



Council

Mon 8 Dec
2014
7.00 pm

Council Chamber
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

*making
difference*

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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council's Website:
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Democratic Services
Democratic Services**

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the 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.

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

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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, 8th December, 2014

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs: Pat Witherspoon (Mayor)
Pattie Hill (Deputy Mayor)
Joe Baker
Roger Bennett
Rebecca Blake
Michael Braley
Andrew Brazier
Natalie Brookes
Juliet Brunner
David Bush
Greg Chance
Brandon Clayton
John Fisher
Andrew Fry
Carole Gandy

Bill Hartnett
Gay Hopkins
Wanda King
Alan Mason
Phil Mould
Jane Potter
Mark Shurmer
Rachael Smith
Yvonne Smith
Paul Swansborough
Debbie Taylor
David Thain
John Witherspoon
Nina Wood-Ford

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|--|---|
| 1. Welcome | The Mayor will open the meeting and welcome all present. |
| 2. Apologies | To receive any apologies for absence on behalf of Council members. |
| 3. Declarations of Interest | To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests. |
| 4. Minutes (Pages 1 - 8) Kevin Dicks, Chief Executive | To confirm as a correct record the minutes of the meeting of the Council held on 20 th October 2014. |

| | |
|--|---|
| <p>5. Announcements</p> | <p>To consider Announcements under Procedure Rule 10:</p> <ul style="list-style-type: none">a) Mayor's Announcementsb) Leader's Announcementsc) Chief Executive's Announcements. <p>(Oral report)</p> |
| <p>6. Questions on Notice</p> <p>Kevin Dicks, Chief Executive</p> | <p>No questions have been submitted to date under Procedure Rule 9.2.</p> |
| <p>7. Motions on Notice</p> <p>Kevin Dicks, Chief Executive</p> | <p>A Motion has been submitted under Procedure Rule 11 by Councillor Bill Hartnett, seconded by Councillor Rebecca Blake:</p> <p>"That this Council supports the Time to Change pledge as follows:</p> <p>To reduce the stigma of mental illness and support staff who are experiencing, or who may experience, personal or family mental health issues"</p> <p>The Time to Change pledge is a public statement of aspiration that an organisation wants to tackle mental health stigma and discrimination.</p> <ul style="list-style-type: none">• Any organisation can pledge and there are no restrictions around the size of organisation or sector.• An organisational pledge helps break the stigma and silence around mental health.• Whilst there is a requirement to evidence that any organisational pledge has meaning, it is not a quality mark accreditation or endorsement as such.• As an organisation (Redditch Borough Council) will own the pledge and action plan. As such, we would take responsibility for completing any actions we commit to. |
| <p>8. Executive Committee</p> <p>(Pages 9 - 162)</p> | <p>To receive the minutes and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> |

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Kevin Dicks, Chief Executive

- (a) 28th October – there are recommendations in the following items:
 - Improved parking schemes – minute no.43;
 - Fees and charges – minute no.47

- (b) 25th November – there are recommendations in the following items:
 - Public services network compliance – minute no.57;
 - Local Council Tax support scheme 2015-2016 – minute no. 58
 - Joint Property Vehicle – minute no. 61
 - Environmental Services business case – minute no.68.

(Minutes of the meetings circulated in the Minute book; recommendations and reports included with this agenda)

9. Regulatory Committees

Kevin Dicks, Chief Executive

To formally receive the minutes of the Planning Committee of 12th November 2014, which are included in the Minute Book.

10. Appointments to Outside Bodies

To confirm appointments to the following outside bodies for the remainder of the Municipal year:

- (a) Worcestershire Local Transport Body – the Governing document requires that one representative and one substitute is appointed from the three North Worcestershire Districts. The Council appointed Councillor Phil Mould as the substitute member at its annual meeting.

- (b) West Mercia Police and Crime Panel – the Council has not yet appointed a substitute member to the West Mercia Police and Crime Panel. The constitution of the Panel requires that the member should be from the controlling group on the Council.

- (c) Worcestershire LEP Area EU Structural and Investment Fund Strategy Committee – further details to be circulated.

11. Urgent Business - Record of Decisions

Kevin Dicks, Chief Executive

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.

(None to date).

12. Urgent Business - general (if any)

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.

(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.)

13. Exclusion of the Public

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:

“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 rounds 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.”

[Subject to the “public interest” test, information relating to:

- **Para 1 – any individual;**
- **Para 2 – the identity of any individual;**
- **Para 3 – financial or business affairs;**
- **Para 4 – labour relations matters;**
- **Para 5 – legal professional privilege;**
- **Para 6 – a notice, order or direction;**
- **Para 7 – the prevention, investigation or prosecution of crime;**

may need to be considered as ‘exempt’.]

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14. -

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



Council

Monday, 20 October 2014

MINUTES

Present:

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

Also Present:

Reverend Paul Lawlor, Mayor's Celebrant

Officers:

Kevin Dicks, Sue Hanley, Jayne Pickering, Claire Felton, Clare Flanagan and Sheena Jones

Committee Services Officer:

Rosemary Cole

37. APOLOGIES

Apologies for absence were received on behalf of Councillors Pattie Hill, Paul Swansborough and Debbie Taylor.

38. DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

39. MINUTES

RESOLVED that

The minutes of the meeting of the Council held on 15th September 2014 be agreed as a correct record and signed by the Mayor.

40. ANNOUNCEMENTS

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Chair

Council

Monday, 20 October 2014

a) Mayor

The Mayor's communications and announcements were as follows:

i) Former Councillor and Mayor of the Borough, Arthur Price

The Mayor referred to the recent death of former Councillor Arthur Price who had also been Mayor of the Borough in 1985.

The Leader paid tribute to former Councillor Price who had been particularly active as a Councillor in the areas of Education, the Police and Justice and who had worked as a volunteer with Victim Support. The Leader stated he had written a letter of condolence to Mrs Price on behalf of the Council.

Those present stood for a minute's silence as a mark of respect to former Councillor Price.

ii) Mayor's Announcements

The Mayor advised that since the last meeting of the Council she had attended a number of engagements including "Ride for Rory" at the Alexandra Hospital; a number of MacMillan Coffee mornings, Service of celebration for Worcestershire NHS staff at Worcester Cathedral; Diversity Conference at the Town Hall; a Charity bag pack at Morrisons; and Headless Cross Community Orchard Apple Day. The Mayor also thanked fellow Councillors for their support for her charity Hoedown Barn Dance which had been a great success and thanked her Deputy Mayor, Pattie Hill for standing in for her when she was unable to attend an event.

iii) Forthcoming Engagements

The Mayor advised that her forthcoming engagements included League of Friends at the Alexandra Hospital; Caribbean Roots Celebration Evening; Worcestershire Sports Award Evening; the Redditch Fireworks Event and the Armistice Day Parade and Remembrance Day event.

b) Leader's Announcements

i) West Mercia Police Discussion

The Leader referred to the useful discussion session with West Mercia Police which had taken place immediately before the start of this meeting. The discussion had emphasised the importance of partnership working between the Borough and the Police. The Leader thanked Members for their attendance.

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ii) NEW College Awards Ceremony

The Leader reported that together with the Mayor and Councillor John Witherspoon he had attended the NEW College Awards Ceremony. There was a great deal of good work going on at the College.

iii) Business Leaders' Theme Group

The Leader informed Members that the first meeting of the new Business Leaders' Theme group had been very successful. The Group comprised 5 members from the business and volunteer sectors and 5 Local Authority Members. Discussions had included the "Eastern Gateway"

iv) Alexandra Hospital

The Leader reported that together with the Council Leaders from Bromsgrove and Stratford he had written to the Chairs of University Hospital Birmingham and the CCG and to the Health Minister requesting the reversal of the decision to refuse certain treatments to patients from Redditch.

v) World Class Worcestershire

The Leader had attended an event at the Chateau Impney designed to showcase and promote the many excellent products and attractions of Worcestershire.

vi) Head of Community Services

The Leader formally congratulated Judith Willis on her appointment to the post of Head of Community Services.

41. QUESTIONS ON NOTICE

No questions had been submitted.

42. MOTIONS ON NOTICE

1. Portfolio Holder for Corporate Management

The following Notice of Motion had been submitted by Councillor Roger Bennett and seconded by Councillor D. Thain:

"The Audit, Governance and Standards Committee have received a report from the Auditors, Grant Thornton, who have issued a cautionary note to this Council.

This report has exposed weaknesses in the controlling Group's long term financial planning identifying:

1. An absence of an up to date sustainable 3-5 year medium term financial plan;
2. Lack of robust plans to deliver the required savings to balance the budget;
3. Planned use of reserves to fund recurrent expenditure.

We call for the resignation of the Portfolio Holder for Corporate Management with immediate effect.

We demand on behalf of the tax payers of Redditch that the controlling group prioritise financial planning to ensure this Council has a sustainable medium term financial plan as soon as possible”.

In proposing this Motion, Councillor Bennett expressed concern that the difficult financial situation was not being adequately addressed by the controlling Group and that there appeared to be a lack of understanding of the financial position of the Authority and of the need to take difficult decisions on where savings would be made.

Councillor Bennett stated that a clear plan was required in order to make the required savings and that it was unsatisfactory to include such high levels of unidentified savings within the Medium Term Financial Plan. Many other Local Authorities were in a similar situation in that they were required to make significant savings and they were able to produce a Medium Term Financial Plan for a three year period. The setting of a budget for one year was not satisfactory and this had been recognised by the Council's Auditors.

In responding to the Motion, the Leader stated that a decision had been taken in February 2014 to set a one year budget and to reconsider the position further later in the year with a view to considering a detailed financial plan for the period to the end of 2016/17. Councillor Brunner had been at the meeting of the Executive Committee when this approach had been agreed. There would be a report to the next meeting of the Executive Committee.

The Leader reminded Members that the Auditors had signed off the accounts and had recognised that the savings unidentified at the time had in fact been achieved.

There was detailed discussion on the approach to be taken in addressing the very significant reduction in funding received from Central Government in recent years. Reference was also made to the stringent reductions in expenditure introduced by Worcestershire County Council and the likely impact of this on service users.

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Councillor John Fisher stated that he would not resign as Portfolio Holder for Corporate Management. Councillor Fisher stated that the Medium Term Financial Plan would be based on savings to be achieved in innovative and effective ways through work on Transformation of Services and Service Reviews. The intention was to protect and improve services and to support staff in making necessary changes rather than to achieve savings by making arbitrary cuts which would damage services.

The Notice of Motion was the subject of the following named vote in accordance with Procedure rule 17.7:

Members voting FOR the Motion:

Councillors Roger Bennett, Michael Braley, Andrew Brazier, Juliet Brunner, David Bush, Brandon Clayton, Carole Gandy, Gay Hopkins, Jane Potter and David Thain. (10)

Members voting AGAINST the Motion:

Councillors Joe Baker, Rebecca Blake, Natalie Brookes, Greg Chance, John Fisher, Andrew Fry, Bill Hartnett, Wanda King, Alan Mason, Phil Mould, Mark Shurmer, Rachael Smith, Yvonne Smith, John Witherspoon and Nina Wood-Ford (15)

Abstentions:

None

The Mayor therefore declared the Motion to be LOST

2. World Mental Health Day

(Councillor Michael Braley sat in the seating provided for the public during this item and did not participate in it).

A Notice of Motion had been had been submitted by Councillor Rebecca Blake in respect of World Mental Health Day 2014. This was seconded by Councillor Bill Hartnett.

In proposing the Motion Councillor Blake referred to the work undertaken by the voluntary sector, businesses and statutory services over the past eighteen months within the Borough to address mental health issues and to improve awareness.

In seconding the Motion, Councillor Hartnett played tribute to the work of volunteers and support groups within the Borough who had highlighted mental health issues. There was a need to work in partnership to achieve the best outcomes.

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Councillor Juliet Brunner supported the Motion and referred to the work of the Redditch Mental Health Action Group who had worked to change attitudes to mental health issues.

Councillor Brunner proposed the following addition to the wording of the Motion which was accepted by the Proposer and Seconder:

“that Redditch Borough Council refer a request for a review of the delivery and outcomes of Mental Health Services in Redditch to Worcestershire County Council’s Health Overview and Scrutiny Committee”

During the debate, Members supported the Motion and it was highlighted that most people would know someone who was affected by mental health issues or would be affected themselves at some stage.

It was

RESOLVED that

The Motion be agreed in the following terms:

- (a) **“That Redditch Borough Council supports the town wide pledge to mark World Mental Health Day 2014.**

‘We believe mental health matters and want to see it given as much attention, time and investment as physical health.

We believe a new way of delivering services is needed and the system needs to be radically overhauled to ensure help is given in a timely and appropriate manner and no-one is forgotten.

We believe this is not the responsibility of any one organisation and must be done together with everyone including patients to get the services Redditch needs and deserves.

We believe the time to act is now’; and

- (b) **That a request be referred for a review of the delivery and outcomes of Mental Health Services in Redditch to Worcestershire County Council’s Health Overview and Scrutiny Committee ”**

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43. REGULATORY COMMITTEES

The Council received the minutes of recent meetings of the Audit, Governance and Standards Committees and the Planning Committee.

RESOLVED that

- 1) the minutes of the meetings of the Audit, Governance and Standards Committee held on 3rd July 2014 and 25th September 2014 be received and adopted ;
- 2) the minutes of the meeting of the Planning Committee held on 8th October 2014 be received and adopted.

44. POLITICAL BALANCE

Members received the report of the Head of Legal, Equalities and Democratic Services setting out a revised political balance of the Council following the establishment of a new Political Group on the Council

Members' attention was drawn to an amendment to the report, in that the additional seat to be appointed to by the Redditch Democratic alliance was in respect of a place on the Licensing Committee rather than the Planning Committee.

RESOLVED that

- 1) the Political balance of the Committees of the Council be agreed as set out in paragraph 3.4 of the report; and
- 2) the appointment by the Redditch Democratic Alliance to the place on the Licensing Committee be noted.

45. URGENT BUSINESS - RECORD OF DECISIONS

There were no urgent decisions to note.

46. URGENT BUSINESS - GENERAL

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

The Meeting commenced at 7.00 pm
and closed at 8.35 pm

CHAIR

COUNCIL8th December 2014

43. IMPROVED PARKING SCHEMES**RECOMMENDED that**

- 1) a virement of £139,000 be made from the Woodrow and Lodge Park Estate Enhancement Capital budgets to fund the completion of Schemes in Crophorne Close, Bushley Close and Doverdale Close Woodrow; and
- 2) as part of the future capital bidding processes for 2015/16 and 2016/17 Members consider funding future 'Improved Parking Schemes' in: Exhall Close, Church Hill South; Drayton Close, Matchborough West; Astley Close, Woodrow; Mainstone Close, Winyates East; Fulbrook Close, Church Hill South; Garway Close, Matchborough East; and Felton Close, Matchborough East.

EXECUTIVE COMMITTEE

Date

CAPITAL PROJECT - IMPROVED PARKING SCHEMES

| | |
|------------------------------|--------------------------------|
| Relevant Portfolio Holder | Councillor Greg Chance |
| Portfolio Holder Consulted | ✓ |
| Relevant Head of Service | Head of Environmental Services |
| Ward(s) Affected | All Wards |
| Ward Councillor(s) Consulted | N/A |
| Key Decision | No |

1. SUMMARY OF PROPOSALS

The Report enables Members to consider the virement of unused Capital monies from two Estate Enhancement Projects to allow the completion of the Woodrow Schemes A, B, C and D, as detailed in 3.8. Also to consider additional Schemes for inclusion within the Capital Programmes for 2015/16 and 2016/17.

2. RECOMMENDATIONS**2.1 The Committee is asked to RECOMMEND:-**

- 1) that a virement of £139,000 be made from the Woodrow and Lodge Park Estate Enhancement Capital budgets to fund the completion of Schemes in Crophthorne Close, Bushley Close and Doverdale Close Woodrow;
- 2) that as part of the future capital bidding processes for 2015/16 and 2016/17 Members consider funding future 'Improved Parking Schemes' in Exhall Close, Church Hill South; Drayton Close, Matchborough West; Astley Close, Woodrow; Mainstone Close, Winyates East; Fulbrook Close Church Hill South; Garway Close, Matchborough East and Felton Close, Matchborough East.

3. KEY ISSUES**Financial Implications**

- 3.1 The current Improved Parking Schemes' budget for the current year (2014/15) is set at £250,000 and will partially finance Schemes A, B, C and D, as detailed in 3.8. To date, £134,700 has been spent and Eckington Close has been completed
- 3.2 In addition, a virement is necessary, to provide a total of £139,000 from the Woodrow and Lodge Park Estate Enhancement Capital budgets, to complete the finance required for Schemes B, C and D. Winyates Estate Enhancement Capital

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budget is to remain, to cover works within Mordiford Close, should the ownership of the existing storage outhouses be established.

