## 23. URGENT BUSINESS - RECORD OF DECISIONS

There were no Urgent Decisions to note.

## 24. URGENT BUSINESS - GENERAL (IF ANY)

There were no separate items of urgent business to consider at this meeting.

The Meeting commenced at 7.00 pm  
and closed at 7.53 pm

.....  
MAYOR, in the Chair

**COUNCIL**15<sup>th</sup> September 2014

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**20. CONSOLIDATED REVENUE AND CAPITAL OUTTURN****RESOLVED that**

- 1) the current financial position on Revenue and Capital be noted, as detailed in the report;**  
**and RECOMMENDED that**
- 2) the transfer of £165K into balances be approved;**
- 3) the carrying forward £3.2M for Capital project schemes be approved;**
- 4) the movement in reserves as detailed in Appendix 1 to the report be approved; and**
- 5) an increase in the 2014/15 Capital Programme to include the following Section 106 funded project: £16,500 for Pitcheroak Golf Course for improvements to the greens and creation of a par 3 course to encourage juniors and beginners to play golf, be approved.**





REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

29th July 2014

**CONSOLIDATED REVENUE & CAPITAL OUTTURN & FINANCIAL  
RESERVES STATEMENT 13/14**

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	N/A
Non Key Decision	

**1. SUMMARY OF PROPOSALS**

This report details the Council's financial position for the period April to March 2014 (Outturn – 2013/14).

**2. RECOMMENDATIONS**

The Executive Committee is asked to **RESOLVE** that

**the current financial position on Revenue and Capital be noted, as detailed in the report;**

The Executive Committee is asked to **RECOMMEND**

- 1) the transfer of £165k into balances;
- 2) to carry forward £3.2m for Capital project schemes;
- 3) approval of the movement in reserves as detailed in Appendix 1; and
- 4) to increase the 2014/15 Capital Programme to include the following Section 106 funded project: £16,500 for Pitcheroak Golf Course for improvements to the greens and creation of a par 3 course to encourage juniors and beginners to play golf.

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim of the report is to ensure Officers and Members have a full picture of the year end financial position of the Council. This report includes additional information in relation to the final position for each department.

**Financial Implications**

- 3.2 The Council set a balanced budget in February 2013 for the financial year 2013/14. Within the budget were included savings of £550k which

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

29th July 2014

were not fully identified but required delivery during the financial year. These included savings relating to Shared Services, Transformation, and general vacancies with the Council. These savings were to be achieved during the financial year and officers were tasked to ensure that they were delivered with no impact on front line delivery of services. To further secure savings expenditure was incurred on essential service delivery only.

**Revenue Budget summary Outturn (April – March) 2013/14 – Overall Council**

- 3.3 The current financial position for services delivered within the Borough is detailed in the table below. The variance for the year (c) represents the difference for the financial year 2013/14 between the estimated budget and the actual expenditure for each department. If the variance is a (-) this shows an underspend to the original budget.
- 3.4 Internal recharges are whereby internal support services are charged to individual departments. However in the table before they have been shown as one line to allow a more transparent comparison for each service area.

<b>Service Area</b>	<b>(a) Budget 2013/14 £000</b>	<b>(b) Actual Spend 2013/14 £000</b>	<b>(c) Variance 2013/14 £000</b>
<b>Service Specific Expenditure</b>			
<b>Environmental Services</b>	1,575	1,531	-44
<b>Community Services</b>	1,144	1,108	-36
<b>Regulatory Services</b>	417	396	-21
<b>Leisure &amp; Cultural Services</b>	2,030	2,007	-23
<b>Planning &amp; Regeneration</b>	-52	-84	-32
<b>Customer Access &amp; Financial Support</b>	-1,226	-1,253	-27
<b>Finance &amp; Resources</b>	1,143	1,125	-17
<b>Legal, Equalities &amp; Democratic Services</b>	156	126	-30
<b>Business Transformation</b>	116	71	-45
<b>Head of Housing Services (GF)</b>	78	57	-21
<b>Corporate Services</b>	93	90	-3
<b>Support Services (IT, HR, Finance) – Recharged services</b>	5,197	5,022	-175

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<b>Net Directorate Expenditure</b>	<b>10,671</b>	<b>10,196</b>	<b>-475</b>
<b><u>Non Service Expenditure</u></b>			
Superannuation	1,557	1,519	-38
Financing Costs	321	355	34
Capital charged to Revenue	0	58	58
Net Other Changes	-1,671	-1,464	207
<b>Total General Fund Expenditure</b>	<b>10,878</b>	<b>10,664</b>	<b>-214</b>
Income from Grants and Local Taxation	-10,794	-10,830	-36
<b>Contribution To / From General Fund Balances</b>	<b>84</b>	<b>-166</b>	<b>-250</b>

3.5 This shows a favourable underspend to budget of £250k. Therefore the unidentified savings of £550k have been delivered in full together with additional underspends during the year. The net position to return to balances is £166k.

3.6 Officers have been working through the financial year to ensure that savings are delivered with no impact on front line service delivery.

3.7 The main reasons for the variance to budget include:

- Environmental Services realised additional income from bereavement services and reduced supplies and service costs in a number of areas (£44k)
- Community services savings were mainly due to reduced spending on supplies and services and use of reserves (£36k)
- Regulatory Services utilised earmarked reserves to fund transitional costs (£21k)
- Leisure savings came redesign of systems as part of transformation, increased income in business development, and general savings across departments, however unforeseen utility costs, and unavoidable overtime in the sports centres reduced the overall savings (£23k)
- Planning & Regeneration have realised significant savings from salaries and in addition reserves have been utilised to minimise the impact on the general fund. (£32k)

**EXECUTIVE  
COMMITTEE**29th July 2014

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- Customer Access and Financial Support realised savings through reduced expenditure on repairs and maintenance, and higher than anticipated subsidy repayments from the DWP. (£27k)
  - Finance & Resources net underspend related to savings made on audit costs offset by the severance payments made during the management restructure.(£17k)
  - Legal services received additional income in the last quarter, predominately from Land charges and other savings were delivered through vacancy management (£30k)
  - Business transformation contributed savings from vacancies and the training budget was not spent due to ongoing work to develop a training matrix for all staff (£45k)
  - Housing made additional income from Dispersed Units and a number of costs were assessed as meeting the Essential Living Fund criteria and were appropriately charged to this fund. (£21k)
  - Corporate Services made savings through shared services together with general supply savings.(£3k)
  - Support Services represent a number of services including IT, Accountancy and Human Resources. Due to vacancy management and savings on contracts a significant underspend was seen in this area (£175k)
  - Non Service Specific Expenditure: this relates to expenditure outside of the general service control including capital financing costs, previous year adjustments and pension contributions. This area was overspent due to prior year payment on housing subsidy and shortfall on anticipated refunds from HMRC.
- 3.8 Savings delivered during 2013/14 will be released in 2014/15 to cover the unidentified savings which were included as part of the final budget.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

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**Capital Budget summary Outturn (April - March) 2013 /14 – Overall  
Council**

<b>Department</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual spend £'000</b>	<b>Variance £'000</b>
<b>Environmental Services</b>	3,752	1,737	-2,015
<b>Community Services</b>	925	374	-551
<b>Regulatory Services</b>	121	7	-114
<b>Leisure &amp; Cultural Services</b>	443	122	-321
<b>Planning and Regeneration</b>	55	11	-44
<b>Financial Services</b>	35	34	-1
<b>Property Services</b>	408	226	-182
<b>Business Transformation</b>	9	0	-9
<b>TOTAL</b>	<b>5,748</b>	<b>2,511</b>	<b>-3,237</b>

3.9 The main reasons for the variance to budget include:

- Re-scheduling of vehicle replacement programme, £918k to be moved to 2014/15.
- Community services have seen a reduction in new applications for Disabled Facilities Grants and Home Repairs Assistance; however the authority has approved grants to the value of £150k, and is committed to this expenditure.
- The final account for the Abbey Stadium but it will not be paid until the next financial year. Therefore, it is requested that the remaining budget is carried forward into 2014/15
- Public Buildings some expenditure was identified as Revenue thus reducing the Capital element, additional there is work in progress for £30k this budget is required in 14/15

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

29th July 2014

<b>Environmental Services</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

Service Head	Revised Budget  2013 /14  £'000	Actual Spend April - Sep  £'000	Variance to date  April - March  £'000
<b>Bereavement Services</b>	-378	-436	-58
<b>Cleansing</b>	557	560	3
<b>Climate Change</b>	12	9	-3
<b>Environmental services Management</b>	677	681	3
<b>Highways &amp; Drainage (inc civil parking)</b>	465	441	-24
<b>Landscape &amp; Grounds Maintenance</b>	89	125	36
<b>Manager supplies &amp; Transport</b>	0	0	0
<b>Waste Management - Refuse &amp; Recycling</b>	1,033	976	-57
<b>Waste Management Policy</b>	6	-16	-22
<b>Allocation of savings</b>	-51	0	51
<b>Service Expenditure</b>	<b>2,410</b>	<b>2,340</b>	<b>-71</b>
<b>Recharges internal</b>	-836	-810	26
<b>Allocation of unidentified savings</b>	0	0	0
<b>TOTAL</b>	<b>1,574</b>	<b>1,530</b>	<b>-45</b>

**Financial Commentary:**

- Bereavement Services have achieved more income than budgeted due to increase in demand.

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- North Worcestershire Waste Management has reported a £20k saving on drainage works within the Land Drainage shared service.
- S106 funds expected to contribute towards the Landscape expenditure are outstanding, when received these will be used in future years.
- Waste Collection has seen a £20k saving from reduced supplies and transport recharges, £25k lower capital charges.

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2013 /14  £'000</b>	<b>Actual Spend April – Mar £'000</b>	<b>Variance to date April – Mar £'000</b>
<b>Crematorium Enhancement</b>	1,058	920	-138
<b>Crematorium Extension</b>	35	24	-11
<b>Crossgate Depot Imps 2010</b>	30	10	-20
<b>Solar Panels</b>	35	31	-4
<b>Estate Enhancements</b>	234	6	-228
<b>Footpath Improvements</b>	20	18	-2
<b>Foxlydiate Crescent Lighting</b>	25	0	-25
<b>Improved Parking Scheme</b>	250	237	-13
<b>Land Drainage schemes</b>	222	108	-114
<b>Landscape Improvement Programme</b>	200	154	-46

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<b>Recycling Project</b>	67	25	-42
<b>Town Centre Landscape Scheme</b>	450	21	-429
<b>Vehicle replacement programme</b>	1,101	183	-918
<b>Woodland Schemes</b>	25	0	-25
<b>TOTAL</b>	<b>3,752</b>	<b>1,737</b>	<b>-2,015</b>

**Financial Commentary:**

- The majority of the work has taken place for the Crematorium Enhancement and extension. Officers request that any remaining budget be moved into 2014/15 to carry out further remedial works.
- Solar Panels – scheme is now complete with a saving of £4k
- Estate Enhancement work continues – any balance at year end is requested to be moved to 2014/15
- Land Drainage Schemes – Wyre Forest/NWWM at part of their service level agreement oversee the Land Drainage capital schemes. £90k flood alleviation work has been carried out during the year.
- Work began on Church Green bandstand in 2013/14 and further landscape works are progressing in 2014/15.
- Vehicle replacement programme - due to re-scheduling of vehicle procurement, £918k to be moved to 2014/15 as most of the expenditure will take place after April.
- Woodland Schemes – Officers have asked for the budget to be moved into 2014/15 to carry out works in Oakenshaw Woods



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<b>Community Services</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

Service Head	Revised Budget  2013 /14  £'000	Actual Spend April – Mar  £'000	Variance to date  April - Mar £'000
<b>Community Services</b>	1,311	1,224	-86
<b>Control Centre Manager</b>	344	329	-16
<b>Care &amp; Repair</b>	50	44	-6
<b>Service Expenditure</b>	<b>1,705</b>	<b>1,597</b>	<b>-108</b>
<b>Recharges internal</b>	-519	-489	30
<b>Allocation of unidentified savings</b>	-42	0	42
<b>TOTAL</b>	<b>1,144</b>	<b>1,108</b>	<b>-36</b>

**Financial Commentary:**

- The spend on supplies and services is lower across all cost centres.
- Community Services Earmarked reserves were used to reduce the pressure on budgets in year.
- £17k reduced transport costs on Dial a Ride.

**Capital Budget summary**

Service	Revised Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
<b>Disabled Facilities Grant</b>	575	332	-243
<b>Energy &amp; Efficiency Installs</b>	94	0	-94
<b>Hmo Grants</b>	20	10	-10
<b>Home Repairs Assistance</b>	150	24	-126
<b>Housing Needs Assessment</b>	4	0	-4
<b>Strat Hsg Research &amp; Dev</b>	10	0	-10
<b>Warmer Worcs Insul Scheme</b>	25	8	-17

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<b>(£40k)</b>			
<b>Small Area Improvements</b>	47	0	-47
<b>TOTAL</b>	<b>925</b>	<b>374</b>	<b>-551</b>

**Financial Commentary:**

- There has been a reduction in new applications for Disabled Facilities Grants, however the authority has approved grants to the value of £150k, work is in progress.

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<b>Regulatory Services</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary Quarter 3 (April – December) 2013 /14 –  
Regulatory Client**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Mar £'000</b>
<b>Environmental Health</b>	610	592	-18
<b>Licensing</b>	-177	-196	-19
<b>Allocation of Savings</b>	-16	0	16
<b>TOTAL</b>	<b>417</b>	<b>396</b>	<b>-21</b>

**Financial Commentary:**

- No significant variances

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend £'000</b>	<b>Variance £'000</b>
<b>Worcestershire Enhanced Two Tier Programme (WETT)</b>	121	7	-114
<b>TOTAL</b>	<b>121</b>	<b>7</b>	<b>-114</b>

**Financial Commentary:**

- The expenditure is jointly funded by all partners in accordance with the business case. The budget for 13/14 was £503k, RBC share at 11.31% £56k.

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Leisure and Cultural Services	Outturn (April - March) 2013 /14
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**Revenue Budget summary**

Service Head	Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Business Development	149	120	-29
Cultural Services	850	724	-126
Leisure & Cultural Manage.	149	142	-7
Parks & Open Spaces	876	820	-56
Sports Services	409	568	159
Allocation of savings	5	0	-5
<b>Service Expenditure</b>	<b>2,438</b>	<b>2,374</b>	<b>-64</b>
Recharges internal	-408	-367	41
<b>TOTAL</b>	<b>2,030</b>	<b>2,007</b>	<b>-23</b>

**Financial Commentary:**

- The underspend within Business Development is due to the following reasons:
  - Income from roundabouts sponsorship has exceeded the budget and an additional income target has been included within the 2014/15 budget.
  - The Christmas Lights have been procured at a lower price and installed by existing staff rather than contractors and a saving has been included within the 2014/15 budget.
  - There are vacancy savings which will be addressed as part of a service review in 2014/15.
- The underspend within Cultural Services is due to the following reasons:
  - The Palace Theatre has significantly exceeded its income target.
  - The Community Centres which remain within the management of Leisure Services have made savings due a successful trial of a transformation re-design.

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- The underspend within Leisure & Cultural Management is due to lower than anticipated expenditure by the Learning Online service.
- The underspend within Parks & Open Spaces is due to the following reasons:
  - An element of the Play Area maintenance budget was not required as existing Section 106 receipts have been utilised.
  - There has been a reduction in the landscape maintenance recharge from Environmental Services.
- Sports Services achieved budget position across all cost centres with the exception of the Abbey Stadium, Kingsley Sports Centre & Hewell Road. The overspend is due to:
  - Unforeseen utilities costs at the Abbey Stadium.
  - Overtime costs at the Abbey Stadium have increased due to long-term sickness in front-line posts which has to be covered.
  - Ongoing security costs at Hewell Road prior to its disposal.
  - Income generation was 1.5% lower than budgeted at the Abbey Stadium following changes in the local fitness market. Officers have reviewed the position and increased marketing accordingly, reviewed class and exercise programmes and are looking at ways to respond to customer feedback proactively to address this situation.

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April – Mar £'000</b>	<b>Variance to date April – Mar £'000</b>
<b>Abbey Stadium</b>	350	35	-315
<b>Hewell Rd Pool Works</b>	0	0	0
<b>Kingsley Sports Centre</b>	37	37	0
<b>Greenlands Pub Open Space</b>	8	0	-8
<b>South Street S106 Fund</b>	48	50	2
<b>TOTAL</b>	<b>443</b>	<b>122</b>	<b>-321</b>

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**Financial Commentary:**

- Officers are waiting to settle the final account for the Abbey Stadium but it will not be paid until the next financial year. Therefore, it is requested that the remaining budget is carried forward into 2014/15.
- Works have not yet been completed at Greenlands playing field / changing rooms so it is requested that the budget is carried forward into 2014/15.

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<b>Planning and Regeneration</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April - Dec £'000</b>
<b>Building Control</b>	52	62	10
<b>Development Management</b>	165	174	9
<b>Economic Development</b>	120	156	36
<b>Planning Policy</b>	383	275	-108
<b>Allocation of savings</b>	-23	0	23
<b>Service Expenditure</b>	<b>697</b>	<b>667</b>	<b>-30</b>
<b>Recharges internal</b>	-749	-752	-3
<b>TOTAL</b>	<b>-52</b>	<b>-85</b>	<b>-33</b>

**Financial Commentary:**

- A building hiatus within the Redditch Borough has resulted in a reduction of Planning Applications and consequently Building Controls services affecting the income achievable.
- Salary savings of £25k and the use of earmarked reserves for town centre projects contributed to the savings made within Planning.

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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2013 /14  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
<b>Town Centre Development</b>	55	11	-44
<b>TOTAL</b>	<b>55</b>	<b>55</b>	<b>-44</b>

**Financial Commentary:**

- Funding from Section 106 to finance Town Centre Development has not been fully committed during 2013/14



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<b>Customer Access &amp; Financial Support</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Budget 2013/14 £'000</b>	<b>Actual Spend £'000</b>	<b>Variance £'000</b>
<b>Asset &amp; Property Management</b>	1,066	898	-168
<b>Customer Services</b>	467	490	23
<b>Revenues &amp; Benefits</b>	284	125	-159
<b>Allocation of savings</b>	80	0	-80
<b>Service Expenditure</b>	<b>1,898</b>	<b>1,513</b>	<b>-385</b>
<b>Recharges internal</b>	-3,124	-2,766	357
<b>TOTAL</b>	<b>-1,226</b>	<b>-1,253</b>	<b>-28</b>

**Financial Commentary**

- The variance for Asset & Property Management is mainly attributable to increased income through effective use of office space. Also the Repairs & Maintenance expenditure on buildings within Property Services was lower than expected this year, and Investment Properties have achieved more income due to more Units being let in the last quarter of the year.
- The variance for Customer Services is attributable to the redundancies within the service and the extension on the Cash Receipting system.
- The variance for Revenues & Benefits is predominantly due to Benefit Awards and reduced internal recharges.

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>

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<b>General Fund Buildings - Asbestos</b>	48	18	-30
<b>Public Building</b>	250	123	-127
<b>YMCA Heating</b>	85	85	0
<b>Energy Management</b>	25	0	-25
<b>TOTAL</b>	<b>408</b>	<b>226</b>	<b>-182</b>

**Financial Commentary:**

- General Fund buildings - Asbestos, this project has been unable to complete some of its works during the last quarter and therefore there will be a requirement for £14k as a carry forward for 14/15.
- Public Buildings have managed to resource some expenditure from Revenue budgets thus reducing the Capital element, and also were unable to complete some works during the last quarter therefore there is a commitment for £30k of the under spend required for 14/15
- Energy Management, this project is to be reviewed for 14/15.

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<b>Financial Services</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Mar £'000</b>
<b>Financial Services and Procurement</b>	726	837	111
<b>Corporate Management and Audit</b>	1,267	1,228	-39
<b>Service Expenditure</b>	<b>1,993</b>	<b>2,065</b>	<b>73</b>
<b>Recharges internal</b>	-830	-940	-110
<b>Allocation of savings</b>	-20	0	20
<b>TOTAL</b>	<b>1,143</b>	<b>1,125</b>	<b>-17</b>

**Financial Commentary:**

- Overspend on Financial Services are severance costs following the recent Head of Service Restructure.
- Underspend on Corporate Management and Audit is due to savings on audit fees, corporate subscriptions and an over recovery of insurance premiums to be placed in an earmarked reserve for future years.

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Mar £'000</b>
<b>Income Replacement System</b>	35	34	-1
<b>TOTAL</b>	<b>35</b>	<b>34</b>	<b>-1</b>

**Financial Commentary:**

- No significant variance.

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<b>Legal, Equalities and Democratic Services</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Mar £'000</b>
<b>Democratic Services &amp; Member Support</b>	315	278	-37
<b>Elections &amp; Electoral Services</b>	98	95	-3
<b>Legal Advice &amp; Services</b>	335	309	-26
<b>Allocation of Savings</b>	15	0	-15
<b>Service Expenditure</b>	<b>763</b>	<b>682</b>	<b>-81</b>
<b>Recharges internal</b>	-607	-556	51
<b>TOTAL</b>	<b>156</b>	<b>126</b>	<b>-30</b>

**Financial Commentary:**

- The variances within Legal, Equalities & Democratic Services are predominantly due to additional income being received within Land Charges in the final quarter, reduced expenditure within Members Services, vacant posts following the service review earlier in the year, and lower internal recharges.