- 3.3 The reason for the budget underspend in the Woodrow and Lodge Park Estate Enhancement Capital Schemes, is due to the fact, that primarily associated with the latter scheme, there were a number of private garages that were sold as part of the Right to Buy legislation, that prevented the removal of many of the garage blocks. The location of these private garages meant that adjacent structures could not be removed without having an adverse effect on the retained garages' structural integrity.
- 3.4 Should Members wish to complete the remaining schemes listed within 3.8 for 2015/16 and 2016/17 then additional new capital funding will need to be considered and agreed.
- 3.5 Schemes E, F and G would require a new capital investment of £255,000 plus borrowing costs in 2015/16.
- 3.6 Schemes H, I, J and K would require a new capital investment of £210,000 plus borrowing costs in 2016/17.
- 3.7 The demolition of the garages and removal of resulting material to an approved tip, has been financed to date by the Housing Revenue Account (HRA). Consultation with the Head of Housing has confirmed that this practice will remain in place for all future Schemes.

3.8

| Scheme | Reference | Undertaken within Financial Year |
|----------------------------------|-----------|----------------------------------|
| Eckington Close, Woodrow | A | 2014/15 |
| Cropthorne Close, Woodrow | B | 2014/15 |
| Bushley Close, Woodrow | C | 2014/15 |
| Doverdale Close, Woodrow | D | 2014/15 |
| Exhall Close, Church Hill South | E | 2015/16 |
| Drayton Close, Matchborough West | F | 2015/16 |
| Astley Close, Woodrow | G | 2015/16 |
| Mainstone Close, Winyates East | H | 2016/17 |
| Fulbrook Close Church Hill South | I | 2016/17 |
| Garway Close, Matchborough East | J | 2016/17 |
| Felton Close, Matchborough East | K | 2016/17 |

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Legal Implications

- 3.9 Under Section 151 of the Local Government Act 1972, the Local Authority must make arrangements for the proper administration of its financial affairs.
- 3.10 The legislation governing capital finance is set out in the Local Government Act 2003. The detail is provided in the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. This legislation introduced the new Prudential Capital Finance System which commenced on 1 April 2004.
- 3.11 The Prudential Capital Finance System allows Local Authorities to finance capital expenditure by borrowing without Government consent, to the extent that they can afford to.

Service/Operational Implications

- 3.12 Since 2009/10, the Council has allocated Capital Finance to enable Improved Parking Schemes to be undertaken, within various residential areas across the Borough. The majority of these Schemes are within Council owned estates, and include for the removal of blocks of garage structures, that were initially constructed by the then Development Corporation, before these assets were transferred to this Authority.
- 3.13 These garage structures, in the main, are used by residents for storage purposes, and are not utilised for their original purpose for garaging vehicles. The structures themselves require ongoing maintenance, such as replacement of roofs and doors, together with rectification of various minor constructional faults.
- 3.14 The blocks of garages are unsightly and viewed by some residents as providing an environment for vandalism and anti-social behaviour.
- 3.15 The benefits of incorporating the removal of these structures into the Improved Parking Schemes are as follows:
- 1) The unsightly blocks of garages are removed, providing a much more open and visually acceptable area for residents;
 - 2) Financial savings are made by the removal of the need for maintenance;
 - 3) The areas remaining from the removal of these structures are then converted to parking spaces for residents and visitors. As the former structures were rarely used for garaging vehicles, the new parking areas substantially increase the available numbers of car parking spaces the residential area;
 - 4) The risk of vandalism and anti-social behaviour around the garages would be removed.

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3.16 Where the current waste collection and recycling systems, particularly those affecting blocks of flats, are considered to be unsatisfactory, the opportunity is taken to install improved facilities, which benefits both residents and the Council's collection service alike. The relevant costs for such installations are met from other approved budgets.

3.17 The Schemes completed to date are as follows:

1. Frankton Close, Matchborough West
2. Langley Close, Matchborough West
3. Eathorpe Close, Matchborough West
4. Kineton Close, Matchborough West
5. Grendon Close, Matchborough West
6. Pedmore Close, Woodrow
7. Treville Close, Winyates East
8. Winyates Centre, Winyates East
9. Wishaw Close, Greenlands
10. Ladygrove Close, Greenlands
11. Winstone Close, Lakeside
12. Nos.144-156 Evesham Road, Headless Cross
13. Nos.170-190 Evesham Road, Headless Cross
14. Linton Close, Winyates East
15. Upper Field Close, Church Hill North
16. Aldington Close, Lodge Park
17. Belbroughton Close, Lodge Park
18. Chaddersley Close, Lodge Park
19. Evenlode Close, Lodge Park
20. Cyprus Avenue, Astwood Bank
21. Gorse Close, Astwood Bank

Customer/Equalities and Diversity Implications

3.18 Detailed consultations are undertaken before and after the construction works, with all residents of the area affected by such proposals. Where possible, suggestions received from residents which prove to be acceptable are included within the works. Overall, as the consultation exercise has confirmed, residents are extremely happy with these works.

3.19 During the initial consultation procedure, a number of residents do express a wish to continue to park their car in a garage. This can be secured by the retention of a small block of garages, that are in a structurally sound condition, and do not have a detrimental effect on our proposals.

4. RISK MANAGEMENT

4.1 The lack of availability of adequate numbers of car parking spaces is a common problem affecting a large number of areas. These Schemes not only remove

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unsightly and unused garage structures, but it also provides additional car parking spaces.

- 4.2 In undertaking these Schemes we are also safely removing unsatisfactory garage structures, many of which have asbestos roofs, and other unacceptable construction faults, that require costly maintenance.

5. APPENDICES

Parking Improvements' Assessment Matrix

6. BACKGROUND PAPERS

Relevant drawings showing past and present Scheme details

AUTHOR OF REPORT

Name: Pete Liddington

email: pete.liddington@bromsgroveandredditch.gov.uk

Tel: ext: 3638

Parking Improvements' Assessment Matrix

Introduction

The Improved Parking Scheme Matrix, assumes we are taking a holistic approach to the Proposed Scheme, to try and make the biggest positive change in the area for our finances.

This will include, improving safety by designing out crime, making improvements for the disabled in the area, additional vehicular accesses and improved access to disabled car parking spaces. In addition, improvements for waste collection facilities will achieve the aim of increasing more residents into recycling, and to try and minimise the loss of amenity space.

1. Parking Needs

This to be assessed by an evening visit, where the number of vehicles not parked in a space will be recorded, as will vehicles parked on the verge or doubled parked. This will be then presented as a total percentage of available off road parking to achieve the score;

2. Garage Condition

This to be assessed by the Housing Capital Team, where an average score will be assessed from all of the stock that would be demolished under the proposed Scheme. A score of 1 is equivalent to the stock being in perfect condition, with a score of 10 being the worst. Any holes in the roof or wall material will score 10. One Officer to undertake all surveys to ensure a consistency of scoring is achieved;

3. Visual Audit

This will include the total area of the site including the garage blocks, and will take place jointly by Community Safety and Engineering and Design, to assess the benefits of the Scheme. Deciding on how improving passive surveillance and the removal of dilapidated structures will improve the environment, and help to make the area safer and cleaner. This will be scored as 1, that being no improvement will be achieved, and a score of 10 being an achievement of a major improvement. Local Members are invited on this audit exercise to enable them to indicate particular areas of concern. Crime figures will be used as part of the visual audit.

4. Waste Collection

This covers possible improvements to waste collection, endeavouring to include as many residents as possible onto recycling collection and improving the present Service. Also included, is removing potential fire risk from where wheelie bins are stored, and helping to make the waste collection system more efficient, by having wheelie bin collection areas where bins can be grouped on the day of collection. This will be scored by the appropriate Officer.

5. Landscape Improvements

Any Landscape Capital Scheme can make a substantial improvement when work is undertaken in conjunction with Parking Improvement Schemes. The removal of shrubs where considered applicable can add substantial benefit with regards to passive surveillance.

COUNCIL8th December 2014

47. FEES AND CHARGES**RECOMMENDED that**

- 1) the fees and charges for 2015/16 as set out in Appendices 1- 9 to the report be approved, other than in cases where:**
 - a) fees or charges are statutory;**
 - b) fees and charges are set externally; or**
 - c) other Council-approved circumstances apply; and**
- 2) the Head of Leisure and Cultural Services has delegation to alter the Leisure fees and charges by a variation of up to 30%.**

**EXECUTIVE
COMMITTEE**28th October 2014**FEES AND CHARGES REVIEW 2015/16**

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor John Fisher, Portfolio Holder for Corporate Management |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Jayne Pickering |
| Wards Affected | All Wards |
| Ward Councillor Consulted | N/A |
| Key Decision: No | |

1. SUMMARY OF PROPOSALS

To present the proposed fees and charges for 2015/16 for the Council's chargeable services.

2. RECOMMENDATIONS

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

2.1 the fees and charges for 2015/16 as set out in Appendix 1- 9 to the report be approved; other than in cases where:-

- a) Fees or charges are statutory,
- b) Fees and charges are set externally, or
- c) Other Council- approved circumstances apply.

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

3. KEY ISSUES

- 3.1 Comments relating to the individual services are shown in the appendices where the fees and charges have reduced or remained the same.
- 3.2 It is proposed that the fees and charges be increase from 1st January 2015, where an invoice has not already been raised covering the last quarter of the financial year or if there is a contractual notice period preventing this.
- 3.3 All fees and charges will then become effective from 1st January each financial year from 1st January 2016.

**EXECUTIVE
COMMITTEE**28th October 2014**Financial Implications**

- 3.4 The Council's Financial Regulation D11 requires an annual review of fees and charges to be undertaken. Traditionally, this review is carried out as part of the budget preparation cycle.
- 3.5 Officers have been asked to review all their Fees and Charges and it is recommended that they are increase by 3%. There is an increased income target of £97K for 2015/16 compared to 2014/15.

Building Control

- 3.6 An increasing number of customers are aware of the ability for local authorities to provide project specific quotations on request and the number of such requests is rising rapidly. It is proposed to continue with provision of site specific fees in accordance with The Building (Local Authority Charges) Regulations 2010 in those fee categories previously affected and to raise other specific declared fees by at least 3%.

Legal Implications

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

Service/Operational Implications

- 3.8 The Committee is asked to recommend the new fees and charges to be implemented from 1st April 2015.

Customer / Equalities and Diversity Implications

- 3.9 No implications have been identified.

4. RISK MANAGEMENT

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

**EXECUTIVE
COMMITTEE**28th October 2014

5. APPENDICES

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

6. BACKGROUND PAPERS

There were no background papers identified.

AUTHOR OF REPORT

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Leisure & Cultural Services

| Reddicards | Current | 2014/15 | Proposed charge from 01/04/15 |
|--------------------------------|-------------------|----------------|--|
| Purchase of Reddicards | £ VAT Incl | | £ VAT Incl |
| Adult resident | | 27.30 | 28.00 |
| Family resident | | 37.00 | 38.00 |
| Couple resident | | 33.00 | 34.00 |
| Junior resident | | 19.50 | 20.00 |
| Adult non-resident | | 36.75 | 38.50 |
| Junior non-resident | | 25.75 | 27.00 |
| Family non-resident | | 53.00 | 55.50 |
| Adult concession | | 9.25 | 9.50 |
| Junior concession | | 9.25 | 9.50 |
| Family concession | | 13.60 | 14.00 |
| Seniors resident | | 9.25 | 9.50 |
| Student | | 9.25 | 9.50 |
| Disabled | | 9.25 | 9.50 |
| Commercial Block Booking Card | | 94.50 | 99.00 |
| Development Block Booking Card | | 36.00 | 37.00 |

Leisure & Cultural ServicesAbbey Stadium and KingsleySenior denotes over 60STN – Subject to NegotiationRC – Reddicard

| SERVICE CATEGORY | Current Charge 2014/15 | Current Reddicard 2014/15 | Current Concession 2014/15 | Proposed charge from 2015 | Proposed Reddicard from 2015 | Proposed Concession from 2015 |
|--|---------------------------|------------------------------|-------------------------------|------------------------------|---------------------------------|-------------------------------------|
| | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * |
| SPORTS - INDOOR FACILITIES HIRE OF FULL HALL (40 MINUTES) | | | | | | |
| Abbey Stadium/Kingsley - Peak | 78.00 | 52.00 | 39.00 | 82.00 | 54.50 | 41.00 |
| Abbey Stadium/Kingsley - Off Peak | 50.00 | 33.50 | 25.00 | 52.50 | 35.50 | 26.50 |
| HIRE OF GYMNASIUM (40 MINUTES) | | | | | | |
| Kingsley | 32.15 | 21.40 | 16.05 | 34.00 | 22.50 | 17.00 |
| Kingsley - Commercial | STN | STN | STN | STN | STN | STN |
| BADMINTON (PER COURT 40 MINUTES) | | | | | | |
| Peak | 11.50 | 7.65 | 5.75 | 12.00 | 8.00 | 6.00 |
| Off Peak | 8.20 | 5.45 | 4.10 | 8.50 | 5.50 | 4.20 |
| SQUASH (PER COURT 40 MINUTES) | | | | | | |
| Peak | 9.35 | 6.30 | 4.80 | 9.50 | 6.50 | 5.00 |
| Off Peak | 7.60 | 5.05 | 3.80 | 8.00 | 5.20 | 4.00 |
| ABBEY STADIUM-CENTRE MEMBERSHIPS | | | | | | |
| Single - Peak | 32.00 | n/a | n/a | 32.00 | n/a | n/a |
| Single - Off Peak | 25.00 | n/a | n/a | 25.00 | n/a | n/a |
| Joining Fee | 25.00 | n/a | n/a | 25.00 | n/a | n/a |
| Day Pass / Pay as you go | 6.40 | n/a | n/a | 6.50 | n/a | n/a |
| Exercise to Music Studio Session | 4.50 | n/a | n/a | 4.50 | n/a | n/a |
| Exercise to Music Studio Session (Les Mills) | 5.50 | n/a | n/a | 5.50 | n/a | n/a |
| TRAMPOLINING & GYMNASTICS – 10 WEEKS | | | | | | |
| Abbey | 65.50 | 43.50 | 32.50 | 67.50 | 44.50 | 33.50 |
| YOGA | | | | | | |
| Kingsley – Gentle Yoga Daytime | 3.90 | 2.60 | 1.95 | 4.00 | 2.70 | 2.00 |
| PARTIES | | | | | | |
| Bouncy / Sports Castle Parties | 141.00 | 94.00 | 70.50 | 145.50 | 97.00 | 73.00 |
| JUNIOR NETBALL DEVELOPMENT (Kingsley) | | | | | | |
| Netball | 4.85 | 3.20 | 2.35 | 5.00 | 3.50 | 2.50 |
| LEISURE TIME (Abbey) | 4.65 | 3.10 | 2.35 | 5.00 | 3.20 | 2.50 |
| SWIMMING | | | | | | |
| Adult | 4.70 | 3.10 | 2.40 | 5.00 | 3.20 | 2.50 |
| Junior/Senior | 4.70 | 3.10 | 2.40 | 5.00 | 3.20 | 2.50 |
| Under 5's | FOC | FOC | FOC | FOC | FOC | FOC |
| Small Wet side party | 46.50 | n/a | n/a | 48.00 | n/a | n/a |
| Large Wet side party | 92.00 | n/a | n/a | 95.00 | n/a | n/a |
| Fun Inflatable Session | 4.70 | 3.10 | 2.40 | 5.00 | 3.20 | 2.50 |
| Ladies Night | 4.70 | 3.10 | 2.40 | 5.00 | 3.20 | 2.50 |
| Kingsley-Pool Hire | 47.50 | n/a | n/a | 49.00 | n/a | n/a |
| Schools Hire | 46.50 | n/a | n/a | 48.00 | n/a | n/a |
| Junior Swimming Lessons | 60.00 | 40.00 | 30.00 | 62.00 | 41.00 | 31.00 |
| One hour lane Hire | 19.50 | 13.00 | 9.70 | 20.00 | 13.50 | 10.00 |
| Adult Swimming Lessons – 30 mins | 74.50 | 49.50 | 37.30 | 77.50 | 51.50 | 38.50 |
| Abbey- Gala Hire - 3 hour duration | 300.00 | n/a | n/a | 309.00 | n/a | n/a |
| Abbey - Gala Hire - Additional Hour | 50.00 | n/a | n/a | 51.50 | n/a | n/a |
| Abbey - Pool Hire | 47.50 | n/a | n/a | 49.00 | n/a | n/a |
| Hire of Instructor | 20.50 | n/a | n/a | 21.00 | n/a | n/a |

Leisure & Cultural ServicesArrow Vale

| SERVICE CATEGORY | Current Charge 2014/15 | Current Reddicard 2014/15 | Current Concession 2014/15 | Proposed charge from 2015 | Proposed Reddicard from 2015 | Proposed Concession from 2015 |
|--|---------------------------|------------------------------|-------------------------------|------------------------------|---------------------------------|----------------------------------|
| | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * |
| SPORTS - INDOOR FACILITIES HIRE OF FULL HALL (40 MINUTES) | | | | | | |
| Arrow Vale - Peak | 59.00 | 39.50 | 29.50 | 62.00 | 41.50 | 31.00 |
| Arrow Vale - Off Peak | 38.50 | 25.50 | 19.50 | 40.50 | 26.50 | 20.50 |
| HIRE OF GYMNASIUM (40 MINUTES) | | | | | | |
| Arrow Vale | 32.15 | 21.40 | 16.05 | 34.00 | 22.50 | 17.00 |
| Arrow Vale - Commercial | STN | STN | STN | STN | STN | STN |
| MOVEMENT & DANCE AREA (40 MINUTES) | | | | | | |
| Arrow Vale | 32.15 | 21.40 | 16.05 | 34.00 | 22.50 | 17.00 |
| Arrow Vale – Commercial Hire | STN | STN | STN | STN | STN | STN |
| BADMINTON (PER COURT 40 MINUTES) | | | | | | |
| Peak | 11.50 | 7.65 | 5.75 | 12.00 | 8.00 | 6.00 |
| Off Peak | 8.20 | 5.45 | 4.10 | 8.50 | 5.50 | 4.20 |
| SQUASH (PER COURT 40 MINUTES) | | | | | | |
| Peak | 9.35 | 6.30 | 4.80 | 9.50 | 6.50 | 5.00 |
| Off Peak | 7.60 | 5.05 | 3.80 | 8.00 | 5.20 | 4.00 |
| TRAMPOLINING & GYMNASTICS – 10 WEEKS | | | | | | |
| Arrow Vale | 65.50 | 43.50 | 32.50 | 67.50 | 44.50 | 33.50 |
| SPRINGS GYM (ARROW VALE) | | | | | | |
| Induction *(VAT EXEMPT) | 22.00 | n/a | n/a | 22.00 | n/a | n/a |
| Pay as you go session | 5.90 | n/a | n/a | 6.00 | n/a | n/a |
| Arrow Vale Direct Debit Membership | 16.00 | n/a | n/a | 16.00 | n/a | n/a |
| Arrow Vale Memberships with Classes included | 20.00 | n/a | n/a | 20.00 | n/a | n/a |
| PARTIES | | | | | | |
| Bouncy / Sports Castle Parties | 141.00 | 94.00 | 70.50 | 145.50 | 97.00 | 73.00 |
| ARROW VALE ATP PITCH HIRE | | | | | | |
| One third pitch hire per hour | n/a | 32.50 | 24.35 | n/a | 32.50 | 24.50 |

Leisure & Cultural Services

| SPORTS - OUTDOOR FACILITIES | Current Charge 2014/15 | Current Reddicard 2014/15 | Current Concession 2014/15 | Proposed charge from 2015 | Proposed Reddicard from 2015 | Proposed Concession from 2015 |
|---|-----------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|---|--|
| | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * |
| GOLF | | | | | | |
| 18 hole Adult | 14.00 | 11.00 | 9.00 | 14.00 | 11.00 | 9.00 |
| 9 hole Adult | 10.50 | 8.00 | 7.00 | 10.50 | 8.00 | 7.00 |
| 18 hole Junior | 9.50 | 7.00 | 6.00 | 9.50 | 7.00 | 6.00 |
| 9 hole Junior | 7.00 | 4.50 | 3.30 | 7.00 | 4.50 | 3.50 |
| TENNIS (PER COURT 1 HOUR) | | | | | | |
| Adult | 8.75 | 5.85 | 4.45 | 9.00 | 6.00 | 4.50 |
| Junior (before 5.00 p.m.) | 6.40 | 4.20 | 3.30 | 6.50 | 4.50 | 3.50 |
| FLOODLIT AREA | | | | | | |
| Abbey Stadium – ½ Pitch per hour | 79.50 | 53.00 | 41.00 | 82.00 | 54.50 | 42.50 |
| Abbey Stadium – with Changing Rooms per 90 mins | 121.00 | 80.50 | 60.50 | 124.50 | 82.50 | 62.50 |
| NETBALL COURT HIRE | 34.50 | 23.00 | 17.00 | 35.50 | 24.00 | 17.50 |
| ATHLETICS | | | | | | |
| Adult - individual charge | 6.20 | 4.10 | 3.10 | 6.50 | 4.10 | 3.25 |
| Junior - individual charge | 2.70 | 1.75 | 1.35 | 3.00 | 2.00 | 1.50 |
| Bromsgrove and Redditch- individual member | 1.00 | n/a | n/a | 1.10 | n/a | n/a |
| Bromsgrove & Redditch Athletics Club Events | 4,434.00 | n/a | n/a | 4567.00 | n/a | n/a |
| FOOTBALL - ADULT (INC. CHANGING FACILITIES) | | | | | | |
| Abbey Stadium/Ipsley/Old Forge/Greenlands | 80.00 | 53.00 | n/a | 82.50 | 54.50 | n/a |
| FOOTBALL - JUNIOR (INC. CHANGING FACILITIES) | | | | | | |
| Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands/Kingsley | 41.00 | 27.50 | n/a | 42.00 | 28.50 | n/a |
| Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands. Without changing facilities. | 27.00 | 18.00 | n/a | 28.00 | 18.50 | n/a |
| Small Sided Football | 13.50 | 9.05 | n/a | 14.00 | 9.50 | n/a |

Leisure & Cultural Services

| | Current 2014/15 | Proposed charge from 15/16 |
|--|----------------------------|----------------------------|
| SPORTS DEVELOPMENT CHARGES | £ VAT Incl except * | £ VAT Incl except * |
| Adult fitness Sessions | 3.00 | 3.00 |
| Health & Well Being Sessions | 2.00 | 2.00 |
| Curriculum Cost | 18.00 | 19.00 |
| Schools Hire – lunchtime / after school sessions | 20.00 | 21.00 |
| Inclusive Activities | 2.00 | 2.00 |
| PSI Falls Prevention | 2.50 | 2.50 |
| Activity Referral | 25.00 | 25.00 |
| Junior Sports Sessions | 3.00 | 3.00 |

Leisure & Cultural Services

| SERVICE CATEGORY | Current Charge 2014/15 | Current Reddicard 2014/15 | Current Concession 2014/15 | Proposed charge from 2015 | Proposed charge from 2015 | Proposed charge from 2015 |
|----------------------------------|---------------------------|------------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * | £ VAT Incl except * |
| 10 week terms (Tues & Sat 2 hrs) | 102.00 | 68.00 | 33.00 | 105.00 | 70.00 | 34.00 |
| 10 week terms (Mon 1 hr) | 51.00 | 34.00 | 16.00 | 52.50 | 35.00 | 16.50 |
| Optional Direct Debit Fee | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |

Leisure & Cultural Services

| COMMUNITY CENTRES | Current Charge 2014/15 | Current Reddicard Charge 2014/15 | Current concession Charge 2014/15 | Proposed charge from 2015 | Proposed Reddicard charge from 2015 | Proposed concession charge from 2015 |
|-----------------------------|--|--|---|--|--|---|
| | £ VAT Incl except * (Per Hour) Function Rate | £ VAT Incl except * (Per Hour) Standard Rate | £ VAT Incl except * (Per Hour) Voluntary Rate | £ VAT Incl except * (Per Hour) Function Rate | £ VAT Incl except * (Per Hour) Standard Rate | £ VAT Incl except * (Per Hour) Voluntary Rate |
| Batchley - Main Hall | 17.50 | 24.50 | 9.50 | 17.50 | 23.00 26.00 27.50 | 9.80 10.00 N/A |
| Oakenshaw | | | | | | |
| Main Hall | 17.50 | 24.50 | 12.00 | 17.50 | 23.00 26.00 27.50 | 12.30 13.00 N/A |
| Small Hall | 15.50 | 19.50 | 9.50 | 15.50 | 18.50 20.70 22.00 | 9.80 10.00 N/A |
| Windmill | | | | | | |
| Main Hall | 17.50 | 24.50 | 12.00 | 17.50 | 23.00 26.00 27.50 | 12.30 13.00 N/A |
| Small Hall | 15.50 | 19.50 | 9.50 | 15.50 | 18.50 20.70 22.00 | 9.80 10.00 N/A |
| Winyates Barn | 17.50 | 24.50 | 9.50 | 17.50 | 23.00 26.00 27.50 | 9.80 10.00 N/A |
| Winyates Green | 17.50 | 24.50 | 9.50 | 17.50 | 23.00 26.00 27.50 | 9.80 10.00 N/A |

Proposed new pricing structure - See Appendix

The new proposed pricing structure is to increase the number of new “community venture start ups” hiring the facilities and to ensure unreasonably large profits are not made from Council owned and operated facilities by private enterprises.

Palace Theatre
Main Theatre

| Performance / conference including 1 technician. Full lighting and sound systems available. Please see the current Technical Specification. MINIMUM OF 8.5 HOURS | Fee Per Hour | |
|--|---------------|---|
| | Cost | Disc. Local Community & charity rate (-15%) |
| Mon - Thurs | £128.63 | £110.00 |
| | £144.06 | £123.25 |
| Fri - Sat | £145.00 | £124.00 |
| | £192.94 | £164.00 |
| Sun & Bank Holidays | £193.00 | £164.00 |
| | | |
| 4 hour block - Monday to Wednesday daytime hires up to 5pm, Saturday up to 1pm and Monday to Wednesday evenings 6pm to 10pm. Local charity or a community group that is a member of the Air partnership only. Subject to negotiation and availability. 1 member of staff only. | £297.00 | |
| For a public performance add the appropriate hourly rate for technical staff / FOH and additional fees. | | |
| Full week hire (including technical, F.O.H manager, and box office for 1 hour up to the start of each performance), Full lighting and sound systems available. Please see the current Technical Specification. See below for additional fees and charges. | Cost per week | Disc. Local Community & charity rate (-15%) |
| Up to 6 performances including Sunday get in 9am-6pm, Monday 10am-10:30pm, Tues to Sat performances 6-10.30pm and sat Mat 1 - 5pm (Sat until 11pm for get out). 49 hours of hire. | £4,725.00 | £4,016.00 |

The Room Upstairs and Bar Lounge (room only, for additional facilities available see below)

| The Room Upstairs Fee Per Hour MINIMUM 4 HOURS | Cost | Notes: |
|---|---------|--|
| Space Hirer (studio includes use of the sound system) | £13.00 | 1. Promotion and percentage deal splits to be agreed by Committee and Theatre Manager 2. Studio and bar hirer must pay a non-refundable payment of 50 % of the hire fee when booking 3. For all daytime studio and bar bookings please speak to the box office team on (01527) 65203 4. Additional tech staff show call rate, minimum 4Hrs call |
| Arts and performance development activity arrangements are also available. Please contact the Theatre Team To Discuss agreements and availability | | |
| Studio Technician (max 4 hr call) | £29.40 | |
| WORKSHOP HIRE - per day (Appropriate certification proof must be shown to use the workshop machinery) | £114.00 | |
| Theatre Tours (maximum 25 people per tour) - 1 hour tour | £80.00 | |

Additional Charges to all performances

| | |
|---|-------|
| PRS fees (percentage of Net box office takings), unless written notification is provided from PRS then this will be charged | 3% |
| Credit Card Charges (percentage of Net box office takings) | 3% |
| Customer booking fee at box office (max. of £3 for any one booking) | £0.75 |

Additional charges applicable to all hirer performances

Ex.Vat Price

| | | |
|--|---------|---------|
| Marketing Bronze Package (see App 5 Publicity & Advertising form for hirers for further info) | £125.00 | £104.17 |
| Marketing Silver Package (see App 5 Publicity & Advertising form for hirers for further info) | £325.00 | £270.83 |
| Marketing Gold Package (see App 5 Publicity & Advertising form for hirers for further info) | £400.00 | £333.33 |
| The Room Upstairs event Listing in the Theatre Brochure for the relevant season, Includes free web site entry on receipt of your marketing | £42.00 | £35.00 |
| 1000 post out mail shot | £480.00 | |
| A0 display front of building per week (max 4 weeks), FCFS | £10.00 | |
| Banner position front of building per week, FCFS | £15.00 | |
| Local press advertisement charged at cost + administration fee at: | 10% | |
| Sale of merchandise at Theatre premises. (Percentage taken is gross of merchandise takings) | 15% | |

Additional Facilities / services available

| | |
|--|------------|
| Bar Extension after performance | £54.00 |
| Orchestra replacement. The company must provide at least two staff to aid refitting of the orchestra PIT after the final performance. If this does not happen, the charge here will be included in your Bill per pit section | £16.00 |
| Additional cleaning fee where premises are not left in a clean and tidy state. per room | £21.50 |
| Un-blocking of sinks or toilets (per toilet or sink) | £43.00 |
| Items hired or purchased from a third party on your behalf | Cost + 10% |
| Portable Appliance Testing (PAT), per item | £4.50 |
| Tea / coffee per head (unlimited drinks per person). | £1.75 |
| Photo-copying and printing A4 black and white | £0.11 |
| Photo-copying and printing A4 colour | £0.22 |

Additional items available for Hire (please check with the Technical department for availability)

| ITEM | DAY PRICE | ONE WEEK |
|--|-----------|----------|
| Star Cloth | £70.35 | £200.55 |
| Black Gauze | £34.65 | £84.00 |
| White Gauze | £34.65 | £84.00 |
| Tab Track | £33.00 | £80.00 |
| Red Tabs | £45.15 | £135.45 |
| Blue Tabs | £45.15 | £135.45 |
| Jem Techno Fog Machine | £14.70 | £34.65 |
| Under-stage Smoke System | £37.80 | £101.85 |
| Haze Machine | £14.70 | £46.20 |
| Baby Grand Piano tuning (additional tuning charge at cost) | £102.90 | £302.40 |
| Portable digital piano | £27.30 | £80.85 |
| Technics Key Board | £21.00 | £61.95 |
| Video / Data Projector | £84.00 | £254.10 |
| Laptop | £80.85 | £233.10 |
| Overhead projector (OHP) | £9.45 | £24.15 |
| Portable folding projector screen (approx 5 feet square) | £6.30 | £16.80 |
| Flip chart stand (Paper and pens are not provided) | £7.35 | £21.00 |
| White board | £11.55 | £34.65 |
| Lectern including microphones and lights | £48.30 | £162.75 |
| Radio Mics (Up to 4 handheld & 10 lapels)-per microphone- See note 2 | £21.00 | £59.85 |
| Music Stands (each) * | £3.15 | £9.45 |
| Conductor music stand * | £5.25 | £16.80 |
| Metro deck staging sections (2 m x 1 m) inc 18" or 1.5m Legs and skirts if requested | £10.50 | £21.00 |
| 1 Metre hand rail section for above Rostra (5 available) (each) | £6.30 | £11.55 |
| 2 Metre hand rail section for above Rostra (3 available) (each) | £10.50 | £21.00 |
| Curtain Rail | £35.00 | £100.00 |

* Free to use for Disc. Local Community & charity rate hirers

Consumables:

| | |
|--------------------|-------|
| Gaffa Tape | £7.88 |
| LX tape | £1.68 |
| PP3 Battery (each) | £3.15 |
| AA battery (each) | £1.15 |

Additional Staffing

| | |
|---|--------|
| Additional technical staff per hour (minimum 4 hour call) | £20.00 |
|---|--------|

Notes:

1. Extra consumables for equipment can be supplied at cost plus 10% for administration costs. All equipment will be provided with one container.
2. Rechargeable AA batteries suitable for use on Palace Theatre radio microphones and chargers are provided with all Radio Microphones, users must put batteries on charge and return back to the dimmer room after use. Any missing will be charged for at cost + 10%
3. Proof of appropriate certification must be shown to use Workshop machinery.
4. No equipment must be altered or modified in anyway.
5. Any damages to Palace Theatre Property must be paid for and will be re charged to the company at the costs charges to the Palace Theatre including any carriage where necessary.