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<b>Business Transformation</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Mar £'000</b>
<b>Corporate Strategy</b>	85	74	-11
<b>Business Transformation</b>	918	828	-90
<b>Human Resources</b>	491	419	-73
<b>IT Services</b>	148	166	17
<b>Allocation of savings</b>	88	0	-88
<b>Service expenditure</b>	<b>1,731</b>	<b>1,487</b>	<b>-244</b>
<b>Internal Recharge</b>	-1,615	-1,415	199
<b>TOTAL</b>	<b>116</b>	<b>71</b>	<b>-45</b>

**Financial Commentary:**

- In year savings were identified within IT services and Business Transformation due to vacancies in the departments.
- In Corporate strategy a small saving has been identified within the Equalities budget.
- A further saving has been identified in the Business Transformation budget for the cost of internet services
- The savings within Human Resources are due to vacancies and savings within the training budget.

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**Capital Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14  £'000</b>	<b>Actual Spend April - Dec  £'000</b>	<b>Variance to date April - Dec  £'000</b>
<b>Members IT Facilities</b>	9	0	-9
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>-9</b>

**Financial Commentary:**

- Currently no expenditure to date on this project.

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<b>Housing Services (General Fund)</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Dec £'000</b>
Housing general fund	969	939	-30
Allocation of Savings	-20	0	20
<b>Service Expenditure</b>	<b>949</b>	<b>939</b>	<b>-10</b>
Recharges internal	-871	-882	-11
<b>TOTAL</b>	<b>78</b>	<b>57</b>	<b>-21</b>

**Financial Commentary:**

- £35k saving from additional income on Dispersed Units, and allocation of attributable costs to Essential Living Fund

<b>Corporate Services</b>	<b>Outturn (April - March) 2013 /14</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget 2013 /14 £'000</b>	<b>Actual Spend April - Mar £'000</b>	<b>Variance to date April - Mar £'000</b>
Corporate Admin / Central Post / Printing	870	825	-45

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Allocation of savings	41	0	-41
<b>Service Expenditure</b>	<b>911</b>	<b>825</b>	<b>-86</b>
<b>Recharges internal</b>	<b>-818</b>	<b>-735</b>	<b>83</b>
<b>TOTAL</b>	<b>93</b>	<b>90</b>	<b>-3</b>

**Financial Commentary:**

- Savings made from Shared Services and a vacant Directors post.
- Clinical care group expenditure was funded by earmarked reserves.

**Treasury Management**

3.10 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

**Credit Risk**

3.11 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

3.12 At 31 March 2014, there were no short-term investments

**Income from investments**

3.13 An investment income target of £25k has been set for 2013/14 using a projected rate of return of 0.75% - 1.50%. During the past financial year, bank base rates have remained at 0.50% and current indications are projecting minimal upward movement for the short-term.

3.14 In the 12 months to 31 March 2014 the Council earned income from investments of £15k. The Council has not achieved the budgeted income due to reductions in the rate now provided by the call account, however that the £10k shortfall has been negated by the fall in borrowing costs.



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**General Fund Balances**

- 3.15 The General Fund Balance as at the 31st March 2013 is £1m; a balanced budget was set in February 2013, should the unidentified savings not be achieved during the year or any unexpected expenditure occur this would be funded from Balances.

<b>General Fund Balance</b>		
	£'000	£'000
Balance as at 1 <sup>st</sup> April 2013	1,001	
Contribution to balances	165	
Estimated Balances 31 <sup>st</sup> March 2014		1,166

**Housing Revenue Account**

- 3.16 The 2013/14 financial position resulted in an under achievement by £45k against the approved budget of £260k (Surplus). The amount in HRA balances now stands at £1,031k.
- 3.17 The main variations are due to:-
- A reduction in the amount received in government subsidies.
  - Cost savings were made delivering the service, which helped to reduce the effect of lost income.

**Housing Revenue Account 2013/14**

	Approved Budget 2013/14 £000	Actual 2013/14 £000	Variance £000
Income	25,224	25,093	131
Expenditure	24,965	24,879	(86)
<b>Net Expenditure</b>	<b>(260)</b>	<b>(215)</b>	<b>45</b>
<b><u>Housing Revenue Account Balance</u></b>			
Surplus as at 1 <sup>st</sup> April 2013	817	817	0
Surplus (Deficit) for year 2013/14	260	215	(45)
Surplus as at 31 <sup>st</sup> March 2014	1,076	1,031	(45)

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**Legal Implications**

3.18 No legal implications have been identified.

**Service/Operational Implications**

3.19 Sound performance management and data quality are keys to achieving improved scores in the use of resources judgement. This performance report supports that aim.

**Customer / Equalities and Diversity Implications**

3.20 Performance Improvement is a Council objective.

**4. RISK MANAGEMENT**

Risk considerations are covered within the report.

**5. APPENDICES**

Appendix 1 – Reserves Statement

**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

Name: Sam Morgan  
E Mail: [sam.morgan@bromsgroveandredditch.gov.uk](mailto:sam.morgan@bromsgroveandredditch.gov.uk)  
Tel: (01527) 64252 ext 3790

**FINANCIAL RESERVES STATEMENT 2013/14**

**APPENDIX 1**

<b>Description</b>	<b>Balance C/fwd 1.4.2013</b>	<b>Movement in Reserve 2013/14</b>	<b>New Reserve 2013/14</b>	<b>C/fwd 31.3.2014</b>	<b>Comment</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Shopmobility Donations</b>	-32,263			<b>-32,263</b>	Accumulated donations pre 2013 which are ring fenced for the purchase of equipment as required.
<b>Crematorium Donations</b>	-5,987			<b>-5,987</b>	To be carried forward to 2014/15 - for work as designated by Bereavment Services Manager
<b>Forge Mill Museum Donations</b>	-1,800		1,800	<b>0</b>	Fully Spent in 2013/14
<b>Heming Road Units</b>	-22,273		2,304	<b>-19,969</b>	To be utilised for repairs and maintenance of the units

<b>Car Loan Insurance Fund</b>	-6,861	-310		<b>-7,171</b>	To provide cover for the Council against losses on car loans
<b>Community Safety(BSC)</b>	-65,795			<b>-65,795</b>	Community Safety Projects
<b>Mercury emissions</b>	-424,500	-20,000		<b>-444,500</b>	Cremator works - to be drawn down in 2014/15
<b>Job Evaluation</b>	-755,000			<b>-755,000</b>	Job Evaluation Costs
<b>IT licences</b>	-29,210			<b>-29,210</b>	Additional License costs
<b>Land Drainage</b>	-19,594			<b>-19,594</b>	Savings from NWWM Shared Service to provide contingency funds for flooding/drainage
<b>Planning</b>	-49,325	-16,482		<b>-65,807</b>	Local plan set aside
<b>Town Centre Grant</b>	-51,620		40,466	<b>-11,154</b>	Balance of grant for Town Centre developments
<b>Charles Henry Foyle Trust</b>	-2,704			<b>-2,704</b>	Donation only to be used on exhibitions at Forge Mill. To be drawdown in 14/15.

<b>Sports Development</b>	-37,150	-36,459	19,322	<b>-54,287</b>	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
<b>Positive Activities</b>	-122,080	-14,518	14,503	<b>-122,096</b>	Ringfenced grants for a number of positive (including Ageing Well) activities to improve Health and Wellbeing in the Borough
<b>Homelessness Grant</b>	-142,197			<b>-142,197</b>	Government Specific Grant - annual funding
<b>Mort rescue</b>	-24,470			<b>-24,470</b>	Ongoing Homelessness Prevention Scheme
<b>Risk</b>	-36,150	-15,000	4,500	<b>-46,650</b>	To support the development of a risk management framework across the Council
<b>Health &amp; Well Being</b>	-26,760		79	<b>-26,681</b>	Ringfenced Health and Wellbeing grant
<b>Redditch Partnership</b>	-10,000		3,770	<b>0</b>	Fully Spent in 2013/14

<b>Arts</b>	-9,680	-805	5,426	<b>-5,059</b>	To fund a number of specific arts projects across the Borough
<b>Economic Development</b>	0	-24,000		<b>-24,000</b>	Economic Development projects
<b>Areas of Highest Need</b>	-132,670		33,824	<b>-98,846</b>	To support the costs associated with the Areas of Highest Need
<b>Land charges</b>	-100,000			<b>-100,000</b>	To fund potential litigation in relation to Land Charges
<b>Sure Start</b>	-9,903			<b>-9,903</b>	Contract specific grant carry forward
<b>Community Safety</b>	-111,097	-97,457	47,400	<b>-161,155</b>	External Grant Funding funding held on behalf of NWCSP
<b>Worcestershire Regulatory Services</b>	-59,140		26,552	<b>-32,588</b>	To fund costs relating to the IT system for WRS
<b>PCT</b>	-136,150		104,075	<b>-32,075</b>	External Grant Funding funding held on behalf of PCT

					Balance of IER Grant received from Cabinet Office to be continued for implementation in 14/16
<b>Elections (IER)</b>	0	-6,431		<b>-6,431</b>	
<b>Strategic Housing</b>	-1,250			<b>-1,250</b>	Funds for specific projects
<b>Boulders Play Area</b>	-23,670		23,670	<b>0</b>	Fully Spent in 2013/14
<b>Elections</b>	-8,000	-9,865		<b>-17,865</b>	Elections reserve to be drawn down in 2014/15
<b>Crematorium</b>	-10,820			<b>-10,820</b>	To be used to carry out plinth work at Cemetery
<b>Planning transformation</b>	-4,890			<b>-4,890</b>	To support the system redesign within planning services
<b>Grants to Vol Bodies</b>	-32,960	-9,895	26,000	<b>-16,855</b>	A number of grants approved in 2013/14 did not receive their full payments
<b>Building Control</b>	-19,010		11,295	<b>-7,715</b>	Partnership income
<b>Development Management</b>	-3,000			<b>-3,000</b>	

<b>High Street Innovation Grant</b>	-45,110		510	<b>-44,600</b>	To support improvements in the Town Centre High Street
<b>DWP Grant</b>	-43,500			<b>-43,500</b>	Specific welfare reform grant received
<b>Welfare Grant Reform</b>	-20,110			<b>-20,110</b>	Specific welfare reform grant received
<b>Threadneedle Dilapidations</b>	-557,710		57,710	<b>-500,000</b>	Repairs reserve in relation to Threadneedle House
<b>Corporate Traineeships</b>	-9,000			<b>-9,000</b>	Corporate Traineeship scheme in 14/15 to be extended to 5 posts
<b>2 Pennies (Hsg &amp; Legal)</b>	-7,500			<b>-7,500</b>	To support the provision of specialist debt advice
<b>Allotments</b>	0	-1,305		<b>-1,305</b>	Funding from divisional support to be used in 2014/15
<b>Gypsy and traveller accommodation assessment 0702</b>		-8,775		<b>-8,775</b>	Gypsy and traveller accommodation assessment
<b>NNDR</b>		-454,749		<b>-454,749</b>	Small Business Rate Relief - Ringfenced grant
<b>GF Earmarked Reserves</b>	<b>-3,210,910</b>	<b>-716,050</b>	<b>423,206</b>	<b>-3,497,524</b>	



<b>Supporting People(HRA)</b>	-38,342			<b>-38,342</b>	Funding for post not all used in year
<b>Community Care Prev Grant</b>	-3,795			<b>-3,795</b>	Ongoing Older People's Project Funding (HRA)
<b>HRA Earmarked Reserves</b>	<b>-42,137</b>	<b>0</b>	<b>0</b>	<b>-42,137</b>	
<b>Capital Reserve- Vehicles &amp; Plant</b>	-205,904		29,330	<b>-176,575</b>	Replacement vehicles
<b>Capital Reserve-HRA</b>	-9,450,000	-3,500,000		<b>-12,950,000</b>	Reserve to enable the debt repayment on HRA, and future repairs and maintenance
<b>Capital Reserve</b>	<b>-9,655,904</b>	<b>-3,500,000</b>	<b>29,330</b>	<b>-13,126,575</b>	



**COUNCIL**15<sup>th</sup> September 2014

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**21. CHANGES IN FUNDING FOR EXTRA CARE SCHEME****RECOMMENDED that**

- 1) service charges for the cost of providing communal facilities at St. David's House and Queen's Cottages be increased to reflect the actual cost of providing them;**
- 2) charges to apply from Monday 6th October 2014 and to be reviewed on an annual basis as part of the Council's fees and charges process; and**

**RESOLVED that**

- 3) it be noted that, in future all residents of St. David's House and Queen's Cottages will be charged for housing related personal support, which is currently paid for some residents by the Worcestershire County Council Supporting People Fund, as this is being withdrawn.**



REDDITCH BOROUGH COUNCIL**EXECUTIVE  
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**REVIEW OF FUNDING FOR EXTRA CARE – ST. DAVID’S HOUSE AND QUEEN’S  
COTTAGES**

Relevant Portfolio Holder	Cllr Mark Shurmer, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Liz Tompkin, Head of Housing
Ward(s) Affected	Batchley and Brockhill
Ward Councillor(s) Consulted	Cllr Pattie Hill, Cllr John Witherspoon
Key Decision / Non-Key Decision	Non-Key Decision

**1. SUMMARY OF PROPOSALS**

This report sets out proposals to increase existing service charges relating to communal facilities at St David’s House and Queen’s Cottages and to note that as a result of cuts to funding from Worcestershire County Council as part of their Future Lives programme, in future, costs of providing housing related personal support will need to be paid by the tenant.

**2. RECOMMENDATIONS**

The Committee is asked to **RECOMMEND** that:

- 1) **service charges for the cost of providing communal facilities at St. David’s House and Queen’s Cottages be increased to reflect the actual cost of providing them;**
- 2) **charges to apply from Monday 6th October 2014 and to be reviewed on an annual basis as part of the Council’s fees and charges process; and**

to **RESOLVE** to **NOTE** that

**in future all residents of St. David’s House and Queen’s Cottages will be charged for housing related personal support, which is currently paid for some residents by the Worcestershire County Council Supporting People Fund, as this is being withdrawn.**

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**3. KEY ISSUES****Housing Related Personal Support**

- 3.1 St. David's House and Queen's Cottages is an Extra Care scheme comprising of 54 units of accommodation; 35 flats within St. David's House and 19 bungalows at Queen's Cottages. All residents of the scheme benefit from the use of the communal areas, activities, luncheon club and on-site staff 24 hours a day 365 days a year.
- 3.2 The Extra Care scheme has historically been funded through a mix of rental income, provision of care via a contract with Worcestershire County Council, provision of Housing Related Personal Support via a Supporting People contract with Worcestershire County Council for those in receipt of Housing Benefit, support charges paid by those who are not in receipt of Housing Benefit and service charges.
- 3.3 Worcestershire County Council needs to save £30 million in 2014/15 and then £25 million per year until at least 2016/17. Adult Services and Health have developed a programme called Future Lives to prioritise funding to services which they have a statutory duty to provide or to those services where there is evidence they avoid or reduce the need for social care. Commissioned Services have been reviewed within the above context and Worcestershire County Council has determined that whilst funding Extra Care Schemes enables them to meet their objectives this is not true of funding Housing Related Personal Support. The result of this is there will no longer be funding in the form of Supporting People for the Housing Related Support provided at St. David's House and Queen's Cottages this will need to be paid by the tenant. The current charge, as agreed in Fees and Charges is £62.50 per week.
- 3.4 Officers are proposing that everyone makes a contribution to the support provided. Support covers activities such as the daily well being visit, a member of staff on site 24 hours a day 7 days a week, monitoring of and responding to calls made through the lifeline system, provision of activities plus support to enjoy them, support prompts for medication and a personalised support plan. This charge is not Housing Benefit eligible but can be covered by the tenant's Attendance Allowance payments. Officers are asking for this charge to be set at £33.00 per week for the remainder of 2014/2015 and increased to £36.00 for 2015/2016.
- 3.5 A further change for Members to note is the change in the way care is funded. Worcestershire County council will no longer provide a care contract. Instead providers have submitted a tender to be included on the domiciliary care provider list. Providers need to be on this list to demonstrate they have On-Site provider status which is needed in order to provide the care at St. David's House and Queen's Cottages. Redditch Borough Council have been successful in being

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placed on this list. Care will be purchased by County or by the individual, if in receipt of direct payments.

**Service Charges**

- 3.6 As a result of the above Officers have been looking at the impact of this on the continued financial viability of St. David's House and Queen's Cottages. They have reviewed the costs of running the scheme plus the income generated by the current service charge arrangement.
- 3.7 Service charges are Housing Benefit eligible and cover things such as communal cleaning, landscaping, scheme management including maintaining the fire alarm and the door entry system. Service charges are currently £11.40 per week for tenants that live at St. David's House. The charge for those tenants that live at Queen's Cottages is £4.10 per week. In the interest of fairness Officers are asking to increase the Service charge to £22.00 per property per week for the remainder of 2014/2015 and increased to £25.00 for 2015/2016. St. David's House tenants will also continue to be charged for £7.00 per week for heating and £3.10 per week for the water.

**Financial Implications**

- 3.8 Worcestershire County Council has decided to change how they fund Extra Care schemes. Historically Extra Care schemes were funded via two contracts; one for Support and one for Care which in total provided £318,360 of income a year to St. David's House and Queen's Cottages.
- 3.9 Worcestershire County Council will provide funding for Core and Waking Nights cover this is currently worth £60,000 a year however is subject to review every 6 months as the value is based on the number of resident's in receipt of Housing Benefit.
- 3.10 Care will be purchased by Worcestershire County Council from Redditch Borough Council at a reduced rate of £13.20 per hour. This purchase will either be by the County or by the individual if they have opted to have direct payments. Currently an average of 230 hours per week is provided at St. David's House and Queen's Cottages. Officers have calculated the care will generate income of £157,800 per year this results in a total shortfall of £100,560.
- 3.11 In Year 1, based on a new staffing rota using salary costs based on the highest point, St. David's will experience a shortfall of £40,000 and HRA reserves will need to be used to balance the budget. In Year 2 St. David's will be able to operate within its income stream (Appendix 1 – Income and Expenditure).

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**Legal Implications**

- 3.12 Charges for ancillary services currently provided by the Worcestershire County Council and which are being withdrawn as a result of budget changes can be offered at a charge by Redditch Borough Council as ancillary to its housing function.
- 3.13 Service Charges as made under the tenants' individual tenancy agreements. The Housing Act 1985 provides that these charges can be increased provided tenants are given at least 28 days notice of the change.

**Service / Operational Implications**

- 3.14 Officers have reviewed staffing arrangements and rota hours to make the service as streamlined and as efficient as possible. This also included a review of administrative work to create capacity to invoice customers and Worcestershire County for the hours of care we provide.

**Customer / Equalities and Diversity Implications**

- 3.15 The changes to funding support will impact on the 46 customers that are currently on Housing Benefit as their Support costs are currently funded through Supporting People. Officers have identified that Attendance Allowance can be used to pay for support and the Support charge proposed is not greater than the current Attendance Allowance rates.
- 3.16 The service charges will be Housing Benefit eligible thus currently the implementation of increased service charges will affect 8 customers.
- 3.17 Officers have committed to meet with each resident and their family to review income to ensure they are in receipt of all the benefits to which they are entitled.
- 3.18 Officers from Redditch Borough Council and Worcestershire County Council met with tenants and their families on 3rd July 2014 to discuss the changes to funding by Worcestershire County Council and these proposals. Local Councillors also attended.
- 3.19 Residents and families strongly vocalised how much they value St. David's House and Queen's Cottages but understood these charges were needed to meet the shortfall (Appendix 2 – Briefing Note, Appendix 3 – Case Study).
- 3.20 Officers have made them aware that proposals are subject to approval by members and that if agreed would commence Monday 6th October 2014.



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**4. STRATEGIC PURPOSES**

The Extra Care scheme enables residents to:

- Help me to live my life independently
- Help me to be financially independent

**5. RISK MANAGEMENT**

5.1 If the funding and operations are not redesigned then it will not be viable to run St. David's House and Queen's Cottages as an Extra Care scheme. This will have a serious impact on those living at the 54 units of accommodation and the officers who are employed by Redditch Borough Council to operate the Extra Care Scheme.

5.2 Officers are aware that funding cuts from Worcestershire County Council will continue and will look at maximising income through various streams.

**6. APPENDICES**

Appendix 1 - Income and Expenditure

Appendix 2 - Briefing Note

Appendix 3 – Hypothetical Case Study

**7. BACKGROUND PAPERS**

- Cabinet paper by officers of Worcestershire County Council  
7 November 2013  
6. FUTURE LIVES: PATHWAYS TO INDEPENDENCE
- Cabinet paper by officers of Worcestershire County Council  
Thursday 6 March 2014, 10.00a.m., County Hall

**AUTHORS OF REPORT**

Name: Tracey Durrant  
Email: [tracey.durrant@bromsgroveandredditch.gov.uk](mailto:tracey.durrant@bromsgroveandredditch.gov.uk)  
Tel.: 01527 584769

Name: Emma Cartwright  
Email: [emma.cartwright@bromsgroveandredditch.gov.uk](mailto:emma.cartwright@bromsgroveandredditch.gov.uk)  
Tel.: 01527 64252 ext. 3994



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15<sup>th</sup> September 2014

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**22. RESPONSE TO STRATFORD ON AVON'S PROPOSED SUBMISSION  
DRAFT CORE STRATEGY**

**RECOMMENDED that**

**the response to the Stratford on Avon Proposed Submission Core  
Strategy be approved retrospectively.**



REDDITCH BOROUGH COUNCIL**EXECUTIVE  
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**REDDITCH BOROUGH COUNCIL RESPONSE TO STRATFORD-ON-AVON  
DISTRICT PROPOSED SUBMISSION CORE STRATEGY**

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**

The Stratford on Avon Proposed Submission Core Strategy was placed on consultation. Officers sent a response to their consultation on 7<sup>th</sup> July in advance of the consultation period expiring. This report requests that the Redditch Borough Council response (at Appendix 1) be approved retrospectively to formalise the Officer response submitted.