Leisure & Cultural Services**Forge Mill**

| Admission (individual) | Current 2014/15 charges £ VAT Incl except * | Current Reddicard 2014/15 charges £ VAT Incl except * | Proposed charge 2015/16 £ VAT Incl except * | Proposed Reddicard charge 2015/16 £ VAT Incl except * |
|---|--|--|--|--|
| Adult | 4.75 | 3.50 | 4.90 | 3.95 |
| Senior Citizen | 3.70 | 2.50 | 3.80 | 2.60 |
| Child | 1.60 | 1.00 | 1.65 | 1.00 |
| Family -up to 4 people | 10.80 | 8.50 | 11.10 | 8.80 |
| Wednesday ONLY* Non Reddicard holder prices apply | N/A | FREE | N/A | FREE |
| <u>Groups Bookings</u> | | | | |
| Admission, refreshments and guided tour of one site | STN | STN | STN | STN |
| External talks + Costs | 57.50 | 47.00 | 59.05 | 48.55 |
| <u>School Bookings</u> | | | | |
| Archaeological Activity Centre | 36.00 | N/A | 37.05 | N/A |
| Victorian role play | 36.00 | N/A | 37.05 | N/A |
| Victoria role play wheel unavailable | 36.00 | N/A | 37.05 | N/A |
| FM (history of needle-making | 36.00 | N/A | 37.05 | N/A |
| FM (processes & Machinery) | 36.00 | N/A | 37.05 | N/A |
| Local History of Redditch | 36.00 | N/A | 37.05 | N/A |
| Temporary exhibition with activities | 36.00 | N/A | 37.05 | N/A |
| Marketing/Business students | 36.00 | N/A | 37.05 | N/A |
| Teacher Led sessions | 36.00 | N/A | 37.05 | N/A |
| Special Needs Groups | FREE | FREE | FREE | FREE |
| <u>Room Hire</u> | | | | |
| ½ day all Other Groups | 45.00 | N/A | 45.00 | N/A |
| All day | 75.00 | N/A | 75.00 | N/A |
| <u>Ground Event Hire</u> | STN | STN | STN | STN |

School Bookings remain the same in an attempt to encourage the business to grow - there were small signs of improvements last year and this needs to be sustained before increase can be levied

Leisure & Cultural Services**Allotment Charges**

| Size | Water | Concession | Current 2014/15 | Proposed charge from |
|----------------------------------|--------------|-------------------|----------------------------|---------------------------------|
| Large (<254m ²) | With Water | None | 74.00 | 76.00 |
| | No Water | | 61.00 | 63.00 |
| | With Water | Concession | 44.50 | 46.00 |
| | No Water | | 31.00 | 32.00 |
| Medium (>177<254m ²) | With Water | None | 53.50 | 55.00 |
| | No Water | | 42.00 | 43.00 |
| | With Water | Concession | 32.00 | 33.00 |
| | No Water | | 21.50 | 22.00 |
| Small (>177m ²) | With Water | None | 34.00 | 35.00 |
| | No Water | | 24.50 | 25.00 |
| | With Water | Concession | 21.50 | 22.00 |
| | No Water | | 12.50 | 13.00 |

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

| | Current 2014/15 | | | | | | | Proposed 2015/16 | | | | | | | |
|---|------------------|----------------------|-----------------|---------|--|---------|------------------------------------|----------------------------------|----------------------|-----------------|---------|--|---------|------------------------------------|--|
| | Commercial Rates | | Community Rates | | Charities / Not For Profit Organisations | | Fairs & Circuses Min of 3 day Hire | Commercial Rates | | Community Rates | | Charities / Not For Profit Organisations | | Fairs & Circuses Min of 3 day Hire | |
| | Per Hour | Per Day | Per Hour | Per Day | Per Hour | Per Day | Per Day | Per Hour | Per Day | Per Hour | Per Day | Per Hour | Per Day | Per Day | |
| Outdoor Event Space | | | | | | | | | | | | | | | |
| Small Attendance = 0-99 | £45.00 | £225.50 | £15.50 | £77.50 | £10.30 | £51.50 | £257.50 | £46.50 | £232.50 | £16.00 | £80.00 | £10.50 | £53.00 | £265.00 | |
| Medium Attendance = 100-499 | £58.00 | £289.50 | £20.50 | £103.00 | £12.90 | £64.50 | N/A | £60.00 | £298.00 | £21.00 | £106.00 | £13.50 | £66.50 | N/A | |
| Large Attendance = 500-1999 | £71.00 | £354.00 | £26.00 | £154.50 | £15.45 | £77.50 | N/A | £73.50 | £364.50 | £27.00 | £159.00 | £16.00 | £80.00 | N/A | |
| £250 - £1500 Bond Payable | | | | | | | | £250 - £1500 Bond Payable | | | | | | | |
| Outdoor Fitness Session - Commercial | | | | | | | | | | | | | | | |
| Summer Fee (Apr to Sept) | N/A | £360.50 | N/A | £257.50 | N/A | N/A | N/A | N/A | £371.50 | N/A | £265.00 | N/A | N/A | N/A | |
| Winter Fee (Oct to Mar) | N/A | £154.50 | N/A | £77.50 | N/A | N/A | N/A | N/A | £159.00 | N/A | £80.00 | N/A | N/A | N/A | |
| Annual Fee | N/A | £412.00 | N/A | £309.00 | N/A | N/A | N/A | N/A | £424.50 | N/A | £318.50 | N/A | N/A | N/A | |
| Bandstand Hire T/Centre | N/A | Price on application | N/A | £25.00 | N/A | £25.00 | N/A | N/A | Price on application | N/A | £26.00 | N/A | £26.00 | N/A | |

Band Stand

Criteria and eligibility guidance notes attached in events toolkit

Additional Costs for Outdoor Event Space:

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

Additional Costs for Outdoor Fitness Space:

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

CIVIC SUITE COMMERCIAL CHARGES

| Room | Current charge 2014/15 | Proposed charge from 2015 |
|--|---------------------------|------------------------------|
| | £ | £ |
| Committee Room 1: | | |
| 4 hour minimum - daytime | 48.50 | 50.00 |
| 8 hour minimum - daytime and/or evening | 64.00 | 66.00 |
| Committee Room 2/3: | | |
| 4 hour minimum - daytime | 98.00 | 101.00 |
| 8 hour minimum - daytime and/or evening | 139.00 | 143.00 |
| Council Chamber: | | |
| 4 hour minimum - daytime | 139.00 | 143.00 |
| 8 hour minimum - daytime and/or evening | 227.00 | 234.00 |
| Full Civic Suite: Monday to Saturday (including servery) | | |
| 4 hour minimum - daytime | 227.00 | 234.00 |
| 8 hour minimum - daytime and/or evening | 412.00 | 424.50 |
| Full Civic Suite: Sunday - exceptional (including servery) | | |
| 4 hour minimum - daytime | 242.00 | 266.00 |
| 8 hour minimum - daytime and/or evening | 440.00 | 484.00 |
| Equipment Hire | | |
| OHP/Screen | 20.50 | 21.00 |
| TV/Video | 20.50 | 21.00 |
| Conferencing Sound System | | |
| 4 hour minimum - daytime | 20.50 | 21.00 |
| 8 hour minimum - daytime and/or evening | | |
| Flipchart stand | | |
| 4 hour minimum - daytime | 6.70 | 7.00 |
| 8 hour minimum - daytime and/or evening | 5.55 | 8.00 |
| Other Fees | | |
| Security | Market Rates | Market Rates |
| Retainer | 210.00 | 220.50 |
| <u>CIVIC SUITE - REFRESHMENT CHARGES</u> | | |
| Teas and Coffees | | |
| Internal - per cup | 0.70 | 0.80 |
| Commercial - per cup | 0.90 | 1.00 |

Briefing Note: Community Centre F&C Restructuring

The new proposed pricing structure is to increase the number of new “community venture start ups” hiring the facilities and to ensure unreasonably large profits are not made from Council owned and operated facilities by private enterprises.

Level 1 – Voluntary Rate

The criteria have been redefined including registered charities or non for profit organisations who provide free access to the end user. Pre schools have been removed from this price band. A proposed 3% increase throughout all centres recommended.

Level 2 – Standard Rate

The standard rate has been split into three categories dependant on the level of business. This has been designed to encourage new community venture start ups into the centres providing an affordable entry point until they reach a point where the business is established and sustainable. There some existing bookings that provide a local service but enjoy large attendances making large profits out of a council facility without the pressures of having building maintenance and cleaning costs or business tax. At present the standard rate is the same for a group working with 5 participants as it is for a group working with close to 100.

Level 2A – Business Start Up Rate,

This is a new fee. This rate would include new business and existing sessions who cater for no more than 15 participants. The additional income made from new business would outweigh the proposed lower standard fee. An average number of participants will be kept to ensure that the correct rate is charged. Once they reach the 15 threshold, they then become liable for the Level 2B rate

Level 2B – Standard Rate.

The middle band caters for those groups who work with 15 – 30 participants. This rate is an increase on the standard rate of 6%.

Level 2c – Established Group Rate

This rate caters for groups who charge an entry fee to more than 30 participants preventing them making huge profits from community buildings. There is a 6% increase on the new Standard Rate.

Level 3 – Function Rate

This rate remains unchanged. This is a target area that has potential to grow. Keeping the rate the same will ensure we are able to increase the number of function bookings.

Level 4 – Pre School Rate.

This is a new fee. At present, pre-schools are charged the voluntary rate. This proposal recognises the customer value of the provision but addresses the current inequities pre-school bookings accessing a voluntary rate when they operate as a business.

Proposed Pricing Structure 2015/16 – Community Centres

Level 1 – Voluntary Rate: a registered charity OR Non-profitable organisation who provide free access to the service user.

Level 2A – Business Start Up Rate: A new business venture and/or an activity that attracts no more than an average of 15 participants where participants are charged to attend.

Level 2B – Standard Rate: An organisation or group that charges an attendance fee that attracts between 15 -30 participants.

Level 2C – Established Group Rate: An organisation or group that charges an attendance fee that attracts more than 30 participants.

Level 3 – Function Rate: A Closed or Private party booking.

Level 4 – Pre-School Rate: Rate for pre-school bookings.

| Centre | Level 1 | Level 2A | Level 2B | Level 2C | Level 3 | Level 4 |
|-----------------------|---------|----------|----------|----------|---------|---------|
| Batchley | £9.80 | £23.00 | £26.00 | £27.50 | £17.50 | £10.00 |
| Oakenshaw | | | | | | |
| Small Hall | £9.80 | £18.50 | £20.70 | £22.00 | £15.50 | £10.00 |
| Main Hall | £12.40 | £23.00 | £26.00 | £27.50 | £17.50 | £13.00 |
| Windmill | | | | | | |
| Small Hall | £9.80 | £18.50 | £20.70 | £22.00 | £15.50 | £10.00 |
| Main Hall | £12.40 | £23.00 | £26.00 | £27.50 | £17.50 | £13.00 |
| Winyates Barn | £9.80 | £23.00 | £26.00 | £27.50 | £17.50 | £10.00 |
| Winyates Green | £9.80 | £23.00 | £26.00 | £27.50 | £17.50 | £10.00 |

REDDITCH BOROUGH COUNCIL**Community Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|---|--|--|
| | £ | £ |
| Private Sector Housing | | |
| House Fitness Inspections | 105.00 | 108.00 |
| Registration of housing in multiple occupation: | | |
| per occupant - first property | 86.00 | 89.00 |
| per occupant - subsequent property | 75.00 | 77.00 |
| Service and Administration of Improvement, | 24.00 | 25.00 |
| Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004 | per hour + 10% Admin Charge Per Notice | per hour + 10% Admin Charge Per Notice |
| Enforcement of Statutory Notices, Supervision of Work in Default etc | Actual + 10% admin charge | Actual + 10% admin charge |

Lifeline

| | | |
|---|--|--|
| Installation Fee - New Charge (Private & HRA) | 21.50 | 22.15 |
| Alarms private user pre April 2004 x 52 weeks* | 2.55 | 2.55 |
| Community Alarm Hire Private/self funder x 52 weeks | 3.50 | 3.60 |
| Key safes types 1 and 2 | 10% increase on manufacturers price at the time of purchase | 10% increase on manufacturers price at the time of purchase |
| Extra pendants - private tenants | 10% increase on manufacturers price at the time of purchase | 10% increase on manufacturers price at the time of purchase |
| Extra pendants - council tenants | 10% increase on manufacturers price at the time of purchase | 10% increase on manufacturers price at the time of purchase |

*This is a lifetime set price and cannot be increased

Hire Products

| | | |
|------------------------------|------|------|
| Hire of smoke alarm per week | 1.10 | 1.15 |
| CO2 Detector per week | 1.10 | 1.15 |
| Bogus Caller Panic Button | 1.10 | 1.15 |
| Flood Detector | 1.10 | 1.15 |
| Falls Detector | 1.10 | 1.15 |
| Additional pendant | 1.10 | 1.15 |

Dial a Ride Service

| | | |
|--------------------------|------|------|
| Minibus - single journey | 2.30 | 2.30 |
| Concessionary fare | 1.70 | 1.70 |

REDDITCH BOROUGH COUNCIL**Environmental Services**
Scale of Proposed Charges 2015

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Bulky Household Waste**Proposed Charges**

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

| | | |
|--|-----------|-----------|
| Bulky collection - single item* | 7.50 | 7.75 |
| Bulky collection - two items* | 15.00 | 15.50 |
| Bulky collection - three items* (reduced rate for 3 items) | 20.00 | 20.50 |
| or 10 Black Bags | 20.00 | 20.50 |
| Bulky collection - four items or more | Quotation | Quotation |
| Item inside house or garage | Quotation | Quotation |
| *Large item (all the items below to be quoted for independently depending on size, and weight and position of collection point). | | |
| Garden Shed | Quotation | Quotation |
| - Piano | Quotation | Quotation |
| - Chest Freezer | Quotation | Quotation |
| - Large Cookers (Ranges) | Quotation | Quotation |
| - Green Houses | Quotation | Quotation |
| - Hazardous Oils (Special Collections) because of the distance to dispose of them correctly | Quotation | Quotation |
| - over 10 x Black Bags | Quotation | Quotation |
| - Wheels, Tyres and other car parts | Quotation | Quotation |
| Orange sacks each | 1.80 | 1.85 |

MOT

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

VOSA have yet to set a revised charge.

Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.

REDDITCH BOROUGH COUNCIL**Environmental Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Supplies Service

| | | |
|------------------------------|-------|-------|
| On cost for cash sales | 27% | 27% |
| Logs per cubic metre per bag | 17.50 | 18.00 |

Crematorium/Cemetery**Interment**

| | | |
|---|-----------|-----------|
| Full earth interment under 1 year (non resident only) | 95.00 | 100.00 |
| Full earth interment under 1 year (Redditch resident) | no charge | no charge |

| | | |
|--|-----------|-----------|
| Interment 1 year to 16 years (non resident only) | 135.00 | 145.00 |
| Interment 1 year to 16 years (Redditch Resident) | no charge | no charge |

Interment 17 years and over*

| | | |
|--------------|--------|--------|
| Single Depth | 435.00 | 450.00 |
| Double Depth | 435.00 | 450.00 |

| | | |
|--|-----------|-----------|
| Interment of cremated remains * | 170.00 | 185.00 |
| Interment of cremated remains - non resident 16 or | 70.00 | 70.00 |
| Interment of cremated remains (Redditch Resident) | no charge | no charge |

Charges for Burials

Exclusive Right of Burial for 75 years

| | | |
|--|---------|---------|
| In adult size grave* | 1160.00 | 1200.00 |
| In babies grave | 230.00 | 240.00 |
| In child's grave (4 x 2) | 255.00 | 255.00 |
| In ashes grave* | 450.00 | 460.00 |
| Adult size grave purchased in reserve* | 0.00 | 0.00 |
| Ashes Grave purchased in reserve* | 0.00 | 0.00 |

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

REDDITCH BOROUGH COUNCIL**Environmental Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Extending Rights in existing grave for 25 years

| | | |
|---|---------|---------|
| In existing full earth grave | 390.00 | 400.00 |
| In child's grave | 85.00 | 85.00 |
| In ashes grave | 150.00 | 155.00 |
| Assignment of the exclusive right of a full earth reserved grave from resident to non -resident | 2320.00 | 2400.00 |
| Assignment of the exclusive right of a reserved cremated remains plot from resident to non resident | 900.00 | 920.00 |
| Assignment / Transfer of Exclusive Right | 40.00 | 40.00 |
| Scatter in grave (roll back turf) | 80.00 | 80.00 |
| Certified copy of entry in Register of Burials | 20.00 | 20.00 |
| Disinterment of Remains - Cremated Remains | 220.00 | 230.00 |

Cemetery Memorials

| | | |
|---|----------------|----------------|
| Memorial application administration fee | 90.00 | 90.00 |
| Secure unstable memorial | 70.00 - 120.00 | 75.00 - 125.00 |

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

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

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Cremation related fees

(VAT - outside scope unless shown)

| | | |
|--|----------------|----------------|
| Cremation under 16 years (resident only) | No fee | No fee |
| Cremation under 1 year (non resident only) | 60.00 | 60.00 |
| Cremation 1 year to 16 years (non resident only) | 100.00 | 105.00 |
| Cremation 17+ years 8.30 am & 9.00 am (30min) | 400.00 | 410.00 |
| Cremation 17+ years 9.30 AND 10.15 am (45min) | 525.00 | 530.00 |
| Cremation 17+ years 11 am onwards (45min) | 525.00 | 540.00 |
| Weekday scattering of ashes from other Crematoria | 55.00 | 55.00 |
| Weekend scattering of ashes from other Crematoria | 70.00 | 70.00 |
| Weekday witness scattering of ashes | 45.00 | 45.00 |
| Weekend witness scattering of ashes | 60.00 | 60.00 |
| Certified extract from Register of Cremations | 20.00 | 20.00 |
| Replacement certificate of cremation | 10.00 | 10.00 |
| Organist's fee | On application | On application |
| Extra Service Time in Chapel | 150.00 | 155.00 |
| Use of chapel for burial service of child 16 or under (not RBC Cemeteries) | 215.00 | 215.00 |
| Use of Chapel for burial service (RBC Cemeteries) | 150.00 | 155.00 |
| Use of Chapel for burial service (not RBC Cemetery) 8.30 and 9.00 am | 525.00 | 410.00 |
| Use of Chapel for burial service (not RBC Cemetery) 9.30 and 10.15 am | - | 530.00 |
| Use of Chapel for burial service (not RBC Cemetery) 11.00 am onwards | - | 540.00 |
| Use of chapel for burial service of child 16 or under (RBC Cemeteries) | 70.00 | 72.00 |
| Late arrival at Crematorium (only if service runs into next time slot) | 150.00 | 155.00 |
| Memorial service where cremation has taken place elsewhere. | 250.00 | 250.00 |