**2. RECOMMENDATIONS**

**The Executive Committee is asked to RECOMMEND to the Council that the response (at Appendix 1) to the Stratford on Avon Proposed Submission Core Strategy be approved retrospectively.**

**3. KEY ISSUES****Financial Implications**

3.1 None.

**Legal Implications**

3.2 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. There is also a legal Duty to Cooperate enshrined within the Localism Act. Redditch Borough Council therefore has a duty to ensure the plans of any relevant neighbours are responded to where there are relevant planning matters arise.

**Service / Operational Implications**

3.3 In accordance with the Town and Country Planning (Local Planning) 2012 Regulations, before Stratford's Core Strategy can be submitted, they are required to run a six week period for making representations on the legal

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compliance and soundness of the Plan. This period commenced on 5<sup>th</sup> June and ended on 17th July 2014.

3.4 Redditch Borough Council's response provides general support for the Stratford-on-Avon Proposed Submission Core Strategy. In summary the response included the following key points (the full response can be seen at Appendix 1):

- Stratford-on-Avon District Council (SOADC) proposes to meet its full objectively assessed needs for market and affordable housing within its own boundaries, which was supported.
- Reiterating previous comments made, support provided for Policy AS.8 and other references in the Plan relating to the protection of Studley's separate identity and maintaining the Green Belt between Studley and Redditch.
- Having regard to para. 6.13.4 of the Plan in relation to previous correspondence received from SOADC (dated 21<sup>st</sup> October 2013); a change of approach from Stratford is noted with regards to the land within Stratford and whether it has any potential future capacity for housing for Stratford.
- Para. 6.13.4 suggests that SOADC may wish to pursue the potential of the land adjacent to the A435, however previous correspondence suggested a contrary approach. RBC Officer noted that this may need to be clarified as its inclusion in an Allocations Plan for Stratford may have implications for the implementation of development on adjacent land within Redditch which is included as a potential housing site in the Borough of Redditch Local Plan No.4.
- Support for Policy CS.10: Green Belt where reference is made to the removal of 7ha of land at Gorcott Hill, north of Mappleborough Green.
- The response supports Policy CS.21: Economic Development where reference is made to the provision of 19 hectares of employment land to meet the specific needs of Redditch within Stratford.
- The response strongly supports the inclusion of proposals REDD.1: Winyates Green Triangle, Mappleborough Green and REDD.2: Gorcott Hill, Mappleborough Green, to contribute to meeting the future employment needs of Redditch.

**Customer / Equalities and Diversity Implications**

3.5 None.

**4. RISK MANAGEMENT**

4.1 In accordance with 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 Proposed Submission is not approved then this would affect the influence RBC can have on the content of the Stratford-on-Avon District Core

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Strategy. 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**

Appendix 1 - Redditch Borough Council response to the Stratford-on-Avon District Proposed Submission Core Strategy.

**6. BACKGROUND PAPERS**

SOADC - Core Strategy, Focused Consultation: 2011-2031 Housing Requirement and Strategic Site Options

SOADC - Intended Proposed Submission Core Strategy - July 2013

SOADC - Draft Core Strategy - February-March 2012

SOADC - Consultation Core Strategy – February 2010

SOADC - Housing Growth Scenarios – July 2009

SOADC - Draft Core Strategy 2008

SOADC - Issues and Options November May/June 2007

**7. KEY**

RBC - Redditch Borough Council

SOADC – Stratford-on-Avon District Council

**AUTHOR OF REPORT**

Name: Stacey Green

email: s.green@bromsgroveandredditch.gov.uk

Tel.: 1342







Town Hall, Walter Stranz Square,  
Redditch, Worcestershire B98 8AH  
tel: (01527) 64252  
fax: (01527) 65216

Stratford-on-Avon District Council

7<sup>th</sup> July 2014

Dear Mr. Nash,

### **Stratford-on-Avon District Proposed Submission Core Strategy**

Thank you for consulting Redditch Borough Council (RBC) during the above mentioned representations period.

Rather than provide comments on soundness and legal matters, RBC's response below is a general letter of support for the Stratford on Avon Proposed Submission Core Strategy.

### **Housing**

It is noted that Stratford-on-Avon District Council (SOADC) propose to meet its objectively assessed needs for market and affordable housing in full and will do so within its own boundaries. This approach is supported by RBC .

Reiterating previous comments made, RBC supports para. 6.8.13 which recognises that 'the most critical feature about Studley which should be preserved is its separate identity from Redditch' and that 'it is important that the gap of open countryside between the two is not encroached on by development' in order to maintain one of the key purposes the Green Belt.

RBC also support policy AS.8 in respect of the first environmental principle to be applied in considering development proposals and other initiatives relating to the Studley area. The environmental principle states: 'Retain the separate and distinct identity of Studley and maintain the open gaps with Redditch and Middletown/Sambourne'.

Having regard to para. 6.13.4 of the Plan in relation to previous correspondence received from SOADC (dated 21<sup>st</sup> October 2013 and attached to this representation for information); there appears to be a change of approach with regards to the land within Stratford and whether it has any potential future capacity for housing for Stratford.

Para. 6.13.4 states that "adjacent land in Stratford-on-Avon District to the west of the A435 could have some very limited capacity [for housing development], but this is constrained by landscape issues and the importance of retaining the identity and character of Mappleborough Green. This area will be assessed through the preparation of the Site Allocations Development Plan Document".

However, following receipt of the attached correspondence from SOADC and subsequent discussion between the Councils, it was understood that SOADC did not wish to pursue the potential of this land. This may need to be clarified as its inclusion in an Allocations Plan may have implications for the implementation of development on adjacent land within Redditch which is included as a potential housing site in the Borough of Redditch Local Plan No.4, currently at Examination stage.

### **Employment Land**

RBC supports Policy CS.10: Green Belt where reference is made to the removal of 7ha of land at Gorcott Hill, north of Mappleborough Green. The Council supports the site assessment made against the five purposes of the Green Belt and the 'exceptional circumstances' identified in order to facilitate economic development.

The Council is in favour of Policy CS.21: Economic Development where reference is made to the provision of 19 hectares of employment land to meet the specific needs of Redditch.

The Council strongly supports the inclusion of proposals REDD.1: Winyates Green Triangle, Mappleborough Green and REDD.2: Gorcott Hill, Mappleborough Green, to contribute to meeting the future employment needs of Redditch. It is welcomed that the site capacities of each area reflect those provided in the Borough of Redditch Local Plan No.4 Proposed Submission. RBC support the proposed mix of uses which are considered to align with the prospect of a high quality business park due to the site's physical characteristics and road access.

Para. 6.13.17 refers to the proposed areas of employment land at Wintayes Green and Gorcott Hill as comprising nearly 29 ha of employment land. RBC thinks this may be a typo which should refer to 19ha instead.

### **Draft Statement of Compliance with the duty to Cooperate – June 2014**

Appendix B: Schedule of main Meetings in the Draft Duty to Cooperate Statement refers to a Statement of Common Ground being prepared between the authorities of Stratford, Redditch and Bromsgrove. It is assumed this is referring to the Memorandum of Understanding. However RBC will support Stratford with any statements that are required as you approach and continue through Examination.

It should be noted that this is an officer response and that retrospective Member's endorsement is being sought at Redditch Full Council on 15<sup>th</sup> September 2014.

Yours sincerely

Emma Baker  
Acting Development Plans Manager

**COUNCIL**

15<sup>th</sup> September 2014

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**25. WORCESTERSHIRE REGULATORY SERVICES – BUSINESS MODEL REVIEW**

**RECOMMENDED that**

**the changes to the Worcestershire Shared Services Partnership Agreement as detailed at Appendix 1 to the report submitted be approved.**



**WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL****WORCESTERSHIRE REGULATORY SERVICES****MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 26TH JUNE 2014 AT 4.30 P.M.**

PRESENT: Councillors M. A. Bullivant, D. Hughes, B. Clayton, D. Wilkinson, Mrs. L. Hodgson, A. N. Blagg, R. Davis, K. Jennings, P. Harrison and M. Hart (during Minute No's 4/14 to 12/14)

Observers: Ms. R. Mullen, Corporate Director, Service Delivery, Worcester City Council and Mr. V. Allison, Deputy Managing Director, Wychavon District Council

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

Officers: Ms. J. Pickering, Mr. S. Jordan, Ms. C. Flanagan, Mr. M. Kay, Mr. S. Wilkes and Mrs. P. Ross

1/14 **ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor M. A. Bullivant, Bromsgrove District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

2/14 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED** that Councillor Mrs. B. Behan, Malvern Hills District Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/14 **APOLOGIES**

Apologies for absence were received from Councillors R. L. Dent, Bromsgrove District Council, Mrs. B. Behan, Malvern Hills District Council and A. Roberts, Worcester City Council.

4/14 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/14 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 20th February 2014 were submitted.

Councillor Mrs. L. Hodgson requested that with regard to Minute No. 37/13, that it be noted that there was a shortfall of £222,000 in relation to the part year effect to meet the level of reduction required for 2014/2015 for County Services and that it was accepted that due to the timing of potential restructures that there would be this level of shortfall. Her concern was that this information was not clearly detailed in Minute No. 37/13.

**RESOLVED** that, subject to the amendment as detailed in the preamble above, the minutes be approved as a correct record.

6/14

**WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT**  
**2013/2014**

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st April 2013 to 31st March 2014.

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. The report covered the performance of the service for the period 1st April 2013 to 31st March 2014.

The Head of WRS informed Members that the report covered the performance of the service. This year had seen continued discussions around future operating and financial models for the delivery of the service. Budget reductions requested by partners had been delivered by way of efficiencies and reductions identified for 2014/2015 that included reductions in service level. The year 2013/2014 was still an excellent year for work activity with excellent results across a range of service areas, some good outcomes from Court cases and a wide range of other project work delivered.

The Head of WRS drew Members' attention to the performance information as detailed on pages 19 to 22 of the Annual Report. Members were briefly informed of the recent Joint Overview and Scrutiny exercise. Members from the seven partner authorities had formed a Joint Overview and Scrutiny Task Group focusing on what WRS had delivered since its inception. Interviews had been held with WRS officers and the Management Board. The findings of the Task Group would be brought to a future meeting of the Joint Committee.

Councillor Mrs. L. Hodgson highlighted that one of the criticisms of the Task Group was information from Joint Committee meetings not being cascaded down to all partner authorities Members. She raised the question "How did we ensure information was cascaded down to Members of each partner authority". Councillor M. Hart responded that he felt that Joint Committee Members had a huge role to play and was of the opinion that it was down to Joint Committee Members to feedback to their respective Members to ensure they were kept fully informed. Further discussion followed with Members agreeing on the importance of information being cascaded down to partner authorities Members, so as any concerns identified could then be raised via their Joint Committee Member at Joint Committee meetings. Members also

agreed that it would be good practice to send a copy of the WRS Annual Report each year to all partner authorities Members as well as partner authorities Chief Executives and Managing Directors.

The Head of WRS responded to Members' questions with regard to the savings for partner councils as identified on page 47 of the Annual Report. Highlighting that WRS were working with partner authorities to develop savings over the next two years, strategic partnering would help with savings.

The Head of WRS drew Members' attention to 'Other Highlights' on pages 23 to 30 of the Annual Report. The Head of WRS responded to Members' questions with regard to press releases being issued and informed the Committee that WRS had a robust approach and proactive role when it came to areas of successful working or successful prosecutions which were publicised via press releases.

**RESOLVED:**

- (a) that the Worcestershire Regulatory Services Annual Report 2013/2014 be noted; and
- (b) that a copy of the Worcestershire Regulatory Services Annual Report 2013/2014 be forwarded to the Chief Executive, Managing Director and Members of each partner authority.

7/14

**STRATEGIC PARTNERING HIGHLIGHT REPORT**

Members were provided with a highlight report – June 2014.

The Head of Worcestershire Regulatory Services (WRS) introduced the highlight report and in doing so informed the Committee that four bidders had been invited to participate in the next phase, the dialogue process. A set of draft templates had been developed for the Invitation to Participate in Dialogue (ITPD) stage. A Suppliers Day was being held on Monday 7th July 2014 at Redditch Borough Council commencing at 1:00pm. The purpose of the Suppliers Day was to highlight to the bidders what the Worcestershire partners were looking for in a Strategic Partnership and the principles of which they were seeking in any proposals. This was an opportunity for WRS and South Worcestershire Building Control to showcase what they could do and their significant achievements to date. An invite had been extended to Joint Committee Members to attend the Suppliers Day.

The bidders would then be asked to go away and prepare their questions for the dialogue phase which would begin week commencing 28th July and 11th August 2014. Timeline for Competitive Dialogue had been developed but was really tight in order to achieve a contract signature in early 2015. The project plan would be monitored carefully at each project team meeting. The project manager would report any slippages to the Management Board. The project was on budget but due to the complexities involved in running two lots in the same process more of the project manager's time had been called upon than had been anticipated.

The Head of WRS further informed the Committee that the outline of the project plan and key dates would be presented to a future meeting of the Committee. WRS staff had been kept fully informed. The Head of WRS highlighted that he was happy to attend any Council meetings in order to inform and update all partner authorities.

The Head of WRS responded to Councillor B. Clayton with regard to the status of the project, would additional funds be required as a result of the additional time required of the project manager. The Head of WRS explained that complex paperwork had required more time than anticipated in the early stages of the project which had resulted in an increased spend, so hopefully no additional funding would be required.

The Chairman expressed his thanks for the highlight report.

8/14

### **WORCESTERSHIRE REGULATORY SERVICES - BUSINESS MODEL REVIEW**

The Committee was asked to consider the Worcestershire Regulatory Services, Business Model Review which had been developed to reflect the changing needs of the Worcestershire Shared Services Partnership.

Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services (WRS), Management Board introduced the report and in doing so informed Members that the business model review had been prompted by the fact that partner authorities were currently in a very different place today compared to when the partnership was initially developed in 2010.

With the exception of minor revisions to the scope of work contained within the Statement of Partner Requirements, the agreement had not been revised since it was completed in 2010. Significant revisions to the agreement were now needed to ensure it continued to be fit for purpose given the substantial changes that had occurred in the operating environment over the last four years.

All partners were in a very similar situation with regard to budget cuts. It was however increasingly difficult to achieve a common approach to service delivery because of the marked difference in financial pressures confronting partner councils compared to 2010.

Negotiating agreement on the "Core Matrix" service level and new activity based cost sharing mechanism agreed by this Committee in September 2013 was both complex and challenging because of increasing differences in financial pressures faced by partners. The Management Board considered that these challenges and pressures meant that continued pursuit of a common approach could no longer be sustained and recognised that by 2016/2017 there needed to be a greater differentiation in partner contributions to, and associated service levels received from, WRS. A new business model was required which would accommodate these different requirements as well as deliver current savings and efficiency plans. This view was echoed by Worcestershire Chief Executives who were concerned to avoid repetition of



the difficulties in agreeing a WRS budget and service position for the current year.

The report sets out the proposals for modification to the business model of WRS to reflect the changing needs of the partnership. The proposals were intended to provide an interim solution recognising that further changes would be necessary once the outcome of the current procurement for a strategic partnership was known.

The Chairman, (WRS), Management Board highlighted that the proposed changes to the partnership agreement would require unanimous approval of all participating authorities to enable them to be incorporated.

**RESOLVED** that the revisions to the Worcestershire Regulatory Services business model as detailed in the report be endorsed.

**RECOMMENDED** that partner Councils approve the changes to the Worcestershire Shared Services Partnership Agreement as detailed at Appendix 1 to the report at the earliest opportunity.

9/14

**WORCESTERSHIRE REGULATORY SERVICES REVENUE**  
**MONITORING APRIL - MARCH 2014**

The Committee considered a report which detailed the financial position for the period April 2013 to March 2014.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that Worcestershire Regulatory Services Joint Committee had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. As a result of this classification the requirement of the formal accounting statements for 2013/2014 was limited to the return as detailed at Appendix 3 to the report.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council drew Members' attention to the detailed revenue report, as detailed at Appendix 1 to the report. This showed a final outturn underspend of £147,000. This underspend was mainly due to a number of vacant posts within the service together with savings resulting from maternity leave, long term sick etc. The underspend was offset by the costs associated with additional agency staff being used to cover the vacancies and to backfill for staff seconded to support the service transformation project.

As previously reported there was a saving of £282,000 from the costs originally included in the business case, another £250,000 had been released during 2013/2014 making a total saving of £533,000 from the original business case.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council informed Members that Appendix 5 to the report detailed the Worcestershire Internal Audit Shared Services Manager's Audit Opinion on

the effectiveness of the System of Internal Control at Bromsgrove District Council.

**RESOLVED:**

- (a) that the financial position for the period April 2013 to March 2014, be noted;
- (b) that the ICT funding required from partner Councils for 2013/2014 as detailed at Appendix 2 to the report, be approved;
- (c) that the refund of the 2013/2014 underspend of £147,000 to the participating Councils, as set out below, be approved:

<b>Council</b>	<b>Refund of Savings £'000</b>
Bromsgrove	16
Malvern Hills	14
Redditch	16
City of Worcester	20
Wychavon	24
Wyre Forest	15
Worcestershire County Council	42
<b>TOTAL</b>	<b>147</b>

- (d) that the Annual Return as set out at Appendix 3 to the report, including the Accounting Statements for the Joint Committee for the period 1st April 2013 – 31st March 2014 be approved; and
- (e) that the Worcestershire Internal Audit Shared Services Manager's Opinion on the Effectiveness of the System on Internal Control at Bromsgrove District Council for the year ended 31st March 2014, as detailed at Appendix 5 to the report be noted.

10/14

**WORCESTERSHIRE REGULATORY SERVICES REGULATORS CODE**

The Committee considered a report that provided information on the Regulators Code which had replaced the Regulators Compliance Code, previously published by the Better Regulation Delivery Office.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and informed Members that WRS had taken the lead regionally to ensure consistency. The Regulators' Code was published in July 2013, ahead of its statutory implementation, in order to allow regulators time to comment, review their existing practices and to identify any steps they needed to take in order to meet the expectations of the revised Code. The Code came into force on April 6th 2014. From this date, local authorities had a statutory duty to have regard to the Code when developing the principles and policies which guided their regulatory activities.

The code required Regulators to:

- Carry out activities in a way that supports those they regulate to comply and grow
- Provide simple and straightforward ways to engage with those they regulate and hear their views
- Base their regulatory activities on risk
- Share information about compliance and risk
- Ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- Ensure that their approach to their regulatory activities is transparent

**RESOLVED:**

- (a) that the headline requirements of the Code be noted; and
- (b) that the Joint Committee endorses the approach being taken by Worcestershire Regulatory Services in relation to embedding these requirements.

11/14

**ACTIVITY DATA QUARTER 3 AND 4 2013/2014**

The Committee considered a report which detailed the Worcestershire Regulatory Services Activity Data for Quarter 3 and 4, 2013/2014.

Mr. S. Wilkes, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and reminded Members that they had requested that the service provided data on activity levels to help reassure local Members that WRS actively continued to tackle issues broadly across the county. The report showed three full quarters of data for comparison.

In the last report presented to Joint Committee Members, it was noted that complaints from Citizens Advice Consumer Service (CACS) were down. This appeared to be a national issue, with authorities in many regions reporting this. It was raised with CACS through the Association of Chief Trading Standards Officers representative on the CACS Board who engaged with partners. The situation would be monitored. Locally we may need to ensure that the number was published and broadcast as much as possible.

The report highlighted a number of cases which had been concluded in quarter 4. These cases were detailed on page 93 in the report. Members agreed that successful cases should be publicised in order to make the public aware of the activities of WRS.

Mr. S. Wilkes responded to questions from Members with regard to the Food Hygiene Rating Scheme (formerly referred to as Scores on the Doors,) which rates the level of hygiene at local catering establishments and contributed to the performance indicators agreed for the service. There was not a statutory requirement for premises to display their Food Hygiene Rating Certificate.

The data continued to highlight the large volumes of demand coming into the service for Licensing, although there was a reduction in quarter 4. This was likely to be a post-Christmas effect with fewer temporary events taking place.

The Chairman expressed thanks to officers for the comprehensive report.

**RESOLVED** that the Worcestershire Regulatory Services Activity Data Quarter 3 and 4 report be noted.

12/14 **REVISED MEETING DATES 2014/2015**

The Committee considered the revised meeting dates 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 2nd October 2014
- Thursday 27th November 2014 – Budget Meeting
- Thursday 19th February 2015

The meeting closed at 5.40 p.m.

Chairman



## Joint Committee: 26 June 2014

### Worcestershire Regulatory Services – Business model review

#### Recommendation

The Joint Committee is recommended to:

1. Endorse the revisions to the WRS business model detailed in this report and;
2. Recommend partner Councils approve the changes to the Worcestershire Shared Services Partnership Agreement set out in appendix 1 to this report at the earliest opportunity.

#### Contribution to Priorities

The recommended changes to business model directly support delivery of current WRS priorities.

#### Introduction / Summary

This report sets out proposals for modification to the business model of WRS to reflect changing needs of the partnership.

These proposals are intended to provide an interim solution recognising that further changes will be necessary once the outcome is known of the current procurement for a strategic partnership.

#### Background

WRS was established on 1 June 2010 when the county and six district councils delegated their environmental health, licensing and trading standards functions to the South Worcestershire Shared Services Partnership Joint Committee (hereafter referred to as the Joint Committee).

The Joint Committee is established under section 101 of the Local Government Act 1972. The arrangements governing the operation of the Joint committee, how it discharges its functions and the relationship between the Joint Committee and partner councils including how the Joint Committee is funded are set out in a detailed partnership agreement. Part I of the agreement contains general provisions relating to the

**Report**

Joint Committee and Part II contains provisions relating specifically to WRS.

With the exception of minor revisions to the scope of work contained within the Statement of Partner Requirements, the agreement has not been revised since it was completed in 2010. Significant revisions to the agreement are now needed to ensure it continues to be fit for purpose given the substantial changes that have occurred in the operating environment over the last four years.

The partnership agreement reflects the business model underpinning the detailed business case for WRS developed in 2009/10. This model achieves cost reductions by vigorous pursuit of a common approach to service delivery. Part I, clause 9.2 commits the participating authorities to work together to achieve consistent and standardised service delivery.

This commitment to a common approach is reinforced by other checks and balances built into the agreement, in particular the variation provisions in Part II, clause 9 which permits a participating authority to vary the nature and extent of services that it receives from the partnership but also obliges it to meet all the contingent financial consequences. This clause further permits the Joint Committee to decline to implement any variation sought by a participating authority if it considers it impracticable or to do so would have an adverse impact upon other participating authorities. These provisions follow through into the arrangements for apportionment of costs which were modified by this committee in 2013.

There is no doubt that this business model for WRS has enabled delivery of savings well in excess of the planned 17% over baseline in the detailed business case. It is however increasingly difficult to achieve a common approach to service delivery because of the marked difference in financial pressures confronting partner councils compared to 2010.

Negotiating agreement on the "Core Matrix" service level and new activity based cost sharing mechanism agreed by this committee in September 2013 was both complex and challenging because of these increasing differences in financial pressures faced by partners. Management Board considers that these challenges and pressures mean continued pursuit of a common approach can no longer be sustained and recognises that by 2016/17 there needs to be a greater differentiation in partner contributions to, and associated service levels received from, WRS. A new business model is required which will accommodate these

different requirements as well as deliver current savings and efficiency plans. This view is echoed by Worcestershire Chief Executives who are concerned to avoid repetition of the difficulties in agreeing a WRS budget and service position for the current year.

Management Board proposes achieving differentiated partner service levels and attendant financial contributions by replacing the current common “core matrix” service as the basis for agreed variations with a “core base plus” service. This will involve reducing the current “core matrix” service to a much lower “core base” cost and service level and building back up from this base to meet individual partner requirements. The “core base” will be the fundamental minimum managerial and technical infrastructure on which scaleable service delivery is then built.

The currently identified future gross running cost envelope of £3.250m in 2016/17 agreed by this Committee in February 2014 will be used to establish the new lower cost “core base” level of service. This will inevitably be significantly below the current “core matrix” service level and carry higher risks. Partners wishing to maintain, and fund, a level of service above this “core base” will purchase agreed additional services from WRS. As noted this approach will incorporate existing efficiency plans and is consistent with the revised activity based cost sharing model. These proposals also accord with recommendation 6 of the draft report of the Joint Worcestershire Regulatory Services Scrutiny Task Group.

Incorporation of the changes to business model and business processes described above into the partnership agreement to provide the necessary clarity and accountability will be accomplished through the revisions detailed in appendix 1.

### **Financial Implications**

The recommendations in this report will ensure that the Worcestershire Shared Services Partnership and WRS can respond effectively to the financial pressures facing individual participating authorities.

### **Legal Implications**

The changes proposed to the partnership agreement will require unanimous approval of all participating authorities to enable them to be incorporated. Partners are requested to progress recommendations from the Joint Committee as quickly as possible.

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Changes to the agreement, once approved, will be undertaken by Bromsgrove District Council Legal Services.

**Risk**

Failure to implement the recommendations in this report are very likely to result in difficulty in securing a mutually acceptable financial settlement for WRS for 2015/16 and beyond.

Not only will this make setting of a budget for WRS this November exceptionally challenging but it also risks setting of individual partner budgets in 2015.

**Sustainability**

Management Board believes the recommendations in this report will ensure the financial sustainability of the Worcestershire Shared Service Partnership and WRS for the immediate future.

**Contact Points**

Ivor Pumfrey  
Chairman, WRS Management Board  
01684 862296 [ivor.pumfrey@malvern hills.gov.uk](mailto:ivor.pumfrey@malvern hills.gov.uk)

**Background Papers**

Worcestershire Shared Service Partnership Joint Committee  
– 26 September 2013 – Item 8 “Core Service Matrix for WRS”

Worcestershire Shared Service Partnership Joint Committee  
– 26 September 2013 – Item 9 “WRS Financial Planning Assumptions”

Worcestershire Shared Service Partnership Joint Committee  
– 26 September 2013 – Item 10 “Review of Apportionment of Costs”



**Appendix 1 Schedule of proposed revisions to partnership agreement**

<b>Part, clause, schedule</b>	<b>Proposed revision</b>
Part I, clause 3.4	Delete clause as partners no longer wish partnership to be expanded
Part I, sub-clause 6.1.3	Delete sub-clause as roles have not rotated and this is not advantageous as linked to hosting costs.
Part I, clause 8	Revise 8.1 requirement for annual business plan to incorporate requirement for production of rolling 3 year financial plan setting gross running cost envelopes linked to future partner contributions.
Part I, clause 9.2	Modify to make clear no obligation on consistency beyond new reduced "core matrix"
Part II, clause 8.1	Reference to replacement schedule 4
Part II, clause 8.2	Delete clause as its provisions are satisfied by the new schedule 4
Part II, clause 9.1	Modify to refer to individual partner service agreement based on new reduced "core matrix" plus additional components.
Part II, schedule 3	Update to reflect current service standards
Part II, schedule 4	Replace with new cost sharing arrangements schedule
Part II, Appendix 1	Replace statement of partner requirements with new reduced core matrix and statement of individual additional partner requirements.



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**CONSOLIDATED REVENUE & CAPITAL MONITORING REPORT QTR1  
14/15**

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	N/A
Non Key Decision	

**1. SUMMARY OF PROPOSALS**

This report details the Council's financial position for the period April to June 2014 (Outturn – 2014/15).

**2. RECOMMENDATIONS**

The Executive Committee is asked **RESOLVE** to

- 1) the current financial position on Revenue and Capital be noted, as detailed in the report;

The Executive Committee is asked to **RECOMMEND** that

- 1) the 2014/15 Capital Programme is increased by £48k to include a Section 106 funded project to extend the car park at Old Forge / Pathways Playing Fields in Matchborough
- 2) To Vire (transfer) £50k of capital allocation in 2014/15 from Home Repairs Assistance to Homes Multiple Occupation (HMO) Grants. Due to increase demand for HMO accommodation following the introduction of the Local Housing Allowance System.

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council. This report now includes additional information in relation to the current position for each department to enable members to have a more detailed consideration of the financial projections for the Council.

**Financial Implications**

- 3.2 The Council set a balanced budget in February 2013 for the financial year 2014/15. Within the budget were included savings of £635K which

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were not fully identified. These included savings relating to Shared Services, Transformation, and general vacancies with the Council.

- 3.3 A review of last year's outturn has been undertaken and the unallocated savings have been allocated based on the savings achieved in 2013/14.
- 3.4 This has been done at a Head of Service level at this stage, more work will be carried out to allocate the savings to the relevant budget head.
- 3.5 A Balance of £157K is still unallocated, this relates to savings achieved by vacancy management and will be achieved during the financial year.

**Revenue Budget summary Quarter 1 (April – June) 2014/15 –  
Overall Council**

- 3.6 The current financial position for services delivered within the Borough is detailed in the table below.
- 3.7 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

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<b>Service Head</b>	<b>Revised Budget</b>	<b>Profiled Budget</b>	<b>Actual Spend</b>	<b>Variance to date</b>	<b>Projected Outturn</b>	<b>Projected Variance</b>
	<b>2014/15</b>	<b>April - June</b>	<b>April - June</b>	<b>April - June</b>	<b>2014/15</b>	<b>2014/15</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Environmental Services</b>	3,318	878	863	- 15	3,258	- 60
<b>Community Services</b>	2,286	642	590	- 52	2,235	- 51
<b>Regulatory Services</b>	552	139	135	- 3	516	- 36
<b>Leisure &amp; Cultural Services</b>	3,161	756	754	- 2	3,122	- 38
<b>Planning &amp; Regeneration</b>	1,724	345	435	92	1,677	- 47
<b>Customer Access &amp; Financial Support</b>	3,472	3,904	3,928	25	3,501	29
<b>Finance &amp; Resources</b>	2,028	571	572	0	1,996	- 32
<b>Legal, Equalities &amp; Democratic Services</b>	959	245	243	- 2	913	- 45
<b>Business Transformation</b>	1,791	629	614	- 15	1,731	- 60
<b>Head of Housing Services (GF)</b>	1,055	263	260	- 3	1,019	- 36
<b>Corporate Services</b>	1,266	252	225	- 27	1,235	- 31
<b>SERVICE TOTAL</b>	21,611	8,625	8,620	- 3	21,203	- 407
<b>Savings to be found</b>	- 635				- 228	407
<b>Total for Quarter &amp; Projected</b>	20,976	8,625	8,620	- 3	20,975	- 0

**Financial Commentary:-**

There are a number of underspends projected to be achieved in 2014/15 to deliver the £635k of unidentified savings. These are based on the reductions to budget as achieved in 2013/14 to ensure that the budget will be met during this financial year.

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**Capital Budget summary Quarter 1 (April - June) 2014/15 – Overall  
Council**

<b>Department</b>	<b>Revised Budget 2014 /15 £'000</b>	<b>Actual spend £'000</b>	<b>Variance £'000</b>
<b>Environmental Services</b>	2,933	177	-2,756
<b>Community Services</b>	907	198	-709
<b>Regulatory Services</b>	56	0	-56
<b>Leisure &amp; Cultural Services</b>	323	284	-39
<b>Planning and Regeneration</b>	44	0	-44
<b>Housing</b>	7,552	2,427	-5,125
<b>Property Services</b>	89	45	-44
<b>Business Transformation</b>	140	12	-128
<b>TOTAL</b>	<b>12,044</b>	<b>3,143</b>	<b>-8,901</b>

There are a number of capital schemes that have not commenced during the first quarter of the year. This is due to contractual arrangements being put in place together with procurement of vehicles and plant that is currently being undertaken.

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<b>Environmental Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Bereavement Services	-304	-46	-45	1	-306	-2
Cleansing	958	243	228	-14	937	-21
Climate Change	13	5	6	1	12	-1
Environmental services Management	654	163	165	1	659	5
Highways & Drainage (inc civil parking)	593	156	168	12	638	46
Landscape & Grounds Maintenance	112	29	16	-13	78	-34
Manager supplies & Transport	-10	-2	-4	-2	-19	-9
Waste Management - Refuse & Recycling	1,292	327	330	2	1,293	1
Waste Management Policy	10	2	-1	-3	-4	-14
Savings to be achieved	0	0	0	0	-31	-31
<b>TOTAL</b>	<b>3,318</b>	<b>878</b>	<b>863</b>	<b>-15</b>	<b>3,258</b>	<b>-60</b>

**Financial Commentary:-**

There have been salary savings from vacant posts in the first quarter for Cleansing and Landscape services, some of which have been covered by agency staff.

Civil Parking enforcement has seen a reduction in anticipated income and Wychavon District Council who provide the service under an SLA agreement are investigating the variances and will report back to Officers.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Mar  £'000</b>	<b>Variance to date April – Mar £'000</b>
Crematorium Enhancement	138	10	-129
Crematorium Extension	11	0	-11
Crossgate Depot Imps 2010	20	0	-20
Estate Enhancements	228	0	-228
Footpath Improvements	2	0	-2
Foxlydiate Crescent Lighting	25	0	-25
Improved Parking Scheme	263	86	-177
Land Drainage schemes	114	5	-109
Landscape Improvement Programme	46	46	0
Recycling Project	42	5	-37
Town Centre Landscape Scheme	429	3	-426
Vehicle replacement programme	1,590	22	-1,568
Woodland Schemes	25	0	-25
<b>TOTAL</b>	<b>2,933</b>	<b>177</b>	<b>-2,756</b>

**Financial Commentary:**

Officers are currently in the process of organising works for the improved parking scheme, and estate enhancements.

Procurement is taking place for the vehicle replacement programme and crematorium works are anticipated the budget will be fully utilised in 2014/15.



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9 September 2014

<b>Community Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Community Services</b>	1,954	419	392	-27	1,898	-56
<b>CCTV / Lifeline</b>	282	222	198	-24	313	31
<b>Care &amp; Repair</b>	50	0	0	0	46	-4
<b>Savings to be achieved</b>	0	0	0	0	-22	-22
<b>TOTAL</b>	<b>2,286</b>	<b>642</b>	<b>590</b>	<b>-52</b>	<b>2,235</b>	<b>-51</b>

**Financial Commentary:-**

Within Community Services a receipt of £40k for Early Help Pension is anticipated which was not known when the budget was set.

Due to WCC withdrawing the Local Area Agreement Income for Lifeline we are forecasting a loss of income. However the situation may change as more people agree to join the scheme.

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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014/15 £'000</b>	<b>Actual Spend £'000</b>	<b>Variance £'000</b>
<b>Disabled Facilities Grant</b>	575	157	-418
<b>Energy &amp; Efficiency Installs</b>	94	0	-94
<b>Hmo Grants</b>	10	0	-10
<b>Home Repairs Assistance</b>	150	37	-113
<b>Housing Needs Assessment</b>	4	0	-4
<b>Strat Hsg Research &amp; Dev</b>	10	0	-10
<b>Warmer Worcs Insul Scheme</b>	17	4	-13
<b>Small Area Improvements</b>	47	0	-47
<b>TOTAL</b>	<b>907</b>	<b>198</b>	<b>-709</b>

**Financial Commentary:**

There has been a reduction in new applications for disabled Facilities Grants and Home Repairs Assistance however the Council continues to meet demand in this area.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

Regulatory Services	Quarter 1 (April - June) 2014 /15
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Environmental Health	566	137	136	-1	561	-6
Licensing	-172	-38	-40	-2	-176	-3
Support Charges	158	39	39	0	158	0
Savings to be achieved	0	0	0	0	-27	-27
<b>TOTAL</b>	<b>552</b>	<b>139</b>	<b>135</b>	<b>-3</b>	<b>516</b>	<b>-36</b>
<b>Financial Commentary:-</b> No significant variances						

**Capital Budget summary**

Service	Revised Budget 2014 /15 £'000	Actual Spend £'000	Variance £'000
Worcestershire Regulatory Services – ICT system	56	0	-56
<b>TOTAL</b>	<b>56</b>	<b>0</b>	<b>-56</b>

**Financial Commentary:**

The funding is in place to support the share of the cost associated with the ICT system in Regulatory Services. The system is currently being implemented.

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Leisure and Cultural Services	Quarter 1 (April - June) 2014 /15
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Business Development</b>	123	27	27	0	122	-1
<b>Cultural Services</b>	864	158	142	-16	854	-11
<b>Leisure &amp; Cultural Manage.</b>	154	41	40	-1	150	-3
<b>Parks &amp; Open Spaces</b>	1,084	275	274	-1	1,081	-4
<b>Sports Services</b>	936	256	272	15	992	56
<b>Savings to be achieved</b>	0	0	0	0	-76	-76
<b>TOTAL</b>	<b>3,161</b>	<b>756</b>	<b>754</b>	<b>-2</b>	<b>3,122</b>	<b>-38</b>

**Financial Commentary:**

The projected overspend within Sports Services relates to a shortfall in fitness income at Abbey Stadium. A new sales and retention campaign has been launched and we are hoping to recruit new members which will help to address the decline in membership numbers largely. Officers are monitoring member figures on a monthly basis and it is anticipated that a more robust projection will be made for quarter 2 ( September)

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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Mar £'000</b>	<b>Variance to date April – Mar £'000</b>
<b>Abbey Stadium</b>	315	284	-31
<b>Greenlands Pub Open Space</b>	8	0	-8
<b>TOTAL</b>	<b>323</b>	<b>284</b>	<b>-39</b>

**Financial Commentary:**

Officers request that the 2014/15 Capital Programme is increased by £48k to include a Section 106 funded project to extend the car park at Old Forge / Pathways Playing Fields in Matchborough. Due to the insufficient parking on site during Sunday mornings cars are having to park in residential areas or on the main road which is causing complaints from residents. Local Ward Councillors and the Leisure Portfolio Holder have been consulted, as have all 69 households directly affected. The feedback has been very positive and supportive of the scheme. The car park extension was also identified as a major recommendation in the Redditch Playing Pitch Strategy 2010-13.

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Planning and Regeneration

Quarter 1 (April - June) 2014 /15

## Revenue Budget summary

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Building Control	191	48	57	9	187	-3
Development Management	152	37	78	42	170	18
Economic Development	258	7	-24	-31	275	18
Planning Policy	1,124	253	326	73	1,096	-27
Savings to be achieved	0	0	0	0	-52	-52
<b>TOTAL</b>	<b>1,724</b>	<b>345</b>	<b>437</b>	<b>92</b>	<b>1,677</b>	<b>-47</b>

**Financial commentary:**

Development management overspend partly due to maternity cover.

Planning Policy saving partly due to maternity leave and legal budget not utilised as anticipated

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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
<b>Town Centre Development</b>	44	0	-44
<b>TOTAL</b>	<b>44</b>	<b>0</b>	<b>-44</b>

**Financial Commentary:**

This scheme is due to commence in the second quarter.

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<b>Customer Access &amp; Financial Support</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Asset &amp; Property Management</b>	1,025	486	502	16	1,054	29
<b>Customer Services</b>	532	145	149	4	550	19
<b>Revenues &amp; Benefits</b>	1,915	3,273	3,277	5	1,917	2
<b>Savings to be achieved</b>	0	0	0	0	-20	-20
<b>TOTAL</b>	<b>3,472</b>	<b>3,904</b>	<b>3,928</b>	<b>25</b>	<b>3,501</b>	<b>29</b>

**Financial Commentary:-**

The projected overspend for Asset & Property Management is due to Concessionary Rents given to Voluntary Bodies within our buildings. The Policy is to be reviewed in the next few months and will update in a later report.

The projected overspend for Customer Services is pending a review within Housing, this will potentially be reduced.



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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
<b>GF Asbestos</b>	14	0	-14
<b>Public Building</b>	50	45	-5
<b>Energy Management</b>	25	0	-25
<b>TOTAL</b>	<b>89</b>	<b>45</b>	<b>-44</b>

**Financial Commentary:**

Expenditure as per schedule for the year.

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<b>Financial Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Financial Services and Procurement</b>	888	252	252	0	888	0
<b>Corporate Management and Audit</b>	1,140	320	320	0	1,140	0
<b>Savings to be achieved</b>	0	0	0	0	-32	-32
<b>TOTAL</b>	<b>2,028</b>	<b>572</b>	<b>572</b>	<b>0</b>	<b>1,996</b>	<b>-32</b>

**Financial Commentary:**

No significant variances

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<b>Legal, Equalities and Democratic Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Democratic Services &amp; Member Support</b>	336	70	70	-1	336	0
<b>Elections &amp; Electoral Services</b>	302	98	98	0	312	10
<b>Legal Advice &amp; Services</b>	320	76	75	-2	317	-3
<b>Savings to be achieved</b>	0	0	0	0	-52	-52
<b>TOTAL</b>	<b>959</b>	<b>245</b>	<b>243</b>	<b>-2</b>	<b>913</b>	<b>-45</b>

**Financial Commentary:**

The projected overspend within Elections services is due to the Bi-election taking place in July.

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<b>Business Transformation</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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## Revenue Budget summary

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Corporate Strategy	86	22	15	-7	85	-1
Business Transformation	949	325	359	34	949	0
Human Resources	602	156	113	-43	568	-34
IT Services	154	127	127	0	166	12
Savings to be achieved	0	0	0	0	-37	-37
<b>TOTAL</b>	<b>1,791</b>	<b>629</b>	<b>614</b>	<b>-15</b>	<b>1,731</b>	<b>-60</b>

**Financial Commentary:-**

It is projected that ICT will be overspent by £12k due to cost increases of corporate software licences.

The projected underspend in HR is due to current vacancies within the department. However, these vacancies are scheduled to be filled within the next month.

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**Capital Budget summary**

<b>Service Head</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April - Dec  £'000</b>	<b>Variance to date April - Dec  £'000</b>
<b>Members IT Facilities</b>	10	0	-10
<b>IT Replacement Programme</b>	40	0	-40
<b>PSN Project</b>	90	12	-78
<b>TOTAL</b>	<b>140</b>	<b>12</b>	<b>-128</b>

**Financial Commentary:**

ICT replacement programme is currently being reviewed as part of the PSN project.

The PSN project is currently underway, reviews are being made as to the specific requirement to meet the Public Service Network regulations.

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Housing Services (General Fund)	Quarter 1 (April - June) 2014 /15
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## Revenue Budget summary

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Housing general fund	1,055	263	260	-3	1,056	1
Savings to be achieved	0	0	0	0	-37	-37
<b>TOTAL</b>	<b>1,055</b>	<b>263</b>	<b>260</b>	<b>-3</b>	<b>1,019</b>	<b>-36</b>

**Financial Commentary:**

No significant variances to report.