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Caskets

| | | |
|--------------------------------|-------|-------|
| Wooden cremated remains casket | 80.00 | 85.00 |
| Baby caskets - Size A | poa | poa |
| - Size B | poa | poa |
| - Size C | poa | poa |

Wesley music additional options

| | | |
|---------------------------------|-------|-------|
| CD of chapel service (tbc) | 45.00 | 45.00 |
| DVD of Chapel service (tbc) | 55.00 | 55.00 |
| Webcast of Chapel service (tbc) | 65.00 | 65.00 |

Memorials

The following charges are VAT inclusive -

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

Wall Plaques – Internal

| | | |
|--|--------|--------|
| Indoor single (12" x 3") - 5 year lease | 160.00 | 160.00 |
| Indoor single (12" x 3") - 10 year lease | 260.00 | 260.00 |
| Indoor single (12" x 3") - 20 year lease | 360.00 | 360.00 |
| Indoor double (12" x 6") - 5 year lease | 260.00 | 260.00 |
| Indoor double (12" x 6") - 10 year lease | 360.00 | 360.00 |
| Indoor double (12" x 6") - 20 year lease | 460.00 | 460.00 |

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Outdoor Wall Plaques

| | | |
|----------------|--------|--------|
| 5 year lease | 180.00 | 180.00 |
| 10 year lease | 280.00 | 280.00 |
| 20 year lease | 380.00 | 380.00 |
| Photo or motif | 150.00 | 150.00 |

Bird Bath Memorial**5 year lease**

| | | |
|----------------|--------|--------|
| Size 1 - small | 180.00 | 180.00 |
| Size 2 | 200.00 | 200.00 |
| Size 3 | 220.00 | 220.00 |
| Size 4 | 240.00 | 240.00 |
| Size 5 - large | 260.00 | 260.00 |

10 year lease

| | | |
|----------------|--------|--------|
| Size 1 - small | 280.00 | 280.00 |
| Size 2 | 300.00 | 300.00 |
| Size 3 | 320.00 | 320.00 |
| Size 4 | 340.00 | 340.00 |
| Size 5 - large | 360.00 | 360.00 |

20 year lease

| | | |
|----------------|--------|--------|
| Size 1 - small | 380.00 | 380.00 |
| Size 2 | 400.00 | 400.00 |
| Size 3 | 420.00 | 420.00 |
| Size 4 | 440.00 | 440.00 |
| Size 5 - large | 460.00 | 460.00 |

| | | |
|--------------|--------|--------|
| Motif | 100.00 | 100.00 |
|--------------|--------|--------|

| | | |
|----------------------------------|-------|-------|
| Additional inscription on plaque | 80.00 | 80.00 |
|----------------------------------|-------|-------|

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Memorial Plaque extension fee

| | | |
|--------------|--------|--------|
| 5 years ONLY | 120.00 | 125.00 |
| 10 years | 150.00 | N/A |
| 20 years | 260.00 | N/A |

withdrawn option to extend for 10 and 20 years due to the lack of space and price people will pay

| | | |
|--------------------------------------|--------|--------|
| Purchase of memorial plaque (bronze) | 120.00 | 120.00 |
|--------------------------------------|--------|--------|

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

**Parking Fines PCN's On Street
*Set by Statute***

| | | |
|------------------------------|-------|-------|
| Certain Contraventions | 70.00 | 70.00 |
| If paid within fourteen days | 35.00 | 35.00 |
| Other Contraventions | 50.00 | 50.00 |
| If paid within fourteen days | 25.00 | 25.00 |

These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Dog Warden

(VAT outside scope)

(fees agreed with contractor)

1.03

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

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

Licences

(VAT outside scope)

| | | |
|--|----------------------|----------------------|
| Riding Establishments | 161.00 | 170.00 |
| Riding Establishment - Vet fees / Animal welfare visit if applicable charged at cost | Recharged at cost | Recharged at cost |
| Pet Shops - Initial | 103.00 | 110.00 |
| Pet Shops - Renewal | 103.00 | 110.00 |
| Pet Shops - Vet fees / Animal welfare visit if applicable charged at cost | Recharged at cost | Recharged at cost |
| Dog Breeding - Initial | 103.00 | 110.00 |
| Dog Breeding - Renewal | 103.00 | 110.00 |
| Dog Breeding - Vet fees/Animal welfare visit if applicable charged at cost | Recharged at cost | Recharged at cost |
| Animal Boarding - Initial | 103.00 | 110.00 |
| Animal Boarding - Renewal | 103.00 | 110.00 |
| Animal Boarding - Vet fees/Animal welfare visit if applicable charged at cost | Recharged at cost | Recharged at cost |
| Dangerous Wild Animals - Initial | 168.00 | 175.00 |
| Dangerous Wild Animals - Renewal | 168.00 | 175.00 |
| Dangerous Wild Animals - Vet fees/Animal welfare visit if applicable charged at cost | Recharged at cost | Recharged at cost |

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |
| Annual Street Trading Consent - Food - Initial - per annum | 1,418.00 | 1,418.00 |
| Annual Street Trading Consent - Food - Renewal - per annum | 1,301.00 | 1,301.00 |
| Annual Street Trading Consent - Non Food - Initial - per annum | 1,183.00 | 1,183.00 |
| Annual Street Trading Consent - Non Food - Renewal - per annum | 1,064.00 | 1,064.00 |
| Acupuncture, Tattooing, Ear Piercing and Electrolysis | | |
| - Premises | 122.00 | 125.00 |
| - Practitioners | 80.50 | 82.00 |
| Control of Sex Establishments | 979.00 | 979.00 |
| Scrap Metal Dealers Act 2013 | | |
| - Site Licence (New) | 290.00 | 290.00 |
| Per Additional Site | 150.00 | 150.00 |
| - Collectors Licence (New) | 145.00 | 145.00 |
| - Site Licence (Renewal) | 240.00 | 240.00 |
| Per Additional Site | 150.00 | 150.00 |
| - Collectors Licence (Renewal) | 95.00 | 95.00 |
| - Variation of Licence | 65.00 | 65.00 |
| - Copy of Licence (if lost or stolen) | 25.00 | 25.00 |

Other Environmental Health Fees

| | | |
|-------------------------------|-------|-------|
| ISS Certs Condemned Food* | 67.00 | 67.00 |
| Food Hygiene Basic Course fee | 62.00 | 62.00 |

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Hackney Carriages & Private Hire Vehicles

(VAT outside scope)

| | | |
|--|--------|--------|
| Hackney Carriage Vehicle Licence per annum (2005/06 charge excludes vehicle testing) | 258.65 | 258.65 |
| Hackney Carriage Driver's Licence - per annum | 56.85 | 56.85 |
| Private Hire Operator's Licence - per annum - (1 vehicle) | 164.00 | 164.00 |
| - per each additional vehicle | 16.40 | 16.40 |
| Private Hire Vehicle Licence per annum (2005/06 charge excludes vehicle testing) | 258.65 | 258.65 |
| Private Hire Driver Licence - per annum | 56.85 | 56.85 |
| Dual Hackney Carriage and Private Hire Driver's Licence - per annum | 83.00 | 83.00 |
| Knowledge test | | 20.00 |
| Administration Charge - new applications | 35.00 | 35.00 |
| Transfer of plate - per transfer | 47.00 | 47.00 |
| Replacement Vehicle Plates | 18.70 | 18.70 |
| Replacement Driver's Badge (card) | 11.00 | 11.00 |
| Amendment to paper licence - eg change of address | | 10.50 |
| DVLA Enquiry - Electronic | 5.50 | 5.50 |
| DVLA Enquiry - Paper | 10.50 | 10.50 |
| CRB Disclosure | 50.00 | 50.00 |

Premises Licence

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

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Club Premises Certificates

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

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

Gambling Act Permit Fees

Licensed Premises Gaming Machine Permit

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

Licensed Premises Automatic Notification Process

| Occasion on which fee may be payable | | |
|---|-------|-------|
| Grant | 50.00 | 50.00 |

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Club Gaming Permits

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

Club Machine Permits

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

Family Entertainment Centre Gaming Machine Permit

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

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Prize Gaming Permits

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

Small Lottery Registration (set by legislation)

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

Premises Licence Fees**Adult Gaming Centre**

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

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Bingo Premises

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

Temporary Event Use Notice

| Occasion on which fee may be payable | | |
|---|--------|--------|
| Grant | 304.00 | 304.00 |

Family Entertainment Centre

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

REDDITCH BOROUGH COUNCIL**Regulatory Services**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Betting Premises (excluding tracks)

| Occasion on which fee may be payable | | |
|---|----------|----------|
| Grant | 1,817.00 | 1,817.00 |
| Annual Fee | 364.00 | 364.00 |
| Variation | 908.00 | 908.00 |
| Transfer | 727.00 | 727.00 |
| Application for Provisional Statement | 1,817.00 | 1,817.00 |
| Licence Application (Provisional Statement Holders) | 727.00 | 727.00 |
| Copy of Licence | 30.50 | 30.50 |
| Notification of Change | 61.50 | 61.50 |
| Application by Re-instatement | 730.00 | 730.00 |

REDDITCH BOROUGH COUNCIL**Regulatory Services****Premises Licences & Club Premises**
Licensing Act 2003

The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed

| Band | Rateable Value | Initial Fee | Annual Charge | Initial Fee | Annual Charge |
|-------------|-----------------------|--------------------|----------------------|--------------------|----------------------|
| A | 0 - 4,300 | 100.00 | 70.00 | 100.00 | 70.00 |
| B | 4,301 - 33,000 | 190.00 | 180.00 | 190.00 | 180.00 |
| C | 33,001 - 87,000 | 315.00 | 295.00 | 315.00 | 295.00 |
| D | 87,001 - 125,000 | 450.00 | 320.00 | 450.00 | 320.00 |
| E | 125,001 & over | 635.00 | 350.00 | 635.00 | 350.00 |

For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows

| Band | Rateable Value | Initial Fee | Annual Charge | Initial Fee | Annual Charge |
|-------------|-----------------------|--------------------|----------------------|--------------------|----------------------|
| D(x2) | 87,001 - 125,000 | 900.00 | 640.00 | 900.00 | 640.00 |
| E(x2) | 125,001 & over | 1,905.00 | 1,050.00 | 1,905.00 | 1,050.00 |

| | | |
|------------------|---------------------|-------|
| Personal Licence | £37.00 for 10 years | 37.00 |
|------------------|---------------------|-------|

| | | |
|------------------------|-------------------|-------|
| Temporary Event Notice | £21.00 per notice | 21.00 |
|------------------------|-------------------|-------|

REDDITCH BOROUGH COUNCIL**Corporate****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Corporate Charges**Photocopying per copy**

| | | |
|----------------------|---------------|---------------|
| A4 (black & white) | 0.25 | 0.25 |
| A4 (colour) | 0.40 | 0.40 |
| A3 (black & white) | 0.35 | 0.35 |
| A4 binding | 1.75 | 1.80 |
| A4 plastic cover | 1.25 | 1.30 |
| A3 (colour) | 0.70 | 0.70 |
| A2 (black and white) | 0.60 | 0.60 |
| A2 (colour) | Variable rate | Variable rate |
| A1 (black and white) | 1.05 | 1.10 |
| A1 (colour) | Variable rate | Variable rate |
| A0 (black and white) | 1.85 | 1.90 |
| A0 (colour) | Variable rate | Variable rate |

Other Corporate Charges

| | | |
|--------------------------------------|------|------|
| Copy P60 | 5.40 | 5.50 |
| Replacement ID badge | 5.40 | 5.50 |
| Attachment of Earnings per deduction | 1.05 | 1.10 |

REDDITCH BOROUGH COUNCIL**Customer Access & Financial Support****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Revenues**Court Costs****Council Tax**

| | | |
|-----------------------|-------|-------|
| Summons | 48.50 | 50.00 |
| Liability Order | 26.00 | 27.00 |
| Magistrates Court Fee | 3.00 | 3.00 |

NNDR

| | | |
|-----------------------|-------|-------|
| Summons | 48.50 | 50.00 |
| Liability Order | 26.00 | 27.00 |
| Magistrates Court Fee | 3.00 | 3.00 |

Property Services

(all exclusive of VAT)

| | | |
|--|--------|--------|
| Minor Land Sales Request for Information | 43.50 | 45.00 |
| Minor Land Sales Full Application | 324.00 | 330.00 |
| Advertising - Estimated Fee | 541.00 | 560.00 |
| Surveyors Fees - Estimated Fee | 433.00 | 450.00 |

REDDITCH BOROUGH COUNCIL**Legal, Equalities and Democratic Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Legal Costs

| | | |
|---|--|--------|
| Mortgage Redemption Fee | 58.50 | 60.50 |
| Second Mortgage questionnaire | 40.50 | 41.50 |
| Surrender of Garage Lease | 67.00 | 69.00 |
| Discount questionnaire | 30.50 | 31.50 |
| Leasehold Questionnaire | 54.00 | 55.50 |
| Notice of Postponement during Right to Buy | 22.50 | 23.00 |
| Notice of Postponement post Right to Buy | 30.50 | 31.50 |
| Re-mortgage | 52.50 | 54.00 |
| Consent for alterations to former Council house/flat | 136.00 | 140.00 |
| Retrospective Consent for alterations to former Council house/flat | 170.00 | 175.00 |
| Garden licence - initial administration fee (plus annual fee) | 70.00 | 72.00 |
| Deed of Grant/Easement | 331.00 | 341.00 |
| * Licence to Assign | 331.00 | 341.00 |
| * Rent Deposit Deed | 331.00 | 341.00 |
| * Authorised Guarantee Agreement | 331.00 | 341.00 |
| * Licence for Alterations | 331.00 | 341.00 |
| * Licence to Sub-let | 331.00 | 341.00 |
| * Deed of Variation | 331.00 | 341.00 |
| * Grant of Lease | 433.00 | 446.00 |
| * Deed of Surrender | 331.00 | 341.00 |
| * Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £750.00 | | |
| Tenancy at Will | 331.00 | 341.00 |
| Renewal of Lease | 331.00 | 341.00 |
| Minor land sales - legal fees | 433.00 | 446.00 |
| Major land sales - legal fees | 0.5% of the purchase price, with a minimum charge of £500.00 | |

REDDITCH BOROUGH COUNCIL**Legal, Equalities and Democratic Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

| | | |
|--|--|---------|
| Diversion of Footpath under Section 257 of the Town & Country Planning Act | 1823.10 | 1880.00 |
| Freehold reversions - admin fee | 331.00 | 341.00 |
| Copy of lease (up to 25 pages) | Standard photocopying charge for no & size of pages | |
| Copies of RTB service charges (up to last three years) | | |
| Extra copies of valuation - S.125 Notice | | |

Section 106

| | | |
|---|--------|--------|
| Private Owner | 454.00 | 467.50 |
| Each additional unit added (up to a maximum of £1,500) * | 57.00 | 58.50 |
| 100% Affordable housing schemes | 852.00 | 877.50 |
| Deed of Variation | | 333.50 |
| Fee for agreeing a unilateral undertaking | 324.00 | 333.50 |

** Please note that for complex 106 agreements charges may be calculated based at the Law Society regional rates for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500*

VAT payable on all fees and charges

REDDITCH BOROUGH COUNCIL**Legal, Equalities and Democratic Services****Scale of Proposed Charges 2015****LOCAL LAND CHARGES**

| Search Type | Fee | Fee |
|---|------------|------------|
| Official Certificate of Search (LLC1) only | 25.00 | 26.00 |
| CON29R Enquiries of Local Authority (2007) | | |
| - Residential | 83.00 | 85.00 |
| - Commercial | 122.00 | 126.00 |
| Standard Search Fee: LLC1 and CON 29R combined | | |
| - Residential | 108.00 | 111.00 |
| - Commercial | 147.00 | 152.00 |
| CON 290 Optional enquiries of Local Authority (2007) | | |
| (Questions 4,5,6,8,9,11,15) per question | 11.50 | 12.00 |
| (Questions 7,10,12,13,14,16-21) per question | 6.00 | 6.00 |
| (Question 22) | 23.00 | 24.00 |
| Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries) | 45.50 | 47.00 |
| | | |
| Each additional parcel of land (LLC1 and CON29R) | 21.00 | 22.00 |
| Refresher Search | 37.00 | 38.00 |
| Expedited (within 48 hrs) | N/A | 30.00 |

REDDITCH BOROUGH COUNCIL**Housing Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

(VAT outside scope unless otherwise stated)

Dispersed Units

| | | |
|--------------------------|-------|-------|
| Water charge - per week | 4.55 | 4.70 |
| Service Charge - per day | | |
| Minimum Charge | 12.10 | 12.50 |
| Maximum Charge | 13.20 | 13.50 |

Service Charges

| | | |
|-----------------------------|-------|-------|
| Three Storey Flats* | 6.40 | 6.60 |
| Woodrow Estate | 3.40 | 3.50 |
| Evesham Mews | 5.60 | 5.75 |
| St David's House | 22.00 | 25.00 |
| Queen's Cottages | 22.00 | 25.00 |
| Replacement Key Fobs (each) | 10.00 | 10.50 |