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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
Catch up repairs- bath replacements	923	223	-700
Catch up repairs- Kitchen Upgrades	100	38	-62
Catch up repairs	367	120	-247
Asbestos General	525	34	-491
Structural repairs	220	150	-70
General roofing	630	244	-386
Rewiring	945	536	-409
Upgrade of Ch systems	1,470	695	-775
Window replacements	53	29	-24
Disabled adaptions	700	47	-653
Solid wall insulation	704	0	-704
External Cladding & Wall hanging	168	194	26
Insulation	53	2	-51
Drainage	32	11	-21
Water supply	84	23	-61
Environmental Enhancements	368	50	-318
Masonry works	210	31	-179
<b>TOTAL</b>	<b>7,552</b>	<b>2,427</b>	<b>-5,125</b>

**Financial Commentary:**

Officers are working to deliver the capital works as per the HRA business plan.

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<b>Corporate Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Corporate Admin / Central Post / Printing</b>	839	204	193	-11	824	-15
<b>Other op exp</b>	427	49	32	-16	411	-16
<b>Savings to be achieved</b>	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,266</b>	<b>252</b>	<b>225</b>	<b>-27</b>	<b>1,235</b>	<b>-31</b>

**Financial Commentary:-**

There is a projected saving within the post room due to the changes in the structure  
A £5k saving on communications due to reduction of expenditure on promotion /advertising.

An additional grant (new burdens) has been received of £16k

**Treasury Management**

- 3.8 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

**Credit Risk**

- 3.9 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on



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a daily basis and any counterparty falling below the criteria is removed from the list.

3.10 At 30 June 2014, short-term investments comprise:

	30 <sup>th</sup> June 2014 £000
Deposits with Banks/Building Societies	2,500

**Income from investments**

3.11 An investment income target of £25k has been set for 2014/15 using a projected rate of return of 0.75% - 1.50%.

**General Fund Balances**

3.12 The General Fund Balance as at the 31st March 2014 is £1.1m; a balanced budget was set in February 2014, should the unidentified savings not be achieved during the year or any unexpected expenditure occur this would be funded from Balances.

<b>General Fund Balance</b>		
	£'000	£'000
Balance as at 1 <sup>st</sup> April 2014	1,166	
Contribution from balances		-22
Estimated Balances 31 <sup>st</sup> March 2015		1,144

**Legal Implications**

3.14 No Legal implications have been identified.

**Service/Operational Implications**

3.15 Sound performance management and data quality are keys to achieving improved scores in the use of resources judgement. This performance report supports that aim.

**Customer / Equalities and Diversity Implications**

3.16 Performance Improvement is a Council objective.

**4. RISK MANAGEMENT**

Risk considerations are covered within the report.

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5. **APPENDICES**

None

6. **BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

Name: Sam Morgan  
E Mail: [sam.morgan@bromsgroveandredditch.gov.uk](mailto:sam.morgan@bromsgroveandredditch.gov.uk)  
Tel: (01527) 64252 ext 3790

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**VOLUNTARY AND COMMUNITY SECTOR GRANTS PROGRAMME  
2015/16**

Relevant Portfolio Holder	Councillor Bill Hartnett, Community Leadership & Partnership inc. Voluntary Sector
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Acting Head of Community Services
Wards Affected	<b>All</b>
Ward Councillor Consulted	N/A
Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 This report contains recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2015/16. See Appendix 1. The theme titles have been updated to align with the Council's Strategic purposes.
- 1.2 In addition the report recommends changes to update & improve the scoring matrix - See Appendix 2.

**2. RECOMMENDATIONS**

The Executive Committee are requested to **RECOMMEND** that:

- 1) the themes and percentages of funding be allocated for the 2015/16 voluntary and community sector grants process as set out in Appendix 1; and
- 2) the scoring matrix be updated as set out in Appendix 2.

**3. KEY ISSUES****Financial Implications**

- 3.1 The proposed splits are based on the Grants budget for 2015/16 being set at £241k (based on no increase on budget from 2014/15).

**Background**

- 3.2 Each year the grants team look at how the Grant Programme can best serve the local VCS while aligning the programme to the Council's Strategic Purposes. For an overview on how the 2014/15 grants programme aligned to the strategic purposes see Appendix 3.

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3.3 For 2015/16 the Stronger Communities grants will support over 30 small groups to deliver a wide variety of projects. Previously funded projects include:

- Arrow Valley Health Walks
- Pop up gallery in vacant shop unit in Kingfisher Shopping Centre
- Breakfast Club
- Community building events (Quiz Night and Party in the Park)
- Parenting course
- Georgiephone
- Ditch Youth Project
- Camping weekend
- Community Champion scheme
- Provide Olympic style mixed martial arts
- Older peoples' choir

A full list of all funded organisations is published on the Council's website.

**Legal Implications**

- 3.4 The Council needs to continue to ensure that it has a transparent and fair grants scheme, ensuring that we comply with the Local Government Transparency Code 2014.
- 3.5 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 3.6 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

**Service / Operational Implications**

- 3.7 In response to the recommendations of the recent Voluntary Sector Task Group report, the Grants Panel considered the updating of the scoring matrix. A copy of the updated scoring matrix is attached as Appendix 2.
- Inclusion of the address in the summary in order to identify where organisations are based from.
  - Question 3 – added *reputation*

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- Question 6 – added *based in Borough*
- Question 10 – Changed this question to give more flexibility to grants panel when scoring applications.

3.8 The themes and proposed split of funding for the 2015/16 Grants programme have been updated to reflect the Council's Strategic Purposes and customer demand as follows:

<b>Strategic Purpose</b>	<b>Previous theme title</b>	<b>Funding allocation 2013/14</b>	<b>Funding allocation 2014/15</b>
Help me to be financially independent	Independent Communities	£130,000	£145,000
Help me to live my life independently	Community Development	£58,000	£53,000
Provide good things for me to do, see and visit	Thriving Communities	£18,000	£9,000
Keep my place safe and looking good	Community Welfare	£15,000	£15,000
Stronger Communities Grant Programme - 3 rounds per year		£15,000	£15,000

**From the £241,000 budget, £4,000 is retained for the delivery of training to the VCS and to facilitate external funding workshops/events.**

- 3.9 Deadlines dates for both the main grants programme and the Stronger Communities grants programme have been set in order to ensure the smooth delivery of the programme. The timetable also takes account of the recent Overview and Scrutiny recommendation that sufficient time is given to enable Voluntary and Community Sector organisations to plan constructively for the year ahead. See Appendix 4 for timescales.
- 3.10 To enable the Council to deliver its grants programme, Officers will need to continue to work closely with the Communications Team to ensure that a full and informative guide to the new procedure is implemented and that Officers are engaging with the full range of VCS organisations and groups within the local area.

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3.11 By working closely with BARN and local VCS organisations on delivering our long term training and support, we can ensure that the sector will receive an agreed standard of training with the Council ensuring that we receive value for money. Outcomes initially identified are:

- **Increase volunteers skills in bid writing**
- **Facilitate events that invite external funders to Redditch**
- **Up-skill organisations in public speaking**
- **Encourage partnership working within the Boroughs VCS**
- **Social Media workshops**
- **Event to raise awareness of local VCS organisations**

**Customer / Equalities and Diversity Implications**

3.12 The 2014/15 grants programme has supported 21 projects under the main grant fund with 37 projects/events being funded in the first two rounds via the Stronger Communities fund.

3.13 The 2014/15 Grants Programme received applications from 34 different organisations, with the programme seeing one new organisation applying to the programme who had not applied to this fund previously.

**4. RISK MANAGEMENT**

Where needed the Grants Officer identifies external funding streams and invites external organisations to host events to raise awareness of the funding streams they have available to the local VCS. Officers have also made themselves available for one to one sessions to support funding applications for both internal and external opportunities. Redditch Borough Council's grant programme is widely advertised both locally and county wide.

**5. APPENDICES**

Appendix 1 – Themes and funding split  
Appendix 2 – Scoring Matrix Template  
Appendix 3 – Overview of aligning to strategic purposes  
Appendix 4 - Timetable – Main Grants Programme and Stronger Communities Grants

**6. BACKGROUND PAPERS**

- Local Government Transparency Code 2014
- Voluntary Sector Task Group Report 2014

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**AUTHOR OF REPORT**

Name: Donna Hancox  
E Mail: donna.hancox@redditchbc.gov.uk  
Tel: 01527 64252 Ext: 3015





## APPENDIX 1

**Help me to be financially independent – previously Independent Communities****Recommended funding = 145k for the Delivery of Projects under the “Financially Independent” Banner****75k – Investing Grant - To deliver: Key Project Support Area  
Financial and Debt advice within the Town  
Free, independent and confidential advice,**

- ❑ Promoting and raising awareness of services; providing better access through, for example, outreach in local communities, faster appointments; and other measures targeting low-income and disadvantaged groups of people.
- ❑ Ensure clients are fully informed of their options so that they are best placed to make decisions about how to proceed in their situation.
- ❑ Providing advice that is ‘consistent with a rights-based approach’, i.e. by providing full information of all the options available.
- ❑ Face to Face appointments with home visits where applicable.
- ❑ Signposting & referring to other agencies where necessary.
- ❑ Working closely with department’s within the local Council
- ❑ Empower and up-skill residents to learn and access support via the Internet.

**50k - Investing grants - Maximum grant of 10k for each project submitted****Key Project Support Area - For delivery of on-going support for local services to include outcomes that:**

- ❑ Provide services that support local disadvantaged residents.
- ❑ Offering local volunteering opportunities.
- ❑ Work closely with partner/counterpart organisations.
- ❑ Delivering services that reflect the needs of residents.
- ❑ Empower and up-skill residents to learn and access support via the Internet.
- ❑ Provide training/up skilling opportunities’ for Staff & Volunteers.

**20k - Investing Grant****Key Project Support Area - For delivery of a financial independence support project with outcomes that:**

- Delivery of one to one support.
- Holistically support residents in financial difficulties.
- Empower and up-skill residents to learn and access support via the Internet.
- Group workshops & training for volunteers.
- Financial independence with ongoing financial independence support.
- Outreach project/worker to support residents.
- Signposting service that nurtures partnership working within the borough.

**Help me to live my life independently - previously Community Development**

**Recommended funding: £53k for the delivery of projects under the “independent living” Banner.**

**35k Investing Grants – Maximum grant of 35k for a project to deliver: Childcare and Holiday schemes into the Town:**

- ❑ Discounted childcare for local children with specific criteria for discounted places to be allocated to ensure the full benefit is gained from those families who have the highest need.
- ❑ Discounted Holiday play schemes for local children that have outcomes linked into education and health and well-being priorities.

**18k Investing Grants – Maximum grant of 3k for each project submitted For delivery of projects that support:**

- ❑ Projects that support residents with low/medium level mental health issues
- ❑ Learning & Personal Development projects for those on low incomes.
- ❑ Intergenerational/Cross cultural projects.
- ❑ Breakfast Clubs.
- ❑ Local Community Clubs – e.g. Older People, Cultural, disabilities etc.
- ❑ Supporting local residents back into work.
- ❑ Work Clubs.
- ❑ Projects that supports disadvantaged people in Redditch, i.e. homelessness.
- ❑ Projects that support Health & Fitness.
- ❑ Dementia/Alzheimer’s support projects.
- ❑ Training opportunities for Volunteers.
- ❑ Awareness raising of local VCS organisations.

**Provide me with good things to do, see and visit – previously Thriving Communities**

**Recommended funding = 9k for the delivery of projects under things to do, see and visit in the Borough**

**9k Investing Grants-Maximum bids for each project submitted of 3k. - For delivery of projects that support good things to do, see and visit in the Borough.**

- ❑ Support for Community improvement projects.
- ❑ Support for Families with additional needs to participate in local activities – i.e.: ADHD, Autism, Learning difficulties and disabilities etc.
- ❑ Projects to encourage Enterprise in young people.
- ❑ Projects that increase youth participation.
- ❑ Project that supports older peoples participation.

**Keep my place safe and looking good – previously Community Welfare****Recommended funding = 15k for the delivery of projects under keeping safe and looking good Banner**

**15k Investing Grants - Maximum bids for each project submitted of 3k**  
For delivery of projects that support the Council's strategic priorities.

- Domestic abuse projects
- Projects that tackle alcohol & drug issues in young people
- Projects that support young offenders
- Projects that support environmental issues
- Projects that support Community engagement.
- Projects that support Anti-social behaviour reduction
- Projects that support reduction in Crime

**Stronger Communities**

**Community Grant Fund – Total £15k -**  
**For the delivery of local grassroots community projects/events**  
**£15k Giving Grants Maximum bid of £500.00 per project submitted in each round**  
**For delivery of projects:** Hosted by local community groups - these groups will not need to be formally constituted but will be required to have a recognised role within the community they represent.

- Community support & participation projects.
- Three Rounds at £5000 per round for community grants in 2015/16.
- Community groups invited to bid for up to £500 for delivery of local projects/events.



## Appendix 2

Scoring Matrix

Redditch Borough Council Grant programme 2015/16					
<b>Theme</b>					
<b>Organisation name &amp; ADDRESS</b>					
<b>Project name AND ADDRESS</b>					
<b>Funding Requested</b>					
<b>Brief outline</b>					
<b>Why:</b>					
<b>What:</b>					
<b>Where:</b>					
<b>When:</b>					
<b>How:</b>					
<b>Finance plan</b>					
<b>Outcomes</b>					
<b>Project plan</b>					
<b>Section 1: Background to the project Organisation.....</b>		<b>A(0)</b>	<b>B(1)</b>	<b>C(3)</b>	<b>D(5)</b>
<b>1</b>	has clearly set out its aims and aspirations.				
<b>2</b>	supports THE COUNCIL'S STRATEGIC PURPOSES AND IS ALIGNED WITH local priorities (in addition to identified theme).				
<b>3</b>	is low risk to the Council'S REPUTATION				
		<b>Section Score ( /15)</b>			
<b>Section 2: Project Planning The Project.....</b>		<b>A(0)</b>	<b>B(2)</b>	<b>C(4)</b>	<b>D(6)</b>
<b>4</b>	has a clear and robust financial outline				
<b>5</b>	addresses the needs of people suffering social or economic disadvantage				
<b>6</b>	gives clear details on how the project will be structured, co-ordinated and promoted. Is based within the Borough. ADDED 'IS BASED WITHIN THE BOROUGH'.				
		<b>Section Score ( /16)</b>			
<b>Section 3: Added Value of the Project The Project &amp; Organisation .....</b>		<b>A(0)</b>	<b>B(3)</b>	<b>C(5)</b>	<b>D(7)</b>

7	has provided clear evidence of a local need that is not met by current or planned provision				
8	provides realistic outcomes that clearly address the chosen theme.				
9	provides a robust and realistic plan for sustaining the project after the period of grant aid.				
10	has clearly identified methods and structures to increase participation and/or increase the number of beneficiaries. REPLACED WITH 'HAS CLEARLY IDENTIFIED THE DIFFERENCE THE PROJECT WILL MAKE TO THE LOCAL COMMUNITY AND HIGHLIGHTED THE ADDED VALUE THE ORGANISATION BRINGS TO THE PROPOSED PROJECT'.				

Section Score ( /28)

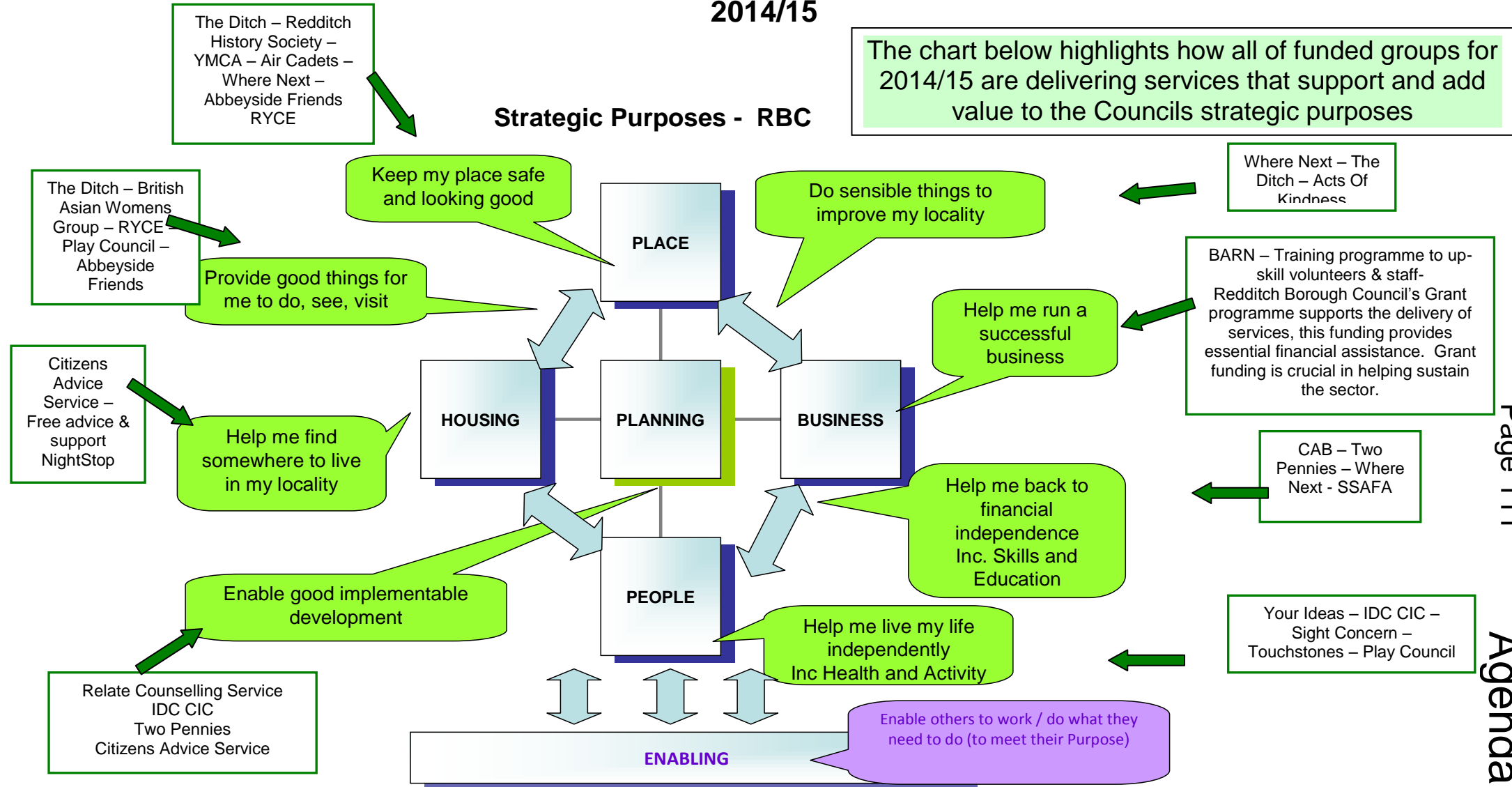
<b>Matrix Scoring</b>	<b>/59</b>
<b>Additional Comments</b>	
<b>Recommendations</b>	

- Poor
- Average
- Good
- Excellent

# Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

The chart below highlights how all of funded groups for 2014/15 are delivering services that support and add value to the Council's strategic purposes

## Strategic Purposes - RBC



## Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

*Below are the current lists of those groups that are delivering services that support and add value to Redditch Borough Councils strategic purposes*

Organisation	Project
Citizens Advice Bureau	Redditch CAB Holistic Independent Debt Advice Service
Sight Concern	Sight Concern Community Hub
Touchstones Support CIC	Supporting Bereaved Children
IDC	Connecting Through Craft
Two Pennies	Two Pennies Serving Redditch
NewStarts	Money Matters
Redditch Play Council	Redditch Play Council
Your Ideas	Your Ideas Restart Sports Club
IDC	Old Needle Works Hub
Abbeyside Friends	100 of Years Redditch Fete
British Asian Women's Group	The Cultural Learning Project
Where Next	Where Next Hub
Relate	Relate Counselling
SSAFA	Operating Expenses
Carers Careline	Carers Telephone Support
Christ Church Community Project	Christ Church Community Project - Working with Older People
JestaMinute	Acapella Rhythm Choir
NewStarts	NewStarts
The Ditch	The Ditch Film & Media Project
The Ditch	The Ditch Youth Project



## Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

### List of successful applicants to the Stronger Communities Grants Programme

#### Round 1 - 2014/15

<b>Organisation</b>	<b>Project</b>
Arrow Valley Health Walks	Arrow Valley Health Walks
Arts in Redditch Network	Pop up gallery in vacant shop unit in Kingfisher Shopping Centre
Batchley Support Group	Breakfast Club
Brockhill Residents Association	Community building events (Quiz Night and Party in the Park)
Butterflies Mentoring and Training CIC	One day event
Christ Church Community Project	Parenting course
Communication for Blind and Disabled People	Georgiephone
The Ditch Youth Project	Ditch Youth Project
1st Church Hill Scout Group	Camping weekend
Matchborough Junior Fishing Club	Open Day
Newstarts	Newstarts
North Worcestershire Dial, Disability Information and Advice Line	Community Champion scheme
Oasis Christian Centre	Subsidised activities
Redditch Community Amateur Boxing	Provide Olympic style wrestling, jujitsu, submission wrestling and mixed martial arts

## Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

Club	
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### 2<sup>nd</sup> Round - 2014/15

<b>Organisation</b>	<b>Project</b>
Acts of Kindness	Food Parcel distribution project
Batchley Support Group	Senior Citizen Open Day
Boys2Men	Father & Son Project
Cleft Lip and Palate Association	Support Group
Communication for Blind and Disabled People	Training events for those who are sight impaired
Engage	Summer activities for young people with mental health issues
Feckenham Senior Youth Club	Youth Club – Sports Coach
First Astwood Bank Scouts	Camping equipment
Friday Fun Club	Youth Club
HAPI Futures CIC	Day Trip for disadvantaged young people
Mentor Link	“Listen to me” project
Merry Gold Community Club	Support/Community Group
Our Lady of Mount Carmel First School	3 Choirs Festival
Point in Time CIC	Fashion Show to raise awareness of Needle project
Redditch Local History Society	Development Project
Redditch Wheels Project	Youth graffiti project

### Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

Redditch Youth and Community Enterprise Ltd	Youth Club – bursary for day trips
Ricknield Community Panel	Morning club
Smallwood Residents Association	Advice Centre
Sunset Pensioners Club	Day Trip for members
The Crafty Café	After School project
The Older Tones	Choir
YMCA Worcestershire	Grass Roots Project



## APPENDIX 4

<b>Diary Dates for Redditch Borough Councils Grants Programme</b>	<b>Timescale</b>
Launch	Monday 22 <sup>nd</sup> September 2014
1 <sup>st</sup> Round Application deadline	4pm Friday 7 <sup>th</sup> November 2014
Application Summaries'	November 2014
Initial screening	As applications are submitted
Grants Panel Scoring	November 2014
Panel approved applicants informed	November 2014
Executive Final Approval	20 <sup>th</sup> January 2015
Approved grants awarded	April 2014
Assessment of applications	Within 28 working days of deadline
Initial Successful and unsuccessful applicants informed	Within 28 working days of deadline

<b>Diary Dates for Stronger Community Grant programme</b>	<b>Timescale</b>
Launch – 1 <sup>st</sup> Round	Monday 12 <sup>th</sup> January 2015
1 <sup>st</sup> Round Application deadline	4pm Friday 6 <sup>th</sup> February 2015
Launch – 2 <sup>nd</sup> Round	Monday 11 <sup>th</sup> May 2015
2 <sup>nd</sup> Round Application deadline	4pm Friday 5 <sup>th</sup> June 2015
Launch – 3 <sup>rd</sup> Round	Monday 3 <sup>rd</sup> August 2015
3 <sup>rd</sup> Round Application deadline	4pm Friday 29 <sup>th</sup> August 2015
Assessment of applications	Within 14 working days of deadline
Successful and unsuccessful applicants informed	Within 21 working days of deadline



**COUNCIL**

15<sup>th</sup> September 2014

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**4. LICENSING ACT 2003 - REVIEW OF STATEMENT OF LICENSING POLICY**

**RECOMMENDED that**

**The outcome of the consultation exercise be noted and that the Statement of Licensing Policy, as detailed at Appendix 3 to the report, be approved and adopted as from 1st October 2014.**

.





REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE**28<sup>th</sup> July 2014**LICENSING ACT 2003 - REVIEW OF STATEMENT OF LICENSING POLICY**

Relevant Portfolio Holder	Councillor Rebecca Blake
Portfolio Holder Consulted	Yes
Relevant Head of Service	Steve Jordan – Head of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To ask Members to consider the responses received during the consultation on a draft revised Statement of Licensing Policy and to recommend to Council that the revised Statement of Licensing Policy attached at Appendix 3 be approved and published with effect from 1<sup>st</sup> October 2014.

**2. RECOMMENDATIONS**

**Members are asked to RESOLVE;**

**To recommend to Council that the revised Statement of Licensing Policy attached at Appendix 3 be approved and published with effect from 1<sup>st</sup> October 2014.**

**3. KEY ISSUES****Financial Implications**

- 3.1 The cost of the consultation exercise was met by existing budgets held by Worcestershire Regulatory Services.

**Legal Implications**

- 3.2 The Council has a statutory duty to have a Statement of Licensing Policy and to keep its Policy under review. It is important that the Statement of Licensing Policy provides an open and transparent policy regarding the Council's functions under the Licensing Act 2003. The Statement of Licensing Policy forms an essential part of the decision making process for licensing applications.

**LICENSING COMMITTEE**28<sup>th</sup> July 2014

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**Service / Operational Implications**

- 3.3 Redditch Borough Council's existing statement of Licensing Policy was published on 7<sup>th</sup> January 2011
- 3.4 Section 5 of the Licensing Act 2003 currently requires Licensing Authorities to review Statements of Licensing Policy every five years, and therefore a reviewed Statement must be approved by Council and published no later than 7<sup>th</sup> January 2016.
- 3.5 Whilst the Council are not legally required to review the Statement of Licensing Policy for around another two years, it is felt desirable to review the Policy at this stage as a result of the large number of changes to the legislation and statutory guidance since the existing Policy was published in January 2011.
- 3.6 Section 5 (3) of the Licensing Act 2003 also makes it a requirement that before determining or revising its Policy for a five year period, a Licensing Authority must consult:-
- (a) the Chief Officer of Police for the Licensing Authority's area;
  - (b) the Fire Authority for that area;
  - (c) such persons as the Licensing Authority considers to be representative of holders of Premises Licences issued by that Authority;
  - (d) such persons as the Licensing Authority considers to be representative of holders of Club Premises Certificates issued by that Authority;
  - (e) such persons as the Licensing Authority considers to be representative of holders of personal licences issued by that Authority; and
  - (f) such other persons as the Licensing Authority considers to be representative of businesses and residents in its area.
- 3.7 On 7<sup>th</sup> April 2014 the Licensing Committee considered a draft revised Statement of Licensing Policy and approved it for the purpose of consultation with all relevant parties.
- 3.8 The consultation was commenced on 17<sup>th</sup> April 2014 and lasted for a period of twelve weeks. The consultation was carried out via the Council's website and the following were all contacted directly to draw attention to the consultation:

REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE**28<sup>th</sup> July 2014

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- The Chief Officer of West Mercia Police
  - Hereford and Worcester Fire and Rescue Service
  - All other responsible authorities under the Licensing Act 2003
  - Various bodies that represent the licensed trade
  - Redditch Borough Councillors
  - Parish Council.
- 3.9 During the consultation exercise, the Council received two responses. The first response received was sent on behalf of the Musicians' Union and this response can be seen at Appendix 1.
- 3.10 The Musicians' Union is keen to ensure that the Council's Statement of Licensing Policy does not impose unnecessary burdens on licensed venues which would discourage their use for live music and therefore deny opportunities to working musicians.
- 3.11 In response to the comments made by the Musicians' Union, officers would point out that the Statement of Policy acknowledges the deregulation of live music and other entertainment in chapter 19.
- 3.12 The Statement of Licensing Policy also makes clear at paragraph 5.1, that every application received will be treated on its own merits and also states at paragraph 5.3 that the authority will aim to carry out its licensing functions in a way that promotes tourism, increases leisure and culture provision and encourages economic development within the Borough.
- 3.13 The Statement of Licensing Policy also makes clear in chapter 9, that any conditions that are attached to licences will be tailored to the individual type, location and characteristics of the premises and events concerned.
- 3.14 In summary, officers believe that the Statement of Licensing Policy strikes a fair balance between enabling the provision of live music and promoting the licensing objectives. Therefore, it is not considered that any amendments are required to the Statement of Licensing Policy in response to the comments of the Musicians' Union.
- 3.15 The second response was received from Hereford and Worcester Fire and Rescue Service and can be seen at Appendix 2.
- 3.16 The Fire and Rescue Service suggested some minor amendments to paragraph 6.2 of the draft revised Statement of Policy, relating to the requirements on plans submitted with applications. These amendments have been incorporated into the finalised Statement of Licensing Policy shown at Appendix 3.

REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE**28<sup>th</sup> July 2014

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3.17 The finalised version of the Statement of Licensing Policy, which can be seen at Appendix 3 is the version that officers ask the Committee to recommend to Council for approval and publication with effect from 1<sup>st</sup> October 2014.

**4. RISK MANAGEMENT**

4.1 If the Statement of Licensing Policy is not reviewed and updated, the decisions taken by the Council under the Licensing Act 2003 could be subject to legal challenge.

**5. APPENDICES**

Appendix 1 – Response from Musicians' Union  
Appendix 2 – Response from Hereford & Worcester Fire and Rescue Service  
Appendix 3 – Draft Revised Statement of Licensing Policy

**6. BACKGROUND PAPERS**

Existing Statement of Licensing Policy

**AUTHOR OF REPORT**

Name: Dave Etheridge – Senior Practitioner (Licensing)  
Worcestershire Regulatory Services

E Mail: [d.etheridge@worcsregservices.gov.uk](mailto:d.etheridge@worcsregservices.gov.uk)

Tel: (01527) 534121

**From:** Stephen Brown  
**Sent:** 20 May 2014 18:27  
**To:** wrsenquiries  
**Subject:** Redditch Borough Council - Licensing Act 2003 - Review of Statement of Licensing Policy

Dear Sirs,

Thank you for your letter dated 17<sup>th</sup> April 2014 inviting the Musicians' Union (MU) to comment on the consultation for the Authority's 'review of statement of licensing policy'.

The MU would comment as follows:

The MU is focused on the music aspects of this policy and whilst the review statement appears to comply with the aspects of the deregulation of music as contained in the Live Music Act 2012; there are points in the document that the MU believe if not auctioned reasonably or proportionally may be used to frustrate the spirit of the Live Music Act 2012, and/or lack sufficient clarity/guidance in their context to the Live Music Act 2012.

I would highlight these points as such:

*6.7 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For premises such as a public house where regulated entertainment is not provided, only a relatively simple document may be required. However for an operating schedule accompanying an application for a major entertainment venue or event, it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail.*

***Comment: Some public houses may be a touring circuit venue and be considered a 'major entertainment venue' in their own right and have specialised facilities for same. However, they may also have a capacity of less than 200. It is not clear in the revised policy where the line of distinction may be drawn by the Public Authority. Clearly, if the capacity is less than 200 then it would fall within the 2012 Live Music Act. For such venues we would be concerned if additional barriers were put in place by the regulatory authority to prevent their licensing and status as a venue in such cases - which may then mean they are not being treated appropriately or fairly under the Live Music Act 2012 and hence potentially deny working opportunities for musicians.***

*6.17 v) any other measure as may be appropriate (eg participation in local Pubwatch and/or Shopwatch schemes or 'behave or be banned' schemes (BOBS), restrictions on 'happy hours', music wind-down policies)*

***Comment: The terms in the Live Music Act 2012 for periods and type of music are clearly defined, so it is not clear what the 'wind-down' period in this sense refers to? If it applies to regulated entertainment outside of the Act it should state this. Otherwise, there is a potential to frustrate the terms for periods/type of live music defined in the Live Music Act 2012 by imposing unfair terms without good reason. This could result in a potential reluctance by venues to put on live music thus denying musicians an opportunity of work.***



6.22 *The identification of a safe capacity limit for premises ensures that persons can be evacuated safely from premises in cases of emergency and may be one means of promoting the Act's public safety objective. The design and layout of premises are important factors when determining a safe occupant capacity. Other factors that may influence safe occupancy limits and may need to be considered when assessing the appropriate capacity for premises or events include:*

- *the nature of the premises or event*
- *the nature of the licensable activities being provided*
- *the provision or removal of such items as temporary structures, such as a stage, or furniture*
- *the number of staff available to supervise customers both ordinarily and in the event of an emergency*
- *the age spectrum of the customers*
- *the attendance by customers with disabilities, or whose first language is not English*
- *availability of suitable and sufficient sanitary facilities*
- *nature and provision of facilities for ventilation*

***Comment: the MU would agree absolutely that public safety is of paramount importance and nothing should interfere with this duty. However, we would hope that conditions would not be so prescriptively or unreasonably imposed, especially for smaller (limited resource) venues, as to make the entertainment 'regulated' by default. For example, smaller venues can provide exceptional platforms for emerging musical talent and we would hope this would be taken into account when assessing applications, especially in terms of staffing or stage structures when the venue has good contingency plans for such eventualities.***

6.28 In particular the licensing authority will consider the action that is appropriate for the premises that the applicant has taken or is proposing with regard to the following:  
i) prevention of noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.

***Comment: The MU would hope that conditions would not be so prescriptively or unreasonably imposed, especially for smaller (limited resource) venues, as to make the entertainment 'regulated' by default with the consequence of a venue deciding that the terms are so impractical and cost intensive to deny work for musicians.***

19.3 *When considering whether an activity constitutes the provision of regulated entertainment each case will be treated on its own merits. There will inevitably be a degree of judgement as to whether a performance is live music or not, so organisers are encouraged to check with the licensing authority if in doubt.*

***Comment: It is not clear to the MU what is meant by "there will inevitably be a degree of judgement as to whether a performance is live music or not". Who would make this judgement and what is the guidance provided? It may be helpful to see a glossary of terms or appendix or similar to this effect, as it is difficult for the MU to comment on such a clause when it is based on a subjective unknown. Again, if not clearly defined with an***

*opportunity for reasonable grounds for challenge then in consequence it may deny opportunities to working musicians.*

I trust this response is helpful.

Kind Regards,  
Stephen Brown  
Musicians' Union  
Midlands Regional Organiser

2 Sovereign Court  
Graham Street  
Birmingham B1 3JR



<http://www.musicsupportedhere.com>







HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

Chief Fire Officer/Chief Executive M Yates QFSM MA MCGI DMS MIFireE  
Hereford & Worcester Fire and Rescue Service Headquarters  
2 Kings Court Charles Hastings Way Worcester WR5 1JR  
Tel 0845 12 24454 Fax 01905 357 466 Web www.hwfire.org.uk

Sue Garratt  
Licensing & Support Services Manager  
Worcestershire Regulatory Services  
On behalf of Redditch Borough Council  
PO Box 866  
Worcester  
WR1 9DP

Telephone  
Your reference  
My reference DGH/AE/jea  
Please ask for Group Manager Elliott  
Date 18 June 2014

sent via e-mail : [wrslicensing@worcsregservices.gov.uk](mailto:wrslicensing@worcsregservices.gov.uk)

Dear Madam

### Licensing Act 2003 – Review of Statement of Licensing Policy

Thank you for your letter dated 17 April 2014 and the opportunity to comment on the statement of licensing policy. I have reviewed the document and make comment as follows :-

The majority of objections and representations made by my Officers relate to the quality of the plans and information contained on the plans submitted with the application. With this in mind, would it be possible to amended paragraph 6.2 to state that plans should be submitted to a recognised scale and that the location and type of fire safety equipment should be detailed.

I hope that the above comment makes a positive contribution to the review and should you require to discuss the points further, please do not hesitate to contact my lead Officer for Licensing, on the above telephone number or e-mail

Yours faithfully

Adrian Elliott  
Group Manager  
Community Risk



PREVENTION PROTECTION INTERVENTION

To make Herefordshire and Worcestershire safer from fire and other hazards and to improve community well-being



HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

Chief Fire Officer/Chief Executive M Yates QFSM MA MCGI DMS MFireE

Hereford & Worcester Fire and Rescue Service Headquarters

2 Kings Court Charles Hastings Way Worcester WR5 1JR

Tel 0845 12 24454 Fax 01905 357 466 Web [www.hwfire.org.uk](http://www.hwfire.org.uk)



PREVENTION PROTECTION INTERVENTION :

To make Herefordshire and Worcestershire safer from fire and other hazards and to improve community well-being



## LICENSING ACT 2003

## STATEMENT OF LICENSING POLICY

Redditch Borough Council,  
Town Hall,  
Walter Stranz Square,  
Redditch,  
Worcestershire,  
B97 9SB

[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

Revised with effect from **DATE**

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## 1.0 Introduction

- 1.1 Redditch Borough Council (the Council) is a licensing authority under the Licensing Act 2003 and therefore has responsibilities for the administration and enforcement of the Act within the Borough.
- 1.2 These include, among other duties, the granting of premises licences, club premises certificates, temporary events notices and personal licences in the Borough in respect of the sale and/or supply of alcohol, the provision of regulated entertainment and late night refreshment.
- 1.3 Redditch Borough is within the County of Worcestershire and borders Warwickshire County to the east and southeast. It is surrounded by Bromsgrove District to the west and north, Stratford District to the east and southeast and Wychavon District to the southwest.
- 1.4 The Borough is situated at the outer edge of the Green Belt boundary for the West Midlands. Redditch offers easy access to the countryside and prominent local areas, including culturally rich areas such as Stratford upon Avon and naturally rich areas such as the Cotswolds.
- 1.5 The Borough lies 15 miles south of the Birmingham conurbation and Birmingham airport is approximately a 25 minute drive away.
- 1.6 Redditch Borough consists of the main town of Redditch, the villages of Astwood Bank and Feckenham and several other hamlets. It covers an area of 5,435 hectares (13,430 acres) with a population of 84,214 (2011 Census).
- 1.7 The Borough is split into the urban area of Redditch in the north, accounting for 50% of the area and 93% of the population; and the rural area to the south with 7% of the population. The rural area consists predominantly of Green Belt land, but also open countryside, as well as the villages of Astwood Bank and Feckenham.
- 1.8 Through considering what really matters to our residents we have produced a set of six strategic purposes, which are:
  - Keep my place safe and looking good
  - Help me run a successful business
  - Provide good things for me to see, do and visit
  - Help me to be financially independent (including education & skills)
  - Help me to live my life independently (including health & activity)
  - Help me find somewhere to live in my locality

This policy statement aims to support the Council in working to these strategic purposes.

## 2.0 Licensing Objectives and Aims

2.1 The Licensing Act 2003 provides a clear focus on the promotion of four key licensing objectives. As a licensing authority Redditch Borough Council will always seek to carry out its licensing functions with a view to promoting these four objectives.

The licensing objectives are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

2.2 Each objective is of equal importance. There are no other statutory licensing objectives, so the promotion of the four objectives is the paramount consideration at all times.

2.3 However, the licensing authority recognises that the legislation also supports a number of other key aims and purposes. It is recognised that these are also vitally important and should be aims for everyone involved in licensing work.

They include:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- Giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- Recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may impact upon them.

### **3.0 Scope of the Licensing Authority's Functions**

3.1 As a licensing authority the Council is responsible for the authorisation of 'licensable activities'. The licensable activities that are required to be authorised under the Act are as follows:

- The sale by retail of alcohol,
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
- the provision of regulated entertainment, and
- the provision of late night refreshment

3.2 The licensing authority is responsible for four different types of authorisation or permission, as follows:

- Premises licence – to use premises for licensable activities.
- Club premises certificate – to allow a qualifying club to use premises for qualifying club activities.
- Temporary event notice – to carry out licensable activities on a temporary basis for an event.
- Personal licence – to allow a person to sell or authorise the sale of alcohol from premises in respect of which there is a premises licence.

#### 4.0 Purpose of the Statement of Licensing Policy

- 4.1 This statement of policy has been prepared and updated in accordance with the latest amended provisions of the 2003 Act and the latest revised guidance issued under section 182 of the Act. The statement sets out the principles the licensing authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.
- 4.2 The main purpose of this policy is to provide clarity to applicants, responsible authorities and other persons on how the licensing authority will determine applications for the supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment and also to provide a basis for all licensing decisions taken by the licensing authority. It will also inform elected Members of the parameters within which licensing decisions can be made.
- 4.3 This policy sets out the process the licensing authority will adopt in dealing with licence applications with particular regard to the various types of premises and permissions and the various conditions that can be attached to licences if relevant representations are made. It also highlights the Council's undertaking to avoid duplication with other statutory provisions and its commitment to work in partnership with other enforcement agencies.
- 4.4 When carrying out its licensing functions the Council will always have regard to this statement of policy and the Guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.
- 4.5 The licensing authority may depart from this policy or the Guidance if the individual circumstances of any case merit such a decision in the interests of promoting the four licensing objectives. Whenever the licensing authority takes a decision to depart from this policy or the Guidance, clear reasons will be given.
- 4.6 The Licensing Authority has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it can to prevent Crime and Disorder in the Borough.
- 4.7 The statement of policy took effect on **DATE** and will be kept under review. A revised statement of policy will be published no later than **DATE**.



## 5.0 General Principles

- 5.1 Every application received by the licensing authority will be considered on its own individual merits.
- 5.2 If an application for a premises licence or club premises certificate has been made lawfully and there have been no representations from responsible authorities or other persons, the licensing authority must grant the application, subject only to conditions that are consistent with the operating schedule and any relevant mandatory conditions.
- 5.3 The licensing authority will aim to carry out its licensing functions in a way that promotes tourism, increases leisure and culture provision and encourages economic development within the Borough.
- 5.4 However the licensing authority will also always try and balance the needs of the wider community, local community and commercial premises, against the needs of those whose quality of life may be adversely affected by the carrying on of licensable activities, particularly within residential areas.
- 5.5 In particular the licensing authority will attempt to control any potential negative impacts from the carrying on of licensable activities, such as increased crime and disorder, anti-social behaviour, noise, nuisance, risks to public safety and harm to children.
- 5.6 The licensing authority's aim is to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.
- 5.7 The licensing authority acknowledges that licensing law is not the primary mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the authorisation concerned. As a matter of policy, however, the licensing authority expects every holder of an authorisation to take all reasonable steps to minimise the impact of their activities and anti-social behaviour by their patrons within the immediate surroundings of their premises.
- 5.8 "Need" concerns the commercial demand for another pub, restaurant or hotel and is a matter for the planning authority and for the market. Need is not a matter that the licensing authority can consider in carrying out its licensing functions.