Sheltered Scheme (VAT inclusive)

| | | |
|---------------------------------|-------|-------|
| Use of washing machines | 2.20 | 2.30 |
| Use of drying machines | 1.80 | 1.90 |
| Use of guest bedrooms per night | 13.50 | 14.00 |
| Use of communal lounge | 10.00 | 10.50 |

St David's House

| | | |
|----------------|------|------|
| Heating charge | 7.00 | 8.00 |
| Water charge | 3.10 | 4.00 |
| Laundry Charge | 5.50 | 6.00 |

Mendip House

| | | |
|-------------------------------|-------|-------|
| Gas boiler and cooker F1/B3 | 8.45 | 8.70 |
| Gas boiler and cooker F1/1(B) | 10.00 | 10.50 |

REDDITCH BOROUGH COUNCIL**Housing Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Bredon House

| | | |
|-------------------------------|------|------|
| Gas boiler and cooker F1/1(A) | 7.75 | 8.00 |
| Gas boiler and cooker F1/1(B) | 7.75 | 8.00 |
| Gas boiler and cooker F3/BS | 7.75 | 8.00 |
| Gas boiler and cooker F1/2P | 8.65 | 8.90 |

Malvern House

| | | |
|-----------------------------|------|------|
| Gas boiler and cooker F1/BS | 7.85 | 8.10 |
| Gas boiler and cooker F1/1 | 8.25 | 8.50 |
| Gas boiler and cooker F1/2 | 8.75 | 9.00 |

Mendip House

| | | |
|------------------------------------|------|------|
| Gas boiler & electric cooker F1/B3 | 7.20 | 7.40 |
| Gas boiler & electric cooker F1/1 | 8.85 | 9.10 |

Bredon House

| | | |
|--------------------------------------|------|------|
| Gas boiler & electric cooker F1/1(A) | 5.45 | 5.60 |
| Gas boiler & electric cooker F1/1(B) | 5.55 | 5.70 |
| Gas boiler & electric cooker F3/BS | 5.55 | 5.70 |
| Gas boiler & electric cooker F1/2P | 6.30 | 6.50 |

Malvern House

| | | |
|------------------------------------|------|------|
| Gas boiler & electric cooker F1/BS | 5.65 | 5.80 |
| Gas boiler & electric c ooker F1/1 | 5.75 | 5.90 |
| Gas boiler & electric cooker F1/2 | 6.50 | 6.70 |

Garage Rents

| | | |
|------------------------------|------|------|
| Garages | 7.70 | 7.95 |
| Car Ports | 2.90 | 3.00 |
| Non Council Tenants plus VAT | 9.25 | 9.55 |

REDDITCH BOROUGH COUNCIL**Housing Services****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 06.04.2015 |
|--|----------------------------|--|
| | £ | £ |

Rechargeable Repairs

| | | |
|--|------------------------|------------------------|
| Boarding up a domestic property: Minimum charge Maximum charge | 21.00 Full cost | 21.50 Full cost |
| Glazing: Minimum charge Maximum charge | 43.50 Full cost | 45.00 Full cost |
| Lock replacement: Minimum charge Maximum charge | 24.50 Full cost | 25.00 Full cost |
| Larger repairs (eg door, w/c replacement): Minimum charge Maximum charge | One third Full cost | One third Full cost |
| Out of Hours call out | 33.00 | 34.00 |

St Davids House Luncheon Club

| | | |
|-----------------------------------|------|------|
| Residents | 3.60 | 4.00 |
| Non Residents (Over 60) (inc VAT) | 4.60 | 5.00 |
| All Others (inc VAT) | 5.85 | 6.10 |
| Drinks | 0.50 | 0.60 |

Home Support Service

| | | |
|--|-------|-------|
| Weekly well being telephone call | 3.70 | 3.80 |
| Weekly well being home visit | 6.00 | 7.25 |
| Weekly Individual Support visiting service | 14.20 | 14.50 |

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

| | | |
|-------------|-------|-------|
| Full Charge | 33.00 | 36.00 |
|-------------|-------|-------|

Landlords References

| | | |
|----------------------|-------|-------|
| Landlords References | 50.50 | 52.00 |
|----------------------|-------|-------|

REDDITCH BOROUGH COUNCIL**Planning and Regeneration****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Charges include VAT unless stated

DEVELOPMENT PLAN DOCUMENTS**Previous Local Plans**

| | | |
|---|-------|-------|
| Borough of Redditch Local Plan No.1: Written statement and proposals map | 9.90 | 10.20 |
| Borough of Redditch Local Plan No.2: Written statement and proposals map | 25.50 | 26.30 |
| Inspectors Report (1993 & 1995) | 5.85 | 6.00 |

Local Development Framework Documents (LDF)

| | | |
|---|-------|-------|
| Borough of Redditch Local Plan No.3: Written statement and proposals map | 62.50 | 64.40 |
| Inspectors Report | 31.00 | 31.90 |
| Local Development Scheme (LDS) | 18.50 | 19.10 |
| Statement of Community Involvement (SCI) | 18.50 | 19.10 |
| Scoping Report for Development Plan Documents | 18.50 | 19.10 |

Monitoring Documents

| | | |
|---|-------|-------|
| Housing Commitments in Redditch Borough since 1 April 1996 | 30.50 | 31.40 |
| Housing Completions on Large and Small Sites in Redditch Borough since 1 April 1996 | 30.50 | 31.40 |
| Replacement Dwellings Monitoring since 1 April 1996 | 30.50 | 31.40 |
| Annual Commitments & Completions on Small Windfall Sites since 1 April 1996 | 30.50 | 31.40 |
| Provision of Affordable Housing since 1 April 1996 | 30.50 | 31.40 |
| Employment Land Supply in Redditch Borough since 1 April 1996 | 30.50 | 31.40 |
| Annual Monitoring Report | 30.50 | 31.40 |

REDDITCH BOROUGH COUNCIL**Planning and Regeneration****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Other Documents

| | | |
|---|-------|-------------|
| Feckenham Housing Needs Assessment | 6.20 | Actual Cost |
| Redditch Housing Needs Assessment | 12.50 | Actual Cost |
| Residential Urban Capacity Study | 43.00 | Actual Cost |
| Open Space Needs Assessment | 43.00 | Actual Cost |
| Schedule of Buildings of Local Interest | 30.50 | Actual Cost |
| North West Redditch Master Plan Documents | | |
| - Report | 18.50 | Actual Cost |
| - Transport Report Appendix | 12.50 | Actual Cost |
| - Landscape Appendix | 1.50 | Actual Cost |

Supplementary Planning Documents/ Guidance

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

Development Management Charges

| | | |
|-----------------------|--------|--------|
| High Hedge Complaints | 217.00 | 224.00 |
|-----------------------|--------|--------|

**Residential Development/Development site
Area/Proposed Gross Floor Area**

| | | |
|--|---------|---------|
| 1-4 dwellings/0.5ha | 281.00 | 289.00 |
| - Additional meeting (after first three) | 112.00 | 115.00 |
| 5-9 dwellings/0.6 - 0.99ha | 564.00 | 581.00 |
| - Additional meeting (after first three) | 112.00 | 115.00 |
| 10-49 dwellings/1.0 - 1.25ha | 1126.00 | 1160.00 |
| - Additional meeting (after first three) | 563.00 | 580.00 |
| 50-199 dwellings/1.26 - 2.0ha | 2252.00 | 2320.00 |
| - Additional meeting (after first three) | 833.00 | 858.00 |
| 200+ dwellings/more than 2ha | 3378.00 | 3479.00 |
| - Additional meeting (after first three) | 1126.00 | 1160.00 |

REDDITCH BOROUGH COUNCIL**Planning and Regeneration****Scale of Proposed Charges 12015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

Business Centres

| | | |
|-------------------------------------|--------|--------|
| Fax - Outgoing | | |
| UK | 0.85 | 0.90 |
| Europe & Eire | 1.55 | 1.60 |
| North America | 1.75 | 1.80 |
| Other | 2.65 | 2.75 |
| Fax - Incoming | 0.60 | 0.60 |
| Secretarial | | |
| - minimum charge | 9.80 | 10.10 |
| - charge per hour | 12.00 | 12.35 |
| Postal Address Facility - per month | 43.00 | 44.30 |
| Telephone Divert: | | |
| Normal - per quarter | 110.00 | 113.30 |
| Gold - per quarter | 208.00 | 214.25 |
| Photocopying: | | |
| A4 single side | 0.10 | 0.10 |
| A4 double side | 0.15 | 0.15 |
| A3 single side | 0.25 | 0.25 |
| A3 double side | 0.30 | 0.30 |
| Photocopying: | | |
| A4 single side - non tenants | 0.20 | 0.20 |
| Conference Room (per hour): | | |
| Rubicon Tenants | 9.80 | 10.10 |
| Rubicon Non Tenants | 19.50 | 20.10 |
| Greenlands Tenants | 11.00 | 11.35 |
| Greenlands Non Tenants | 22.00 | 22.65 |

REDDITCH BOROUGH COUNCIL**Planning and Regeneration****Scale of Proposed Charges 2015**

| | Current 2014/15 | Proposed charge from 2015 |
|--|----------------------------|--|
| | £ | £ |

OUTDOOR MARKET RENTS (VAT exempt)

| Stall or flower pitch - no electricity | | |
|--|-------|-------|
| Licensed Traders: | | |
| Monday | 14.50 | 15.00 |
| Tuesday | 16.00 | 16.50 |
| Thursday & Friday | 16.00 | 16.50 |
| Saturday | 25.00 | 26.00 |
| Casual Traders: | | |
| Monday | 18.50 | 19.00 |
| Tuesday | 20.50 | 21.00 |
| Thursday & Friday | 21.00 | 21.50 |
| Saturday | 32.50 | 33.50 |
| Van Pitch or food trailer - with electric | | |
| Licensed Traders: | | |
| Monday | 28.00 | 29.00 |
| Tuesday | 30.50 | 31.50 |
| Thursday & Friday | 32.00 | 33.00 |
| Saturday | 38.50 | 39.50 |
| Casual Traders: | | |
| Monday | 36.50 | 37.50 |
| Tuesday | 40.00 | 41.00 |
| Thursday & Friday | 41.50 | 42.50 |
| Saturday | 50.50 | 52.00 |

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

Planning and Regeneration

Scale of Proposed Charges 2015

BUILDING CONTROL - APRIL 2015 - VAT AT 20%**Explanatory notes:**

1 Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building Regulations application.

The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area.

You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

2 The charges are as follows.

Category A: New domestic homes, flats or conversions etc

Category B: Extending or altering existing homes

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

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

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

3 Exemptions and reductions in charges.

a) If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.

b) You don't have to pay charges if the work will **provide access** to a building or is an **extension to store medical equipment** or **provide medical treatment** facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

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

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

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

Other information:

1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.

2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

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

Bromsgrove 01527 881402

Redditch 01527 64252

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

| Number of Properties | Application charge from 2015 £ | Regularisation charge from 2015 £ | Regularisation charge from 2015 £ |
|----------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| 1 | Please ring for quote | Please ring for quote | Please ring for quote |
| 2 | Please ring for quote | Please ring for quote | Please ring for quote |
| 3 or more | Please ring for quote | Please ring for quote | Please ring for quote |

TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING

| | Application Charge | | Regularisation Charge | | Additional Charge | |
|---|--|---|--|---|--|---|
| | Agreed charge 1st April 2014 (incl VAT) £ | Proposed charge from 2015 (incl VAT) £ | Agreed charge 1st April 2014 (No VAT payable) £ | Proposed charge from 2015 (No VAT Payable) £ | Agreed charge 1st April 2014 (incl VAT) £ | Proposed charge from 2015 (incl VAT) £ |
| Garage Conversion to habitable room | 300.00 | 310.00 | Please contact us | Please contact us | 120.00 | 230.00 |
| Extension project up to 10sq.m floor area | 415.00 | Please contact us | Please contact us | Please contact us | 120.00 | 230.00 |
| All other extensions | Please contact us | Please contact us | Please contact us | Please contact us | within provided quote | within provided quote |
| Loft Conversions | Please contact us | Please contact us | Please contact us | Please contact us | within provided quote | within provided quote |
| Detached garage over 30sq.m floor area | Please contact us | Please contact us | Please contact us | Please contact us | within provided quote | within provided quote |
| Electrical works by non-qualified electrician | 295.00 | 305.00 | Please contact us | Please contact us | N/A | N/A |
| Renovation of thermal element | 165.00 | 170.00 | Please contact us | Please contact us | N/A | N/A |
| Installing steel beam(s) within an existing house | 165.00 | 145.00 | Please contact us | Please contact us | N/A | N/A |
| Window replacment | 165.00 | 170.00 | Please contact us | Please contact us | N/A | N/A |
| installing a new boiler or wood burner etc. | 230.00 | 240.00 | Please contact us | Please contact us | N/A | N/A |

TABLE C: ALL OTHER WORKS - ALTERATIONS

| Estimated cost of work | Application Charge | | Regularisation Charge | |
|------------------------|--|--------------------------------|--|--------------------------------|
| | Agreed charge 1st April 2014 (incl VAT) £ | Proposed charge from 2015 £ | Agreed charge 1st April 2014 (No VAT payable) £ | Proposed charge from 2015 £ |
| £0 to £5,000 | please contact us | please contact us | please contact us | please contact us |
| £5,001 to £15,000 | please contact us | please contact us | please contact us | please contact us |
| £15,000 and above | please contact us | please contact us | please contact us | please contact us |

For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote

These charges have been set on the following basis:

- That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months
- That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

| DESCRIPTION | Agreed charge 1st April 2014 | Proposed charge from 2015 |
|--|--|--|
| ARCHIVED APPLICATIONS | | |
| Process request to re-open archived building control file, resolve case and issue completion certificate | £40 administration fee | £49 administration fee |
| Each visit to site in connection with resolving archived building control cases | £62 per site visit | £64 per site visit |
| WITHDRAWN APPLICATIONS | | |
| Process request With additional fees of..... | £40 administration fee | £49 administration fee |
| Withdraw Building Notice application where no inspections have taken place | refund submitted fee less admin fee | refund submitted fee less admin fee |
| Withdraw Building Notice application where inspections have taken place | refund submitted fee less admin fee, less £62 per site visit made | refund submitted fee less admin fee, less £64 per site visit made |
| Withdrawn Full Plans application without plans being checked or any site inspections being made | refund submitted fee less admin fee | refund submitted fee less admin fee |
| Withdraw Full Plans application after plan check but before any inspections on site | refund inspection fee (where paid up-front) less admin fee | refund inspection fee (where paid up-front) less admin fee |
| Withdraw Full Plans application after plan check and after site inspections made | refund any paid inspection fee less admin fee, less £62 per site inspection made | refund any paid inspection fee less admin fee, less £64 per site inspection made |
| RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS | | |
| Process request to re-invoice inspection fee to new addressee | £40 administration fee | £49 administration fee |
| Optional Consultancy Services | £72.00 per hour | Please contact us |

Charges note

Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. This draft set of fees and charges reflects the surplus income projected to have arisen by the end of 13/14 across the shared service. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service.



Overview and Scrutiny Committee

Tuesday, 21st October, 2014

MINUTES

Present:

Councillor Jane Potter (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Joe Baker, Michael Braley (substituting for Councillor Paul Swansborough), David Bush, Andrew Fry, Carole Gandy, Alan Mason, and Nina Wood-Ford (substituting for Councillor Pat Witherspoon)

Also Present:

Councillor Phil Mould

Officers:

S Hanley, J Pickering, J Godwin, J Willis, L Tompkin, A Wyre and C Walker

Democratic Services Officers:

J Bayley and A Scarce

EXTRACT FROM THE MINUTES

40. FEES AND CHARGES REPORT - PRE-SCRUTINY

Members received the Fees and charges Report for pre-scrutiny and were advised that the Heads of Service had been invited to attend and would highlight any fees and charges which had increased outside of the standard 3 per cent. It was anticipated that these new rates would be set with effect from 1st January 2015 and in future would be reviewed every calendar year as opposed to financial year. The average 3 per cent increase would provide a total income of around £100,000 which would be included within the Medium Term Financial Plan.

Leisure and Cultural Services

Officers highlighted a number of areas where an increase of slightly more than 3 per cent had been put in place and informed Members that often this was purely to round up (or in a small number of cases down) the amounts charged to make this manageable, particularly

.....
Chair

Overview and Scrutiny Committee

Tuesday, 21st October, 2014

for reception at the leisure centres, when providing people with change. A number of items in respect of block booking had increased by around 5 per cent, and it was explained that as these bookings involved between 10-12 people, the increase per head equated to only a relatively small amount.

Members questioned the increase in Swimming Lessons, particularly those for Juniors, in light of the recent water related fatalities. It was felt that by holding the price of at least the Junior Swimming Lessons that the Council could show that they were acknowledging the concerns around water safety and acting on them. The Committee discussed whether the potential to make no increase had been considered and the role of the schools in teaching young people to swim. Officers explained that under Key Stage 2 there was a level of competence which pupils were expected to reach (to be able to swim 25m). It was understood that the schools had various funding streams available to them to provide this activity, but each school had different arrangements and it was often the cost of transporting pupils to the swimming baths, which had an impact on the lessons they provided. It was believed that parents often used the swimming lessons provided by the Council to supplement those provided by the schools.