## **6.0 Applications for Premises Licences and Club Premises Certificates**

- 6.1 The relevant application forms and associated documents can be obtained from the licensing authority's website or from licensing officers during normal office hours.
- 6.2 Along with the application form, applicants must also submit an operating schedule and plans of the premises to which the application relates. The licensing authority would like any plans submitted to be drawn to a recognised scale, i.e. 1:50 or 1:100, or 1:150, or 1:200. The plans should also be clear and legible in all material respects, i.e. they must be accessible and provides sufficient detail for the licensing authority to be able to determine the application, including the relative size of any features relevant to the application. This should include details and the location of any fire safety equipment provided at the premises. The licensing authority does not require plans to be professionally drawn as long as they clearly show all the prescribed information.
- 6.3 Through their operating schedule, applicants will be expected to demonstrate the positive steps that they will take to promote the four licensing objectives.

### **Operating Schedules**

- 6.4 The operating schedule is a key document and, if prepared comprehensively, will form the basis on which premises can be licensed without the need for additional extensive conditions. All applicants for the grant or variation of a premises licence or club premises certificate are required to provide an operating schedule as part of their application. The licensing authority expects an operating schedule to indicate the positive steps that the applicant proposes to take to promote the licensing objectives.
- 6.5 In completing an operating schedule, applicants are expected to have regard to this statement of licensing policy and to demonstrate suitable knowledge of their local area when describing the steps that they propose to take in order to promote the licensing objectives.
- 6.6 The licensing authority will provide general advice on the drafting of operating schedules and applicants are strongly recommended to discuss their operating schedules with the licensing authority and other responsible authorities prior to submitting them.
- 6.7 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For premises such as a public house where regulated entertainment is not provided, only a relatively simple document may be required. However for an operating schedule accompanying an application for a major entertainment venue or event, it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail.
- 6.8 The operating schedule must be set out on the prescribed form and include a statement of the following:-
- Full details of the licensable activities to be carried on at and the intended use of the premises;

- The times during which the licensable activities will take place;
- Any other times when the premises are to be open to the public;
- Where the licence is only required for a limited period, that period;
- Where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor;
- Whether alcohol will be supplied for consumption on or off the premises or both;
- The steps which the applicant proposes to promote the licensing objectives.

6.9 For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

#### **Guidance on Completing an Operating Schedule**

6.10 The following guidance is intended to assist applicants by setting out considerations that they should have in mind when drawing up their operating schedules. The guidance is designed to alert applicants to any matters that responsible authorities are likely to consider when deciding whether to make representations on an application or whether to call for a review.

#### **(a) Prevention of Crime and Disorder**

6.11 Licensed premises, especially those offering late night/early morning entertainment, alcohol and refreshment for large numbers of people, can sometimes be a source of crime and disorder problems.

6.12 The licensing authority will expect operating schedules, where appropriate, to satisfactorily address these issues from the design of the premises through to the daily operation of the business.

6.13 The licensing authority will normally look to the police as the main source of advice on crime and disorder and therefore applicants are recommended to seek advice from West Mercia Police in relation to what steps they can take to promote the prevention of crime and disorder.

6.14 In addition when planning and preparing operating schedules applicants are advised to take into account local planning and transport policies, tourism, cultural and crime and disorder reduction strategies as appropriate.

6.15 In addition to the requirements for the licensing authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1988 to do all it can to prevent crime and disorder in the Borough.

6.16 When considering all licence applications the licensing authority will take into

account the measures proposed to deal with the potential for, and the prevention of, crime and disorder having regard to all circumstances of the application. Applicants should include information on these issues within the operating schedule for the premises.

6.17 In particular, the licensing authority will consider the actions, which are appropriate for the premises that the applicant has taken, or is proposing to take with regard to the following:

- i) the ability of the person in charge of the premises to monitor the premises at all times that it is open; although this does not mean that the designated premises supervisor has to be present at all times.
- ii) the training given to staff regarding crime prevention measures for the premises;
- iii) physical security features installed in the premises (e.g. position of cash registers, CCTV, toughened drinking glasses etc.);
- iv) management attitudes (e.g. responsible pricing promotions, willingness to stagger trading, willingness to limit sales of bottles or canned alcohol for immediate consumption and preventing the sale of alcohol to people who are drunk);
- v) any other measure as may be appropriate (e.g. participation in local Pubwatch and/or Shopwatch schemes or 'Behave or be Banned' schemes (BOBS), restrictions on 'happy hours', music wind-down policies);
- vi) the measures employed to prevent the consumption or supply of illegal drugs, including any search procedures and entry policies;
- vii) where the premises are subject to age restrictions, the procedures in place to conduct age verification checks;
- viii) the likelihood of any violence, public order or policing problems if the licence is granted.
- ix) the employment of door safety staff licensed by the Security Industries Association (SIA)

6.18 Applicants for late night entertainment and alcohol premises should show that they can comply with the Home Office Guidance 'Safer Clubbing' in relation to the control of illegal drugs on their premises. They should agree a protocol with the licensing authority and West Mercia Police on the handling of illegal drugs found on their premises.

6.19 The licensing authority in setting its policies and practices considering applications for licensed premises will have due regard to the current Crime and Disorder Strategy for the Area. Regard will be had to the relatively low crime levels in the area and any disproportionate effects likely to be perceived by residents and members of the public due to nuisance, anti-social behaviour and disorder arising or likely to arise as the result of granting a licence.

### **(b) Public Safety**

6.20 The Licensing Act 2003 covers a wide range of premises that require licensing including cinemas, nightclubs, public houses, village and community halls, schools, cafes, restaurants and fast food outlets/takeaways. Each of these types of premises present a mixture of risks, some of which may be common to most premises whilst others will be unique to specific operations. Risk assessments must reflect the local nature of risks applying to each event and or venue.

The licensing authority will expect operating schedules, where appropriate, to satisfactorily address these public safety issues. Applicants are encouraged to seek advice from licensing authority officers and the Fire Safety Section of Hereford and Worcester Fire and Rescue Service.

6.21 Where an inspection is required for premises the licensing authority will try where possible to reduce inconvenience, confusion and inconsistency by co-ordinating inspections and visits with the fire authority, police, building control and environmental health officers, as appropriate.

6.22 The identification of a safe capacity limit for premises ensures that persons can be evacuated safely from premises in cases of emergency and may be one means of promoting the Act's public safety objective. The design and layout of premises are important factors when determining a safe occupant capacity. Other factors that may influence safe occupancy limits and may need to be considered when assessing the appropriate capacity for premises or events include:

- the nature of the premises or event
- the nature of the licensable activities being provided
- the provision or removal of such items as temporary structures, such as a stage, or furniture
- the number of staff available to supervise customers both ordinarily and in the event of an emergency
- the age spectrum of the customers
- the attendance by customers with disabilities, or whose first language is not English
- availability of suitable and sufficient sanitary facilities
- nature and provision of facilities for ventilation

6.23 The licensing authority encourages applicants for premises licences that provide regulated entertainment (or any other premises providing a licensable activity where occupant capacity may be a public safety issue) to seek advice regarding safe occupancy levels from the Fire Safety Section of Hereford and Worcester Fire and Rescue Service.

Where the licensing authority's discretion has been engaged following receipt of a relevant representation and it believes it is appropriate for reasons of public safety to impose a condition identifying an occupancy limit, the licensing authority will not normally seek to impose an occupancy limit different to that identified by the Fire Authority if this differs from the figure set in the applicant's Fire Risk Assessment.

### **(c) Prevention of Public Nuisance**

6.24 Licensed premises, especially those operating late at night and in the early hours of the morning, can sometimes cause a range of nuisances impacting on people living, working or sleeping in the area surrounding the premises.

6.25 The licensing authority is keen to protect the amenity of residents and businesses within the area surrounding a licensed premises that are affected by the carrying on of licensable activities at that premises.

6.26 In addition, the licensing authority is aware of the importance of the licensed trade to the local economy and its culture and leisure aspirations. The licensing authority will, therefore, try and work together with all affected parties, statutory

agencies and licensed businesses to ensure a mutually beneficial co-existence.

- 6.27 When considering all licence applications, the licensing authority will take into account the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of the application.
- 6.28 In particular the licensing authority will consider the action that is appropriate for the premises that the applicant has taken or is proposing with regard to the following:
- i) prevention of noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices;
  - ii) The structural suitability of the premises to provide the licensable activities sought including for example matters such as whether the premises benefits from double glazing and lobbied doors.
  - iii) preventing disturbance by customers arriving at or leaving the premises, particularly between 11.00 pm and 7.00 am;
  - iv) preventing queuing by pedestrians or vehicular traffic, or if some queuing is inevitable, ensuring the queues are diverted away from neighbouring premises, or are otherwise managed, to prevent disturbance or obstruction;
  - v) ensuring staff leave the premises quietly;
  - vi) arrangements for parking by patrons and staff, and the effect of the parking on local residents;
  - vii) provision for public transport (including taxis and private hire vehicles) for patrons;
  - viii) whether licensed taxis or private hire vehicles are likely to disturb local residents;
  - ix) whether routes to and from the premises on foot, by car or other services pass residential premises;
  - x) the installation of any special measures where licensed premises are, or are proposed to be, located near sensitive premises such as nursing homes, hospitals, hospices or places of worship;
  - xi) the use of gardens and other open-air areas;
  - xii) the location of external lighting, including security lighting that is installed;
  - xiii) other appropriate measures to prevent nuisance, such as the employment of registered door supervisors or the use of CCTV;
  - xiv) preventing the consumption or supply of illegal drugs, including search procedures;
  - xv) whether the premises would lead to increased refuse storage or disposal problems, or additional litter (including fly posters and illegal placards) in the vicinity of the premises;
  - xvi) the history of previous nuisance complaints proved *to have taken place* at the premises, particularly where statutory notices have been served on the present licensees.
- 6.29 The licensing authority is keen to stress, however, that as well as the licensing function there are other mechanisms for addressing issues of unruly behaviour that occur away from licensed premises. These include:

- planning controls;

- powers to designate parts of the Borough as places where alcohol may not be consumed publicly and the confiscation of alcohol in these areas;
- police powers to close some premises for up to 24 hours in extreme cases of disorder or excessive noise;
- police enforcement of the law with regard to disorder and anti-social behaviour;
- the power of responsible authorities or interested parties to request a review of the licence;
- enforcement action against those selling alcohol to people who are already drunk.

**(d) Protection of Children from Harm**

- 6.30 The licensing authority recognises that there are a range of activities for which licences may be sought meaning that children can be expected to visit many of these premises, often on their own, for food and /or other entertainment.
- 6.31 The Licensing Act 2003 does not prevent children having free access to any licensed premises. The licensing authority recognises that limitations may have to be considered where it is deemed necessary to protect children from harm. The following are examples of premises that may raise concerns:
- where there have been convictions for serving alcohol to minors, or with a reputation for under-age drinking;
  - with a known association with drug taking or dealing;
  - where there is a strong element of gambling on the premises;
  - where entertainment of an adult or sexual nature is provided;
  - where there is a presumption that children under 18 should not be allowed (e.g. to nightclubs, except when under 18 discos are being held).
- 6.32 The licensing authority expects personal licence holders to *seek* to ensure alcohol is not served to children under the age of 18, except in limited conditions allowed for by law. The licensing authority recommends that the only way to verify a person's proof of age is with reference to the following:-
- passport
  - a photocard driving licence issued in a European Union country;
  - a Proof of Age Standards Scheme card;
  - a Citizen Card, supported by the Home Office (details from [www.citizencard.net](http://www.citizencard.net));
  - an official identity card issued by HM Forces or by a European Union country bearing the photograph and date of birth of the bearer.
- 6.33 When deciding whether to limit the access of children to premises the licensing authority will judge each application on its own merits and a range of conditions may be imposed depending on the circumstances. To assist with this the licensing authority will consult with West Mercia Police and the Worcestershire Safeguarding Children Board if practical or other agencies as the licensing authority consider appropriate.
- 6.34 Where concerns have been identified in respect of individual premises and it is felt that access to the premises by children should be restricted the options available

include:

- limitations on the hours when children may be present;
- age limitations for persons under 18;
- limitations or exclusion when certain activities are taking place;
- full exclusion of persons under 18 when certain licensable activities are taking place;
- limitation of access to certain parts of the premises for under 18s;
- a requirement for an accompanying adult to be present.

- 6.35 However these options are not exhaustive and other options may be considered as the Council considers appropriate. The licensing authority also commends the adoption of the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks by prospective licensees where the licence applies to the sale of alcohol.
- 6.36 The Licensing Act details a number of offences that are designed to protect children in licensed premises and the licensing authority will work closely with the Police and Trading Standards Services to ensure appropriate and effective enforcement is undertaken, especially in relation to the sale and supply of alcohol to children.
- 6.37 The Licensing Authority will not impose any conditions that specifically require the access of children to the premises.
- 6.38 Where no conditions or restrictions are imposed, the issue of access for children remains a matter of discretion for individual licensees or clubs subject to any relevant provisions in law.
- 6.39 Films cover a vast range of subjects, some of which deal with adult themes and/or contain, for example scenes of horror or violence that may be considered unsuitable for children with certain age ranges. Where a premises is used for film exhibitions, the licensing authority will normally impose conditions restricting access only to persons who meet the required age limit in line with any certificate granted by the British Board of Film Classification or the licensing authority itself.
- 6.40 The Licensing Authority will expect licensees to ensure that age restrictions for film exhibitions are properly complied with.
- 6.41 In considering applications, the licensing authority will take into account any evidence that age restrictions for film exhibitions are not being properly observed.
- 6.42 Many children attend or take part in an entertainment arranged especially for them, for example children's shows, dance and drama or school productions. Specific additional arrangements may need to be operated to ensure their safety. For example:
- an adult member of staff to be stationed at each and every exit from any level and to the outside and subject to there being a minimum of one member of staff to fifty children or part thereof.
  - no child is to be permitted in the front row of any balcony unless they are supervised by an adult.



## 7.0 Representations

- 7.1 When an application is made for the grant, variation or review of a premises licence or club premises certificate, representations about the application can be made by responsible authorities or other persons.
- 7.2 Representations must be made to the licensing authority within the statutory period of 28 days beginning on the day after the relevant application is received by the licensing authority. Representations must be made in writing
- 7.3 Representations can be made either in support of an application or to express objections to an application being granted. However the licensing authority can only accept “relevant representations.” A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.
- 7.4 An example of a representation that would not be relevant would be a representation from a local businessperson about the commercial damage that competition from a new licensed premises would do to their own business. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be a relevant representation.
- 7.5 In other words, representations should relate to the impact of licensable activities carried on from premises on the licensing objectives.
- 7.6 For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation.
- 7.7 Whilst the licensing authority expects representations to be evidence based, there is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and it is recognised that in fact this would not be possible for new premises.

### **(a) Representations from Responsible Authorities**

- 7.8 Responsible authorities are a group of public bodies that must be fully notified of applications and that are entitled to make representations to the licensing authority in relation to the application for the grant, variation or review of a premises licence or club premises certificate. A full list of contact details for the responsible authorities is provided on the licensing authority’s website.
- 7.9 Whilst all responsible authorities may make representations regarding applications for licences and club premises certificates and full variation applications, it is the responsibility of each responsible authority to determine when they have appropriate grounds to do so.
- 7.10 The licensing authority recognises that every responsible authority can make representations relating to any of the four licensing objectives. However the licensing authority would normally expect representations about the promotion of individual licensing objectives to come from the most relevant responsible authority

with expertise in that particular area. For example the licensing authority would expect representations about the prevention of crime and disorder to come primarily from the police and representations about the prevention of public nuisance to come primarily from environmental health.

- 7.11 The licensing authority recognises that the police should be its main source of advice on matters relating to the promotion of the crime and disorder licensing objective, but also may be able to make relevant representations with regards to the other licensing objectives if they have evidence to support such representations.
- 7.12 The licensing authority will accept all reasonable and proportionate representations made by the police unless it has evidence that do so would not be appropriate for the promotion of the licensing objectives. However the licensing authority will still expect any police representations to be evidence based and able to withstand scrutiny at a hearing.
- 7.13 The licensing authority recognises Worcestershire Safeguarding Children Board as being the body that is competent to advise it on the licensing objective of the protection of children from harm.
- 7.14 The licensing authority recognises that, although public health is not a licensing objective, health bodies may hold information which other responsible authorities do not, but which would assist the licensing authority in exercising its functions.
- 7.15 For example, drunkenness can lead to accidents and injuries from violence, resulting in attendances at emergency departments and the use of ambulance services. Some of these incidents will be reported to the police, but many will not. Such information might be relevant to the public safety objective and in some cases the crime and disorder objective.
- 7.16 As a result of the Police Reform and Social Responsibility Act 2011, the licensing authority is also now a responsible authority and can therefore make representations if it deems it appropriate to do so.
- 7.17 However the licensing authority will not normally act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups) although there are occasions where the authority may decide to do so.
- 7.18 Such parties can make relevant representations to the licensing authority in their own right, and the licensing authority expects them to make representations themselves where they are reasonably able to do so.
- 7.19 The licensing authority also expects that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. Each responsible authority has equal standing under the 2003 Act and may act independently without waiting for representations from any other responsible authority.
- 7.20 In cases where a licensing authority is also acting as responsible authority in relation to the same process, the licensing authority will seek to achieve a separation of responsibilities within the authority to ensure procedural fairness and eliminate conflicts of interest. This will be achieved by allocating the different responsibilities to different licensing officers or other officers within the local authority to ensure a proper separation of responsibilities.

**(b) Representations from Other Persons**

- 7.21 Relevant representations about applications can also be made by any other person, regardless of their geographical position in relation to the relevant premises. However the licensing authority will usually give greater weight to representations that are made by people who can demonstrate that they would be directly affected by the carrying on of licensable activities at the premises concerned.
- 7.22 The licensing authority will also reject as invalid, any representations from other persons that are deemed to be frivolous or vexatious. A representation might be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause. Frivolous representations are essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 7.23 Decisions as to the validity of representations will normally be made by officers of the licensing authority. In borderline cases, the benefit of the doubt about any aspect of a representation will be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 7.24 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the authority's corporate complaints procedure. A person may also challenge such a decision by way of judicial review.
- 7.25 Where a notice of a hearing is given to an applicant, the licensing authority is required to provide the applicant with copies of the relevant representations that have been made.
- 7.26 The licensing authority will normally provide copies of the relevant representations to the applicant in full and without redaction. However in exceptional circumstances, where a person satisfies the licensing authority that they have genuine reasons to fear intimidation or violence if their personal details, such as name and address, are divulged to the applicant, the copies of the representations may be redacted accordingly.
- 7.27 In such circumstances the licensing authority will still provide some details to the applicant (such as street name or general location within a street), so that the applicant can fully prepare their response to any particular representation.
- 7.28 Alternatively persons may wish to contact the relevant responsible authority or their local Councillor with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations on their behalf if appropriate and justified.
- 7.29 Further guidance on making representations is provided on the licensing authority's website.

## 8.0 Licensing Hours

- 8.1 The licensing authority recognises the variety of premises for which licences will be sought and that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when people tend to leave licensed premises at the same time.
- 8.2 When determining what licensing hours are appropriate for a premises the licensing authority will always consider each application on its own merits and will not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application. The licensing authority will take into account requests for licensable hours in the light of:
- environmental quality;
  - residential amenity;
  - the character or function of a particular area; and
  - the nature of the proposed activities to be provided at the premises.
- 8.3 Consideration may be given to imposing stricter restrictions on licensing hours when it is appropriate to control noise and disturbance from particular licensed premises, such as those in mainly residential areas.
- 8.4 In accordance with established practice, the licensing authority encourages applicants, to include measures of good practice in their operating schedules such as a policy of prohibiting new persons from being admitted to their premises after 11.00 pm in order to reduce the risk of disorder and disturbance to members of the public late at night, where this is appropriate to the premises concerned.
- 8.6 Generally the licensing authority will consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes. There may, however, be instances where it is considered that there are good reasons for restricting those hours, for example, where police representations are made in respect of isolated shops known to be the focus of disorder and public nuisance.

## 9.0 Conditions on Licences and Certificates

9.1 Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The licensing authority will ensure any conditions that are imposed on a premises licence or club premises certificate:

- Are appropriate for the promotion of the licensing objectives;
- Are precise and enforceable;
- Are unambiguous and clear in what they intend to achieve;
- Do not duplicate other statutory requirements or other duties or responsibilities placed on the business by other legislation;
- Are tailored to the individual type, location and characteristics of the premises and events concerned;
- Are not standardised and may therefore be unlawful if it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- Do not replicate offences set out in the 2003 Act or other legislation;
- Are proportionate, justifiable and capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- Do not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- Are written in a prescriptive format.

9.2 Although the licensing authority may use standardised forms of wording in conditions to cover commonly arising situations and circumstances, “blanket conditions” will not be applied to licences and specific conditions may be drawn up and applied to meet local need and circumstances.