The following areas were highlighted and discussed in respect of Leisure and Cultural Services fees and charges:

- The use of the rounding up and rounding down process.
- Charges for Sports Development services in order for people to be given the opportunity to participate in leisure activities in the community.
- The new pricing policy for community centres implemented in order to encourage new groups to develop and grow by initially paying a reduced rate. A sampling exercise had been carried out as part of this process.
- Increase in allotment charges. It was confirmed that discussions with users and allotment groups had taken place.
- Increase in civic suite commercial charges and the overhead costs incurred when hired out at the weekend.
- Reduced hire rates for community groups.

Community Services

The Committee was informed that all increases were within the 3 per cent threshold. It was noted that there had not been an increase in the fees for the Dial a Ride service. Members were advised that it had been agreed with service users that an increase would be implemented every three years in line with inflation.

Overview and Scrutiny Committee

Tuesday, 21st October, 2014

Environmental Services

Officers highlighted the following points within the report:

- For the bulky household waste service an instance quote could be provided.
- The lack of space within the cemetery. There was confusion in respect of the interment of cremated remains and Officers agreed to provide further clarification for Members outside of the meeting.
- Reduction in charge for use of chapel for burial service at off peak times.

Worcestershire Regulatory Services

Officers highlighted the following matters in relation to the fees and charges for Worcestershire Regulatory Services:

- The increases for Pet Shops, Dog Breeding and Animal Boarding were 6 per cent and this was to ensure they were comparable with the rates charged by the rest of the County.
- In respect of Hackney Carriages and Private Hire Vehicles a charge had been introduced for the Knowledge Test to cover administration.
- The remainder of the charges were set by statute and therefore no changes had been made.

Corporate, Customer Access and Legal and Democratic Services

Members were informed that there were no changes to the Corporate Charges. In respect of the Customer Access and Financial Support charges, Surveyors Fees had increased by 3.9 per cent to reflect the cost of the service.

It was highlighted that there was now a charge for a Deed of Variation which referred to complex s106 agreements and this charge had not previously been made.

Housing Services

Officers informed Members that there were no significant changes to the charges for Housing Services other than those in respect of St David's House, which had previously been agreed.

Overview and Scrutiny Committee

Tuesday, 21st October, 2014

Planning and Regeneration

Officers highlighted the following matters:

- The move to charging the actual cost of providing documents, for example the schedule of buildings of local interest for less than the current cost.
- The availability of documents via the internet free of charge.
- The inclusion of an additional charge in respect of domestic extensions to a single building. This charge related to the need to employ an outside contractor to certify for example electric work which had not been fitted by a professional electrician.
- The increase in charges for archived applications was above 3 per cent and due to remote storage of these documents.
- Members were reminded that the Building Control department was not able to either make a loss or a profit from the charges it made for services.

In respect of recommendation 2 in the main report, Officers explained that due to the commercial nature of the business of Leisure and Cultural Services by granting the Head of Service delegated powers to change the fees it enabled him to ensure that for example the Sports Hall at the Abbey Stadium could be utilised at a reduced rate on a Friday evening, thereby allowing the Council to maximise usage of the facility.

RECOMMENDED that

- 1) the rate for Junior Swimming Lessons remain at the current 2014/15 rate;**
- 2) the fees and charges for 2015/16 as set out in Appendix 1-9 of the report be approved, subject to the recommendation detailed above, other than in the cases where;**
 - (a) Fees or charges are statutory,**
 - (b) Fees and charges are set externally, or**
 - (c) Other Council approved circumstances apply; and**
- 3) the Head of Leisure and Cultural Service be given delegation to alter the leisure fees and charges by a variation of up to 30%.**

The Meeting commenced at 7.00 pm
and closed at 9.37 pm

COUNCIL8th December 2014

57. PUBLIC SERVICE NETWORK COMPLIANCE**RECOMMENDED that**

- 1) there be an increase to the 2014/15 Capital Programme of £74,000 to be funded from borrowing;**
- 2) the revenue implication of £18,000 per year, as detailed in paragraph 4.1 of the report, be added as a revenue pressure from 2015/16; and**
- 3) £10,000 be released from balances in 2014/15 to fund the associated revenue costs.**

REDDITCH BOROUGH COUNCIL**Public Services Network compliance at RBC
Executive Committee**

03/11/2014

Public Services Network compliance at RBC

| | |
|---------------------------------|---|
| Relevant Portfolio Holder | Cllr John Fisher |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Head of Transformation & OD - Deb Poole |
| Ward(s) Affected | N/A |
| Ward Councillor(s) Consulted | No |
| Key Decision / Non-Key Decision | Non-Key Decision |

1. PURPOSE

- 1.1 To update the Executive Committee on the requirement to achieve compliance with the Public Services Network (formerly known as the Government Secure eXtranet) and to seek approval for the release of funds for year 2014/15 to maintain compliance in the current financial year.
This is the second stage of the work required and further funding will be needed to achieve full compliance in 2015 and 2016. These additional financial implications will be included in the budget setting process for 2015/16.

2. RECOMMENDATIONS**It is requested that Executive:**

- 2.1 Recommend the approval of an increase to the 2014/15 capital programme of £74K to be funded from borrowing.
- 2.2 Recommend that the revenue implication of £18K per be added as a revenue pressure from 2015/16 (as detailed in 4.1)
- 2.3 Recommend the release of £10K from balances in 2014/15 to fund the associated revenue costs

3. BACKGROUND

- 3.1 The Council has successfully migrated its connection from the Government Secure eXtranet (GSX) to a new, secure, UK Government network, the Public Services Network (PSN). This followed the investment approved by Members in January 2014.
- 3.2 Unlike previous GSX compliance regimes, the Cabinet Office has taken a zero-tolerance approach to compliance, and is advising local authorities that they will lose their connection to the PSN should they not fully adhere to all PSN requirements.
- 3.3 As outlined in the previous paper to members (Jan 2014), there is now further funding required to maintain PSN compliance.

**Public Services Network compliance at RBC
Executive Committee**03/11/2014

- 3.4 As previously mentioned the Cabinet Office have moved to a 'zero tolerance' position on compliance. This means that unless the Council can demonstrate that it has addressed the Governments concerns, they will cease our connection to the Public Services Network.
- 3.5 If the Council were to be disconnected this would prevent RBC from managing citizens benefits, transferring secure information with our partners such as the Police and the NHS, managing secure emails and access to secure government web sites. In addition information from the Individual Electoral Registration (IER) which became live in June 2014 is required to be transmitted over the PSN.
- 3.6 Accurate costs for this second stage of work could not have been included in the previous report to members in January 2014, as this year's audit had not been completed at that point and therefore the budget implications were unknown. However, it was reported in the document that additional funding would be required.
- 3.7 Following the successful completion of the previous audit resulting in PSN compliance being awarded, this years audit has been on-going since February with 155 new high priority items requiring a corrective measure or mitigation. To gain an accurate cost for attaining the second year of PSN compliance, the high priority items have been worked on and where possible resolved without cost leaving the major items listed in section 4.3, that require funding outlined in this paper. A similar process will happen again next year but until that audit is complete, it is not possible to ascertain the issues that will be raised and therefore any potential cost to resolve.

An example of the 155 new problems that have been corrected without the need for additional funding are :-

- Old Version of Blackberry Enterprise Server
- Network Vulnerable to NetBIOS Spoofing
- VNC Service Does Not Require Authentication

As the Corporate network is a shared resource across Redditch and Bromsgrove Councils, the issues found and resource required to correct them is shared equally across both Authorities.

4. KEY ISSUES**Financial Implications**

- 4.1 The schedule at Appendix 1 details the costs for 2014/15 associated with achieving compliance with the PSN. The analysis shows £73,888 capital funding required together with revenue costs of £10,408. There will be a further

**Public Services Network compliance at RBC
Executive Committee**03/11/2014

additional revenue costs from 15/16 of £17,600 to support the repayment of the principal and the interest payments, this has been calculated using the estimated life of the asset which is 5 years and will be included into the revenue pressures on the 2015/16 budget and onward. Whilst this report concentrates on the immediate requirement to demonstrate our commitment to maintaining compliance it is important to note that the long term solution has further cost implications.

These costs are based on **current PSN** requirements as determined by Central Government. However, these requirements change constantly so the financial implications may increase in future as the Cabinet Office continues to change the specification.

Legal Implications

- 4.2 There are implications regarding the Data Protection Act should staff not use the PSN to exchange private, confidential or sensitive information with our partners.

Service / Operational Implications

- 4.3 The solution will require several changes to the way we operate including:
- PSN requires that we migrate from the widely used desktop environment, Windows XP, to a later version to maintain the application of security patches once support for XP ends in April 2015. Work to test all the business applications we currently use has started and will continue between now and planned completion in March 2015.
 - Microsoft support for the server operating system, Windows 2003, used on the majority of our servers at Redditch, ends in July 2015 and the project to replace this needs to begin as soon as possible.
 - An upgrade of key business applications such as the Finance, Leisure and Housing systems. These are being managed by departments directly and the costs do not form part of this report.

Customer / Equalities and Diversity Implications

- 4.4 During the work to patch and upgrade the servers and applications there will be breaks in the availability of the technical systems which may impact on service delivery to the customer. Details of the scheduled works have been discussed with system administrators and Heads of Service. Regular communication briefs have been sent out to staff and placed on the ORB (intranet) and where possible, works are being carried out after hours or during weekends to minimise the impact on services. However, given the quantity of patches to be applied and the tight timescales, some work will have to be done during core hours.

**Public Services Network compliance at RBC
Executive Committee**03/11/2014

5. RISK MANAGEMENT

- 5.1 The PSN compliance criteria change on a regular basis. Consequently there is a risk that even if the Authority commits to the spend and business changes mentioned in this report, that it could still fail future compliance audits and require additional spend and further business changes to ensure PSN access.
- 5.2 There are significant risks to business if we do not achieve compliance particularly in relation to the Benefits Service and the Elections Service. Loss of our connection would also have a detrimental effect on data sharing between the Council and other public bodies e.g.: the Police, NHS etc.
- 5.3 In order to help with the management of these risks the PSN Code of Connection compliance has been added to the Corporate Risk Register.

6. APPENDICES

Appendix 1 – PSN Budget Pressures RBC

7. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name: Deb Poole

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Tel: 01527 881256

Name: Mark Hanwell

Email: markhanwell@bromsgroveandredditch.gov.uk

Tel.: 01527 881248

PSN Budget Pressures Redditch Borough Council

| | RBC Year 2 Capital | Ongoing Revenue |
|---|-------------------------------|----------------------------|
| 1 100 Devices to replace Computers running XP This will replace all the old PC's at RBC not capable of running Windows 7. The key benefit of the solution is that the devices have a useful lifespan of over 10 years as apposed to PC's that typically last 3-5 years. | £53,238 | £9,408 |
| 2 Server 2003 - 2012 License costs This will enable the current server hardware to be utilized with the latest server operating system and enable the security patches to be applied for a further 10 years. | £10,650 | |
| 3 Additional Server Host to enable upgrades New operating systems and the upgraded business applications that will run on them require additional resource to do so effectively. This item will add that capacity to the current environment. | £10,000 | £1,000 |
| Total | £ 73,888 | £ 10,408 |

Please note. Additional funding may be required in future years if the Cabinet Office apply additional rules to maintain compliance.

COUNCIL

8th December 2014

58. LOCAL COUNCIL TAX SUPPORT SCHEME

RECOMMENDED that

no changes be made to the Council Tax Support Scheme for 2015/16, other than to allow for the future 'uprating' of some of the figures to take account of other national changes in benefits and allowances.

**EXECUTIVE
COMMITTEE**25th November 2014**LOCAL COUNCIL TAX SUPPORT SCHEME 2015/16**

| | |
|---------------------------------|------------------|
| Relevant Portfolio Holder | Cllr John Fisher |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Amanda de Warr |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | None Specific |
| Key Decision / Non-Key Decision | Key Decision |

1. SUMMARY OF PROPOSALS

- 1.1 Government changes to the benefits scheme in relation to Council Tax required the Council to introduce an annual Council Tax Support Scheme. This scheme must be reviewed annually and agreed by Council.
- 1.2 The draft scheme was agreed by Executive on 28th October 2014 which presentment no change to the existing scheme, other than small amendments required due to changes in other benefits and personal allowances.
- 1.3 Following consultation on the draft scheme Members are now asked to consider the final scheme.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that

- 2.1 No changes be made to the Council Tax Support Scheme for 2015/16, other than to allow for the future 'uprating' of some of the figures to take account of other national changes in benefits and allowances.**

3. KEY ISSUES**Financial Implications**

- 3.1 As Members are aware, changes were made to the Council's Local Council Tax Support Scheme with effect from April 2014, which resulted in support being capped at 80% of Council Tax liability so that all working age claimants would pay a minimum of 20% towards their Council Tax Liability.
- 3.2 Changes to the support scheme in April 2014 offset an estimated funding gap in 2014/15 of £65k for Redditch Borough Council.
- 3.3 It is proposed that there are no changes to the level of support provided by the Council, but that the various allowances be uprated in line with the Secretary of

**EXECUTIVE
COMMITTEE**25th November 2014

State's annual announcement. This will ensure that the scheme remains in line with other benefits.

Legal Implications

- 3.4 On 1 April 2013 Council Tax Benefit was abolished and replaced by a new scheme of Council Tax support called "Council Tax Support Schemes". Under s13A and Schedule 1A of the Local Government Finance Act 1992 (inserted by s10 Local Government Act 2012), each local authority was required to make a Council Tax Support Scheme specifying the reductions which are to apply to the amounts of council tax payable.
- 3.5 Statutory Instrument 2012/2885, "The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012" ensured that certain requirements prescribed by the Government were included in each Scheme (subsequently amended by S.I. 2012/3085)
- 3.6 As the billing authority the Council is required by the Local Government Finance Act 2012 to consider whether to revise its scheme or to replace it with another scheme, for each financial year.
- 3.7 The Authority must make any revisions to the Scheme no later than 31 January in the financial year preceding the one when it will take effect, so that it will be necessary for the Council's 2015/16 scheme to be in place by 31st January 2014.
- 3.8 Instruction is received from the Department of Work and Pensions on an annual basis, of changes to benefits rates and personal allowances. These must be taken into account for housing benefit calculations and it is good practice to applied to the Local Council Tax Support Scheme

Service / Operational Implications

- 3.9 Collection rates and recovery processes have been closely monitored to help understand the impact of the changes made in April 2014.
- 3.10 Collection rates have not been significantly negatively impacted.
- 3.11 There has been an increase in recovery action and there were a higher number of cases that reached final reminder or summons stage. However, evidence suggests that this is starting to level out and arrangements are in place, and being upheld, with many householders.
- 3.12 There has been a substantial increase in payments received through our cash offices, as the majority of residents are paying their council tax.

**EXECUTIVE
COMMITTEE**25th November 2014

- 3.13 A very small number of customers contacted us directly to apply for hardship funding, but during the course of the year to date officers have identified other customers who are in financial hardship. Financial Support Officers have worked directly with 100 individuals to identify how best to meet the customer's needs. In order to fully understand the needs two officers were tasked with meeting each applicant for hardship funding, preferably in their own homes. These officers discussed the applicant's financial situation as well as wider issues and worked with the customer to identify appropriate solutions.
- 3.14 Consultation on the draft scheme agreed by Executive on 28th October took place from 31st October to 14th November. The draft scheme was published and comments invited from the public. In addition major preceptors and stakeholders were contacted directly. One response has been received in support of the proposed scheme.

Customer / Equalities and Diversity Implications

- 3.15 The 'uprating' of the benefits rates and personal allowances to be taken into account, in line with the Secretary of States announcement on those that must be taken into account for other benefits, will potentially result in small changes to the amounts of support provided. These will vary according to circumstances.

4. RISK MANAGEMENT

- 4.1 Any changes to council tax support whilst increasing council tax income to the Council and our major preceptors potentially have implications for our residents and therefore officers will ensure that support on managing finances and advice on other potential benefits is made available, in line with the strategic purpose to help people to be financially independent.

5. APPENDICES

None

6. BACKGROUND PAPERS

Held in Revenues Service

AUTHOR OF REPORT

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COUNCIL8th December 2014

61. JOINT PROPERTY VEHICLE BUSINESS CASE**RECOMMENDED that**

- 1) the Council participates in establishing a Joint Property Vehicle company limited by shares;**
- 2) The Director of Finance and Resources, currently representing the Council on the Shadow Shareholder Group, represent the Council on the Board of the Company;**
- 3) two Member representatives and their substitutes be appointed to the Shareholder Meetings; and**
- 4) authority be delegated to the Director of Finance and the Head of Legal, Equalities and Democratic Services, in conjunction with the Portfolio Holder for Corporate Management, to take the measures required to implement the decision at recommendation 1) and to complete any necessary documentation relating to it.**

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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JOINT PROPERTY VEHICLE

| | |
|----------------------------|--|
| Relevant Portfolio Holder | Councillor John Fisher |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Jayne Pickering Director Finance and Resources |
| Wards Affected | All Wards |
| Ward Councillor Consulted | None Specific |
| Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 This report sets out the outcome of the Full Business Case (FBC) in relation to the establishment of a Joint Property Vehicle (JPV) for the delivery of improved and more efficient property and asset management services to a number of public sector partners across the West Midlands. Members are asked to consider being a partner within the new arrangement, nominate its representative to the Board and Shareholder group and delegate authority to officers to implement the decision and complete the actions and documentation required to do so.