## 10.0 Reviews

- 10.1 At any stage, following the grant of a premises licence or club premises certificate, a responsible authority or any other person, may apply to the licensing authority for a review of the licence or certificate because of a problem arising at the premises in connection with any of the four licensing objectives.
- 10.2 In every case the application for review must relate to particular premises for which a licence or certificate is in force and must be relevant to the promotion of the licensing objectives.
- 10.3 Any responsible authority under the 2003 Act may apply for a review of a premises licence or club premises certificate. Therefore, the relevant licensing authority may apply for a review if it is concerned about licensed activities at premises and wants to intervene early without waiting for representations from other persons.
- 10.4 However, the licensing authority will not normally act as a responsible authority in applying for reviews on behalf of other persons, such as local residents or community groups. These individuals or groups are entitled to apply for a review for a licence or certificate in their own right if they have grounds to do so.
- 10.5 The licensing authority also expects other responsible authorities to intervene where the basis for the intervention falls within the remit of that other authority. For example, the police should take appropriate steps where the basis for the review is concern about crime and disorder. Likewise, where there are concerns about noise nuisance, it is expected that environmental health will make the application for review.
- 10.6 Where responsible authorities have concerns about problems identified at premises, the licensing authority considers it good practice for them to give licence holders early warning of their concerns and the need for improvement, and where possible they should advise the licence or certificate holder of the steps they need to take to address those concerns.
- 10.7 A failure by the holder to respond to such warnings is expected to lead to a decision to apply for a review. The licensing authority believes that co-operation at a local level in promoting the licensing objectives should be encouraged and reviews should not be used to undermine this co-operation.
- 10.8 If the application for a review has been made by a person other than a responsible authority (for example, a local resident, residents' association, local business or trade association), before taking action the licensing authority will first consider whether the complaint being made is relevant, frivolous, vexatious or repetitious.
- 10.9 A review application might be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause. Frivolous applications are essentially categorised by a lack of seriousness. Frivolous applications would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 10.10 The licensing authority considers a repetitious ground for review to be one that is identical or substantially similar to:

- a ground for review specified in an earlier application for review made in relation to the same premises licence or certificate which has already been determined; or
  - representations considered by the licensing authority when the premises licence or certificate was granted; or
  - representations which would have been made when the application for the premises licence was first made and which were excluded then by reason of the prior issue of a provisional statement; and, in addition to the above grounds, a reasonable interval has not elapsed since that earlier review or grant.
- 10.11 The licensing authority is aware of the need to prevent attempts to review licences merely as a further means of challenging the grant of the licence following the failure of representations to persuade the licensing authority on an earlier occasion.
- 10.12 The licensing authority believes that more than one review originating from a person other than a responsible authority in relation to a particular premises should not normally be permitted within a 12 month period on similar grounds save in compelling circumstances or where it arises following a closure order.
- 10.13 The exclusion of a complaint on the grounds that it is repetitious does not apply to responsible authorities which may make more than one application for a review of a licence or certificate within a 12 month period.
- 10.14 Guidance on applying for a review of a licence or certificate, along with the necessary forms, can be found on the licensing authority's website.

## 11.0 Minor Variations

- 11.1 Variations to premises licences or club premises certificates that could not impact adversely on the licensing objectives are subject to a simplified 'minor variations' process. Under this process, the applicant is not required to advertise the variation in a newspaper or circular, or copy it to responsible authorities. However, they must display it on a white notice (to distinguish it from the blue notice used for full variations and new applications).
- 11.2 Minor variations will generally fall into four categories: minor changes to the structure or layout of premises; small adjustments to licensing hours; the removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions; and the addition of certain licensable activities. In all cases the overall test is whether the proposed variation could impact adversely on any of the four licensing objectives.
- 11.3 On receipt of an application for a minor variation, the licensing authority will consider whether the variation could impact adversely on the licensing objectives. Decisions on minor variations will normally be delegated to licensing officers who will look at each application on its own individual merits.
- 11.4 In considering the application, the officer will consult relevant responsible authorities if there is any doubt about the impact of the variation on the licensing objectives and they need specialist advice, and take their views into account in reaching a decision.
- 11.5 The officer will also carefully consider any relevant representations received from other persons that are received within a period of ten working days from the 'initial day', that is to say, the day after the application is received by the licensing authority.
- 11.6 The officer will then determine the application and will contact the applicant within 15 working days, beginning on the first working day after the authority received the application, with effect either that the minor variation is granted or the application is refused.



## 12.0 Cumulative Impact

- 12.1 The licensing authority recognises that the cumulative impact of a number of late night entertainment premises (including cafes) in some areas may result in an increase of people either walking through, or congregating in, streets during the night. This may in turn have a number of undesirable consequences, for example;
- an increase in crime against property and/or persons;
  - an increase in noise causing disturbance to residents;
  - traffic congestion and/or parking problems;
  - littering and fouling.
- 12.2 This may result in the amenity of local residents in some areas being placed under pressure, as it will not always be possible to attribute a particular problem to customers of particular premises. This means that, whilst enforcement action may be taken to ensure conditions are complied with, this may not resolve all the problems.
- 12.3 Where there is evidence that a particular area of the Borough is already suffering adverse effects from the concentration of late night premises, when determining any further application for premises within the area identified the licensing authority will take into account:
- the character of the surrounding area;
  - the impact of the licence on the surrounding area, both individually and cumulatively with existing licences; and
  - the nature and character of the proposed operation.
- 12.4 There is currently insufficient evidence to adopt a special policy within this statement. The following steps must be followed before a special policy is considered:
- identification of concern about crime and disorder or public nuisance;
  - consideration of whether it can be demonstrated that crime and disorder and nuisance are arising and are caused by the customers of licensed premises, and if so identifying the area from which problems are arising and the boundaries of that area; or the risk factors are such that the area is reaching a point when a cumulative impact is imminent;
  - consultation with those specified by section 5(3) of the 2003 Act as part of the general consultation required in respect of the whole statement of licensing policy;
  - subject to that consultation, inclusion of a special policy about future premises licence or club premises certificate applications from that area within the terms of this Guidance in the statement of licensing policy;
  - publication of the special policy as part of the statement of licensing policy required by the 2003 Act.

## 13.0 Enforcement and Complaints

- 13.1 Once licensed, it is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Licensing Act 2003. The licensing authority will monitor premises and take any appropriate enforcement action to ensure compliance. Only complaints linked to a licensing objective will be investigated.
- 13.2 The licensing authority's general approach to enforcement will be to target problem and high-risk premises which require greater attention, while providing a lighter touch for low risk premises or those that are well run. Principles of risk assessment and targeted inspections (in line with the recommendations of the Hampton review) will prevail and inspections will not be undertaken routinely but when and if they are judged necessary. This should ensure that resources are used efficiently and are more effectively concentrated on problem premises.
- 13.3 In most cases a graduated form of response will be taken to resolve issues of non-compliance, although it is recognised that in serious cases a prosecution or application for review are the appropriate means of disposal.
- 13.4 All decisions and enforcement actions taken by the licensing authority will be in accordance with the Council's Corporate Enforcement Policy and the principles of consistency, transparency and proportionality set out in the Regulator's Compliance Code.
- 13.5 The licensing authority will continue to employ officers to investigate allegations of unlicensed activities and to ensure that licence conditions are complied with, and will seek to work actively with West Mercia Police and other relevant partners in enforcing licensing legislation.
- 13.6 The licensing authority is happy to investigate complaints against licensed premises of any description. In the first instance, complainants will be encouraged to raise the complaint directly with the licensee or business concerned.
- 13.7 Where a person has made a complaint then the licensing authority may initially arrange a mediation meeting to try and address, clarify and resolve the issues of concern. This process will not override the right of any person to ask the licensing authority to review a licence or certificate or for any licence/certificate holder to decline to participate in a mediation meeting.

## 14.0 Integrating Strategies and Partnership Working

- 14.1 The Council regards its licensing function as the most appropriate tool in ensuring that the licensing objectives are promoted and will avoid, as far as is possible, any duplication with other regulatory regimes and legislation.
- 14.2 Licensing Committee, when appropriate, will be informed of relevant county and local strategies. The report may include information relating to:
- Local crime prevention strategies;
  - Needs of the local tourist economy;
  - Any cultural strategy for the area;
  - Employment issues in the area;
  - Any relevant planning matters so as to ensure the clear distinction between licensing and planning functions, and
  - Local relevant partnerships and their objectives.

## **15.0 Equal Opportunities**

- 15.1 The Equality Act 2010 places a legal obligation on the licensing authority to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 15.2 The licensing authority will look to discharge this duty by making arrangements where appropriate to provide information in a format that meet the requirements of those with special needs such as large type, audio information and information in foreign languages. Specific needs will be dealt with on an individual basis.

## **16.0 Administration, Exercise and Delegation of Functions**

- 16.1 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.
- 16.2 The licensing authority will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. Appreciating the need to provide an efficient service to all parties involved in the licensing process, the Committee has delegated certain decisions and functions and has established a number of Sub-Committees to deal with those matters.
- 16.3 In addition, it is expected that many of the decisions and functions will be largely administrative with no perceived areas of contention and, in the interests of efficiency and effectiveness, these are delegated to officers. Attached at Appendix A to this licensing policy is a table of delegated functions setting out the agreed delegation of decisions and functions to the Council's Licensing Committee, Sub-Committees and officers.
- 16.4 These delegations are without prejudice to officers referring an application to a Sub-Committee or the Licensing Committee if considered appropriate in the circumstances of the case.

## **17.0 Relationship with Planning**

- 17.1 Planning permission, building control approval and licensing regimes will be properly separated to avoid duplication and inefficiency. The planning and licensing regimes involve consideration of different (albeit related) matters. Licensing committees are not bound by decisions made by a planning committee, and vice versa.
- 17.2 There is no legal basis for the licensing authority to refuse a licence application because the relevant premises does not have planning permission, or where there are conditions on the relevant planning permission.
- 17.3 There are circumstances when as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to the licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.

## 18.0 Temporary Event Notices

- 18.1 The Licensing Act 2003 provides for certain occasions when small scale events (for no more than 499 people at a time and lasting for no more than 168 hours) do not need a licence providing that advance notice is given to the licensing authority, police and environmental health. The police and environmental health can only object to a Temporary Event Notice if the event is likely to undermine the licensing objectives.
- 18.2 The law states that for a standard temporary event notice, at least ten working day's notice must be given but the licensing authority recommends that, wherever possible, at least two month's notice be given to hold these events, to allow it to help organisers plan their events safely. Any longer period than this may mean that organisers do not have all the details available at the time of submitting the notice, and any lesser time means that planning may be rushed and haphazard.
- 18.3 Organisers of temporary events are strongly advised to contact the licensing authority for advice at the earliest opportunity when planning events. Where necessary discussions will be held with the police to avoid any unnecessary objections being made that may arise from misunderstandings or confusion as to what is being proposed.
- 18.4 Since 25 April 2012 it has been possible for individuals to serve a very limited number of "late" temporary event notices each year, providing that these are served on all relevant parties at least five working days before the day on which the event is due to begin.
- 18.5 However event organisers should be aware that a late temporary event notice can be prevented by a single objection from the police or environmental health and there is no right to a hearing in such circumstances.
- 18.6 Therefore late temporary event notices should normally only be served in exceptional circumstances, such as when an event has to be postponed and rearranged at short notice due to adverse weather conditions. The licensing authority does not expect late temporary event notices to be served simply on the basis that the event organiser has been disorganised in addressing the licensing arrangements for their event.

## 19.0 Live Music Act 2012 and other Entertainment Licensing Deregulation

- 19.1 The Live Music Act 2012 came into force on 1<sup>st</sup> October 2012 and is designed to encourage more performances of 'live' music. The Act removes the licensing requirements for:
- amplified 'live' music between 8am and 11pm before audiences of no more than 200 people on premises authorised to sell alcohol for consumption on the premises
  - amplified 'live' music between 8am and 11pm before audiences of no more than 200 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment)
  - unamplified 'live' music between 8am and 11pm in all venues
  - the provision of entertainment facilities
- 19.2 Where licensable activities continue to take place on premises any licence conditions relating to 'live' music will be suspended, but it will be possible to impose new, or reinstate existing, conditions following a review.
- 19.3 When considering whether an activity constitutes the provision of regulated entertainment each case will be treated on its own merits. There will inevitably be a degree of judgement as to whether a performance is live music or not, so organisers are encouraged to check with the licensing authority if in doubt.
- 19.4 There was a further deregulation of entertainment licensing in June 2013 when the Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013 came into force on 27 June 2013. The effect of the order is that no authorisation is required for the following activities to the extent that they take place between 08:00-23:00 on any day:
- a performance of a play in the presence of any audience of no more than 500 people
  - an indoor sporting event in the presence of any audience of no more than 1000 people
  - a performances of dance in the presence of any audience of no more than 500 people



## **20.0 Sexual Entertainment Venues**

- 20.1 The Council may adopt a policy in relation to sex establishments, including sexual entertainment venues under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. This policy may include standard conditions attached to such licences. Where there are similar conditions attached to licences under both regulatory regimes, the more onerous will apply.
- 20.2 There is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that allows premises to provide sexual entertainment no more than 11 times per year and no more frequently than monthly. Any concerns related to the provision of occasional sexual entertainment may still lead to a review of the relevant premises licence or club premises certificate and the imposition of conditions.
- 20.3 Any premises that wants to provide sexual entertainment under the exemption must still be authorised under the Licensing Act 2003 for the performance of dance and the playing or recorded music.

## **21.0 Early Morning Alcohol Restriction Orders (EMROs)**

- 21.1 The power to introduce an EMRO enables a licensing authority to prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.
- 21.2 EMROs are designed to address recurring problems such as high levels of alcohol-related crime and disorder in specific areas at specific times; serious public nuisance; and other instances of alcohol-related anti-social behaviour which is not directly attributable to specific premises.
- 21.3 Before introducing an EMRO the licensing authority must be satisfied that it has sufficient evidence to demonstrate that its decision is appropriate for the promotion of the licensing objectives. This requirement will be considered in the same manner as other licensing decisions, such as the determination of applications for the grant of premises licences. The licensing authority will consider evidence from partners, including responsible authorities and local Community Safety Partnerships, alongside its own evidence, to determine whether an EMRO would be appropriate for the promotion of the licensing objectives.
- 21.4 The licensing authority will normally only consider the use of EMROs as a last resort in dealing with recurring problems and will always consider the potential burden that would be imposed on premises licence holders as well as the potential benefits in terms of promoting the licensing objectives.
- 21.5 It is recognised that there are other measures that could be taken instead of making an EMRO which include:
- introducing a special policy on cumulative impact;
  - reviewing licences of specific problem premises;
  - encouraging the creation of business-led best practice schemes in the area; and
  - using other mechanisms set out in the Secretary of State's Guidance to Licensing Authorities under Section 182 of the Licensing Act 2003.
- 21.6 The licensing authority is not currently satisfied that it is appropriate to make any EMROs.

## 22.0 Late Night Levy

- 22.1 The late night levy is a power, conferred on licensing authorities by provision in Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011. This enables licensing authorities to charge a levy to persons who are licensed to sell alcohol late at night in the authority's area, as a means of raising a contribution towards the costs of policing the late-night economy.
- 22.2 The levy is a power and the Government has recognised that some licensing authorities will not consider that it is appropriate to exercise it.
- 22.3 At the present time this licensing authority does not have a large number of premises which are licensed to sell alcohol during the late night supply period. Therefore, at this stage, the licensing authority does not believe that the levy will generate enough revenue to make it an appropriate option in its area.
- 22.4 The decision to introduce the levy is for the licensing authority to make. However the licensing authority will keep the need for a levy under review in consultation with the chief officer of police and police and crime commissioner ("PCC") for the police area.
- 22.5 When considering whether to introduce a levy the licensing authority notes that any financial risk (for example lower than expected revenue) rests at a local level and this will be fully considered prior to making any decision about local implementation.
- 22.6 The licensing authority will decide whether or not it believes it has a viable proposal to introduce the levy before incurring the costs of the formal consultation process.
- 22.7 If the licensing authority decides to give further consideration to the introduction of a levy in the future, it will do so in accordance with the relevant regulations and with reference to any relevant guidance issued by the Home Office.
- 22.8 Any decision to introduce, vary or end the requirement for the levy will be made by the full Council. Other decisions in relation to the introduction and administration of the levy would be delegated to the Licensing Committee.

## **23.0 Suspension of Licences and Certificates for Non-Payment of Annual Fees**

- 23.1 As a result of powers introduced under the Police Reform and Social Responsibility Act 2011, the licensing authority must suspend premises licences and club premises certificates if the holder of the relevant authorisation fails to pay their annual fee.
- 23.2 However, this does not apply immediately if the payment was not made before or at the time of the due date because of an administrative error, or because the holder disputed liability for the fee before or at the time of the due date. In either of these cases, there is a grace period of 21 days. This period will be used by the licensing authority to contact the licence or certificate holder in attempt to resolve the dispute or error. If the dispute or error is not resolved during this 21-day period, the licence or certificate will be suspended.
- 23.3 When suspending a licence or certificate a notice of suspension will be given in writing to the licence or certificate holder. The police and any other relevant responsible authorities will also be notified of the suspension at the same time.
- 23.4 A premises licence or certificate that has been suspended does not have effect to authorise licensable activities. However, it can for example be subject to a hearing or, in the case of a premises licence, an application for transfer. The licence will nevertheless only be reinstated when the outstanding fee has been paid. Formally, the debt is owed by the holder who held the licence at the time it was suspended. However, it may be more likely in practice that the new holder will actually make the payment.
- 23.5 Once payment has been received a written acknowledgement will be given to the licence/certificate holder and the suspension will be lifted. The police and any other relevant responsible authorities will be notified that the suspension has been lifted at the same time.

### Appendix A - Table of Delegated Functions

<b>Matter to be dealt with</b>	<b>Full Committee</b>	<b>Sub Committee</b>	<b>Officers</b>
Application for personal licence		If the police give an objection notice	If no objection notice is given by the police.
Application for premises licence/club premises certificate		If relevant representations are made	If no relevant representations are made
Application for provisional statement		If relevant representations are made	If no relevant representations are made
Application to vary premises licence/club premises certificate		If relevant representations are made	If no relevant representations are made
Application to vary designated personal licence holder		If the police give an objection notice	If no objection notice is given by the police.
Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disapplied		If a police representation is made	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of minor variation application			All cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If the police give an objection notice	If no objection notice is given by the police.
Application for interim authority		If the police give an objection notice	If no objection notice is given by the police.

Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint or objection is irrelevant, frivolous, vexatious etc			All cases
Decision for licensing authority to act in their capacity as a responsible authority			All cases
Acknowledgement of receipt of a temporary events notice			All cases
Determination of a police or environmental health objection to a temporary event notice		All cases	
Decision to suspend a licence or certificate for non-payment of the annual fee.			All cases

**Council**15<sup>th</sup> September 2014**POLITICAL BALANCE**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non key

**1. SUMMARY OF PROPOSALS**

- 1.1 This report sets out the proposed political balance of the Council's Committees following the by-election for the Church Hill ward on 17<sup>th</sup> July.
- 1.2 The by-election was won by Nina Wood-Ford, who is a member of the Labour Group on the Council.
- 1.3 Once the Council has agreed the political balance, the Leaders of each of the Political Groups on the Council nominate to the places on each Committee. Councillors who are not members of a political group are appointed to Committees by the Council.

**2. RECOMMENDATIONS**

**The Council is requested to RESOLVE that**

- 1) the Political balance of the Committees of the Council be agreed as set out in paragraph 3.5;**
- 2) that if the political balance is agreed, the appointment by the Labour Group Leader to the extra place on the Planning Committee be noted.**

**3. KEY ISSUES****Financial Implications**

- 3.1 There are no financial implications arising from this report. The level of members allowances, based on the current number of positions as set out in this report, has been agreed previously by the Council.

**Legal Implications**

- 3.2 With the exception of the Executive Committee, the Council is required by law to allocate places on its main Committees in accordance with its political make-up. The main requirements are that:

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- the number of seats on each Committee allocated to each political group reflects the proportion it holds of the total number of seats on the Council;
  - the Group with the majority of seats on the Council should hold the majority of seats on each Committee.
- 3.3 The definition of a Political Group for these purposes is that it has a minimum of 2 members. After the recent By - Election the composition of the Council is 18 Labour (previously 17) 9 Conservative, and 2 Councillors not in a political group.
- 3.4 The Council agreed the political balance at Annual Council, but is required to review this if the political make-up of the Council changes.
- 3.5 The table below shows the proposed allocation between committees based on the revised political balance. The only change proposed is to the Planning Committee, where Labour take an additional place and the place previously allocated to the non-aligned member is removed:

<b>Committee</b>	<b>Total places</b>	<b>Labour Group Places – entitled to 18 (+1)</b>	<b>Conservative Group Places – entitled to 9</b>	<b>Non-aligned Councillors Not entitled on political balance basis but Council allocates position</b>
Audit, Governance & Standards	9	5 (5.59)	3 (2.79)	1
Licensing	11	7 (6.83)	3 (3.41)	1
Planning	9	6 (5.59) (+1)	3 (2.79)	0 (-1)
	29	18	9	2
<b>Committees below are <u>not</u> proposed to be politically balanced – Council convention is that majority group does not take majority of seats</b>				
Overview and Scrutiny	9	4 (5.27)	4 (2.79) Or 5	1 Or 0
Crime and Disorder Panel	5	2 (2.93)	3 (1.55)	0



**Service / Operational Implications**

- 3.6 Once the Council agrees the allocation of seats to Committees, the leaders of each political group nominate members to fill them so that the business of the Council can continue to run smoothly. On this occasion only one change is proposed, to increase the representation of the Labour group by one place on the Planning Committee and remove the non-aligned Councillor.

**Customer / Equalities and Diversity Implications**

- 3.7 There are no specific implications arising from this report.

**4. RISK MANAGEMENT**

There are no specific high level risks arising from this report.

**5. APPENDICES**

None

**6. BACKGROUND PAPERS**

None

**AUTHOR OF REPORT**

Name: Sheena Jones  
Tel.: 01527 548240

email: [sheena.jones@bromsgroveandredditch.gov.uk](mailto:sheena.jones@bromsgroveandredditch.gov.uk)