2. RECOMMENDATIONS

The Executive Committee is asked to:

- 2.1 Consider the Worcestershire Capital and Asset Partnership Full Business Case for a Joint Property Initiative for the development of a joint Estates function across public sector organisations across the Worcestershire region, (attached at Appendix 1)**

and RESOLVE:

- 2.2 that the Council participates in establishing a Joint Property Vehicle company limited by shares;**
- 2.3 that The Director of Finance and Resources, currently representing the Council on the Shadow Shareholder Group, represent the Council on the Board of the Company;**
- 2.4 that two member representatives and their substitutes be appointed to the Shareholder Meetings; and**

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- 2.5 Delegate to the Director of Finance and the Head of Legal, Equalities and Democratic Services, authority to take the measures required to implement the decision at 2.2 and complete any necessary documentation relating to it.**

3. KEY ISSUES

- 3.1 Redditch Borough Council entered into a shared service arrangement with Worcestershire County Council for the delivery of property management services in June 2010 with a three year service level agreement, which has since been extended on an annual basis. Therefore all property related services are currently provided by the County Council and the Borough does not employ any staff directly in relation to estates and maintenance management functions as well as services for risk and asset and design.
- 3.2 Over the last 18 months Public Sector bodies within the West Midlands have been looking at ways to radically examine how property management could be best achieved across the public sector family to reduce costs, enhance the value of the estate to the community and to provide a catalyst for regeneration.
- 3.3 Various options were considered and agreement was reached at all interested public sector bodies in early 2014 that the Outline Business Case to support the delivery of a Joint Property Vehicle would be developed to a Full Business Case. This was approved by Redditch in March 2014. Unfortunately due to governance issues the Worcestershire Health and Care NHS Trust had to withdraw from the proposed arrangement however Herefordshire County Council decided to join the partnership in the development of the Full Business Case (FBC). The partners who are currently involved in the proposed JPV are:
- Redditch Borough Council
 - Worcester City Council
 - Worcestershire County Council
 - Hereford and Worcestershire Fire Services
 - Warwickshire Police
 - West Mercia Police
 - Herefordshire County Council
- 3.4 In developing the FBC it has become apparent that the management of public sector estates could be transformed by public bodies breaking out of individual silos and collectively managing the portfolio of their properties across the sector, rather than each body only servicing its own properties. The JPV will consider not only the needs of individual

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properties but also how assets are used across the public sector family to maximise their benefit.

- 3.5 The vision of the Joint Property Vehicle is “ To be a national leader for innovation and outstanding commitment to customer and community service, whilst delivering maximum value to the public sector estate”. This will clearly support a number of strategic purposes that have been identified by the Council including; help me run a successful business, provide good things for me to see, do and visit and keep my place safe and looking good. It is anticipated that the strategic management of assets has the potential for large scale regeneration of a locality. This would provide a catalyst for economic growth and increase employment opportunities in an area. The locality approach is a framework that is being developed in Redditch and is already in place for some direct service delivery. It is anticipated that the Joint Property Vehicle will serve to enhance this work and provide greater benefit and regeneration across the Borough.
- 3.6 The FBC proposes that the JPV would be an arms-length Company limited by shares, wholly owned and governed by the participating public sector partners. It suggests equal partnership between the partners. It would formalise joint working, making it sustainable for the future, driving rationalisation, service transformation, regeneration, growth and efficiencies. The governance is explored further in the legal implications.
- 3.7 These proposals relate only to the management of the Council’s properties and does not affect their ownership, which will remain with the Council. Any decisions about properties (eg whether to declare surplus / sell) will continue to be made by members in the way they are now. Neither do the proposals not affect the Council’s housing stock, which is separately managed and accounted for.

Financial Implications

- 3.8 A number of financial benefits are estimated within the FBC to be realised for the Council should we join the Joint Property Vehicle. This will be achieved through greater economies of scale, the provision of a more streamlined, focused, resilient workforce and finally rationalisation of property.
- 3.9 The Council will have access to a wider scope of professional services than through the current shared service arrangements for a reduced overall cost. The Council will have equal voting rights and therefore an influence over decision making to shape the future of the joint estate.

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The Council does not benefit from any voting and its associated benefits within the current arrangement.

- 3.10 The Council currently spends over £322k with Worcester County Council on staffing costs relating to estate and asset management support and advice. In addition there are approximately £1.8m of costs associated with the energy costs and repairs and maintenance of the buildings. It is estimated that a cumulative saving of over £2.4m could be realised which would reduce the base budget by £365k over the same period. This is dependent on a number of assumptions including improved procurement and negotiation of contracts savings together with potential income that could be generated from assets in the future. There is a longer term aim to review the assets held by the Council to ensure they are giving maximum benefit to our community and therefore it is estimated that some savings could be realised from future rationalisation of the number of assets we use. In addition there is an aim to release capital receipts across all partners during the 10 years of which a proportion would be attributable to Redditch.
- 3.11 For the first year there will be implementation costs that may have to be met from partner Councils, depending on the level of external funding that is secured. For Redditch Borough Council it is proposed that the estimated additional costs of approximately £43k be offset by the savings generated in the following year.

Legal Implications

- 3.12 The FBC provides that the legal framework for the proposed JPV is for the public sector partners to establish a trading company, limited by shares, wholly owned by them. Such a company will be “Teckal compliant”, which is explained below.
- 3.13 EU Regulations [currently the Public Contract Regulations 2006] governing public procurement, require public bodies to only award contracts over a certain value to a 3rd party (which the company would be) after an open competitive procurement process has been undertaken.
- 3.14 The “Teckal” case established that a public service contract let to a 3rd party entity will not have to go through the procurement procedure where the 3rd party is wholly-owned by the public authority and the local authority exercises control over the entity which is similar to that which it exercises over its own departments and the entity carries out the essential part of its activities with the controlling local authority (or authorities). These requirements are called the “control and function

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tests". So, as a "Teckal complaint company, the proposed JPV governance proposal means that no procurement exercise will be required for the participating authorities to have their services delivered though the proposed company limited by shares.

- 3.15 A new EU procurement Directive provides that at least 80% of the activity of the company must be for its public sector owners. This is the level required to satisfy the "function" test. Any "open market" activity would have to be restricted to 20% of the company activity (ie turnover). Formerly, the level of external activity was 10%.
- 3.16 To develop the business case from outline to "Full", a group of legal officers representing the partner public authorities, along with an external legal advisor, met on a regular basis to examine the governance options for the JPV. The Localism Act 2011 provides that where authorities do things for a commercial purpose they are only permitted to do them through a limited company. Accordingly, given that the JPV is likely to carry out commercial activities, particularly to external parties, the FBC proposal is for a company limited by shares, wholly owned by the partner organisations as shareholders with an equal share in the company. Redditch Borough Council would have an equal shareholding in the JPV despite having a low number of assets and running cost.
- 3.17 A shareholder Member agreement will detail how the company will be formed and include details such appointments, entry and termination arrangements and reserved matters.
- 3.18 A Service Level Agreement which details how the company will provide the service to shareholders and include details such as pricing, customer service and performance management, including indemnity arrangements. This document and the Member Shareholder agreement referred to at 3.17 were developed by the legal and finance officer groups, (with the support of the external legal advisor) with RBC managers representing the Council identifying the needs of our organisation. The provisions are agreed before inclusion is approved.
- 3.19 The JPV would supersede the current Administrative Collaboration Agreement Relating to the provision of Property Services, between Worcestershire County Council, Worcester City Council and Redditch Borough Council, which has been in place since 2011.
- 3.20 There are no TUPE transfer implications for the Council as all staff within the property service are currently employed by Worcestershire County Council.

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- 3.21 Certain tasks such as procuring support services for the company will need to be in place by the time the company is formed so a delegation is sought for the Director of Finance and Resources, who represents the Council on the Shadow Shareholder Group, to progress the project implementation in the run up to the formation of the company.

Service/Operational Implications

- 3.20 It is the aim of the partnership that by removing layers and duplication of management a JPV would deliver a streamlined property management organisation.
- 3.21 Other service benefits include:
- Access to a larger property team, co-owned by the Council with greater resources available and flexibility to respond to urgent issues
 - The JPV will develop closer working relationships with the LEPs and Economic Development teams to ensure regeneration is planned and actioned, with public sector assets being used as catalysts to development
 - Access to an energy management team to control the carbon footprint and to provide advice and support on environmental improvements
 - Redditch will benefit from being the subject of one of the first locality reviews whereby all public sector assets within the locality will be considered to ensure maximum benefit is being delivered to the community and opportunities for regeneration will be explored.
 - A single comprehensive data set will drive strategic planning and decision making with accurate information about the estate and its performance
- 3.22 If approved next steps will see the Shareholder Group and Delivery/Implementation Team taking the project forward including the formation of the limited company. It is proposed to appoint a Chief Operating Officer to act as Managing Director of the company, to procure support services and identify and lease premises to accommodate the company.
- 3.23 The intention for the company to Go Live on 1 April 2015 and to be fully operational in September 2015.

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Customer / Equalities and Diversity Implications

- 3.24 Joint use of public sector buildings can provide easier access to services and improved customer service.
- 3.25 The approach could support the work of the Locality teams by increased co- location of services.
- 3.36 There are no specific equality or diversity issues.

4. RISK MANAGEMENT

A full risk assessment has been completed and is attached at Appendix 2. The key risks are:

- a) Savings are not delivered
- b) Service deteriorates
- c) Partners not fairly represented
- d) Service interruption during transition
- e) Lack of ability to respond to changes in partners' requirements
- f) Lack of ability to respond to legislative changes
- g) Deterioration of partners' reputation

5. APPENDICES

Appendix 1 - Joint Property Vehicle Full Business Case
Appendix 2 – Risk Register

6. BACKGROUND PAPERS

Appendices to Full Business Case held by legal and financial services.

AUTHOR OF REPORT

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Joint Property Vehicle (JPV) Project Risk Log

Risk: a set of events that, should they occur, will have an affect on the project. Risks can be a threat or an opportunity. Opportunities should be included as their successful management could increase the benefits of the project

RISKS LOG

Project : Joint Property Veicle (JPV)

Programme Manager: Jim Stobie

| Risk Ref. | Date Raised | Raised By | Risk Description | Consequences | When is this likely to happen | Current Position | | | Control measures | Progress | Risk Owner | Date Closed |
|--|-------------|-----------|---|---|-------------------------------|------------------|--------|-------------------|--|---|------------|-------------|
| | | | | | | Likelihood | Impact | Matrix RAG Status | | | | |
| DECISION STAGE (FBC to final partner decision) | | | | | | | | | | | | |
| DS1 | 20/10/14 | PIT | Insufficient level of detail in the FBC/ further information needed to support decision making | The proposed decision making cycles are missed due to further work being required. Therefore decision on JPV is delayed. | October - December 2014 | | | green | Extensive workgroup involvement in all FBC recommendations from across all partners. These workgroups reporting to their RSG and SSG reps about progress made.Regular Highlight Reports, RSG and SSG meetings to keep partners informed of progress. | Eleven workgroups supportign the Project Team develop the FBC | SSG | |
| DS2 | 20/10/14 | PIT | Resource avaiability to support workgroups during decision making stage | Workgroups need to contunue in order to complete tasks required for JPV formation. Delay in this work would delay Go-Live | October 2014 - March 2015 | | | Red | E-mail contact with workgroup members so that those unable to attend can keep in touch. One-to-one sessions with individuals when necessary to get critical infromation. Ensure RSG are aware of the impact that lack of resources would have on the Implementation programme. | Renued discussions about resourcing implementation programme with RSG | RSG | |
| DS3 | 20/10/14 | PIT | Communication cascade being inconsistent, information miscommunicated or lack of communication within individual partners | Staff moral lowered, difficulty securing required workgroup commitment, lack of wider support within each partner organisation | October 2014 - March 2015 | | | Red | JPV communication plan coordinating partner communications. Partners using the Proect Team to support any briefings and provide material so that the most current/relvant messages are going out. | Communication plan signed off by SSG. PIT members attending briefings when requested. | | |
| DS4 | 20/10/14 | PIT | Distraction of Project Team and and others supporting the JPV into promoting the JPV or sharing 'lessons learned' etc | Delay of JPV delivery programme | October 2014 - March 2015 | | | Amber | Requests will be noted and those enquiring will be informed about timescales for JPV delivery. Where requests can be accommodated without significant impact on the programme they will be considered but otherwise requests will be defered until post Go-Live. | Requests have been noted | | |
| DS5 | 20/10/14 | PIT | VAT Exemption needs to be confirmed. | Impact upon savings if achieved for Partners if the JPV has to pay VAT. Will need to reevaluate the Business Case | October - November 2014 | | | Amber | Legal advice has been sought and will be resolved as soon as possible | | | |
| DS6 | 20/10/14 | PIT | Benefits of JPV not as strong in areas where only one or two partners are present (eg Shropshire and Warwickshire) | May impact the decision making of those partner who do hold a presence in those areas. | | | | Amber | Further work with these partners to idnetify what these benefits are. Begin buildign realtionships with other key partners in those areas (includign Central Government) | connections already made benefits will continue to be explored | | |
| DS7 | 20/10/14 | PIT | Union raising concerns with JPV proposal | Early buy in and contribution to process essential to give staff and partners confidnece that Restructure programme can be achieved | | | | Amber | Regular union meetings. Meet with union representatives from all partners. | | | |

| Risk Ref. | Date Raised | Raised By | Risk Description | Consequences | When is this likely to happen | Likelihood | Impact | Matrix RAG Status | Control measures | Progress | Risk Owner | Date Closed |
|-----------|-------------|-----------|--|---|-------------------------------|------------|--------|-------------------|--|---|------------|-------------|
| DS8 | 20/10/14 | PIT | Loss of one or more partners during decision making stage | Business Case will need to be re-evaluated for the remaining partners. Savings for remaining partners may be diminished. Delay on final approval of the FBC | | | | red | Contact with each partner to understand what the critical issues may be so that reassurances or resolutions can be sought to satisfy those concerns | | | |
| DS9 | 20/10/14 | PIT | Retention of key staff. loss of staff due to uncertainty in lead up decisions being made about the JPV | Key staff leave due to uncertainty, increase in vacant posts prior to transfer to JPV, loss of specialist and sector specific knowledge in the JPV, delay in filling the JPV structure, more in remaining staff, increased or prolonged feelings of uncertainty | | | | Amber | Each partner to maintain regular contact with their staff to keep them informed about JPV progress and answer any concerns. Staff involvement in workgroups increases the number of those with connection to the JPV and boost interest and motivation to be involved going forward. Keep Unions informed of HR programme and related information. | continue workgroup involvement during implementation. Consider wider staff briefings. Communication drafted to staff groups. Briefing of Unions ongoing | | |
| DS10 | 20/10/14 | PIT | Cultural resistance to change | Lack of commitment from partners staff teams to enable successful delivery | | | | Red | | | | |
| DS11 | 20/10/14 | PIT | Communication between workgroups and SSG | Impact of mis-informed facts can impact on perceptions and commitment | | | | amber | | | | |
| DS12 | 20/10/14 | PIT | The political landscape could have a bearing on how the JPV is perceived | It could influence a partners decision about whether or not to approve the recommendation to form the JPV | | | | green | | | | |
| DS13 | 20/10/14 | PIT | Failure to recruit support service in time for Go-Live | May delay go live or require interim arrangements whilst a support service is put in place | | | | green | Programme and key milestones to have support services in place identified. Legal Group consulted on procurement options. | | | |
| DS14 | 20/10/14 | PIT | Delay commencing recruitment of Chief Operating Officer (Director) | A small delay putting recruitment around the Christmas period which the HR workgroup advise is a bad time to be recruiting. This may limit the pool applying for this key post. To put the recruitment back further would have implications for the rest of the appointment programme or may mean the Director is not involved in key appointments. | | | | Amber | Programme has been delayed from October advert to November. Impact on the delivery is being assessed and ways to minimise delay being explored | HR workgroup to review | | |
| DS15 | 20/10/14 | PIT | Securing JPV accommodation in order for it to be confirmed as soon as final decision on JPV is made. | Accommodation would not be in place for Go-Live. Interim arrangements would need to be put in place. May impact support services to the JPV (eg IT, communications). Impact on culture change programme and integration of staff if accommodation is not in place. | | | | Amber | Fall-back position to be identified. Consider staff remaining in current locations for a short period, assess impact of this. | discussions ongoing | | |
| DS16 | 20/10/14 | PIT | Partners expressing concerns about or requesting changes to data they provided for FBC | undermines FBC and may require some figures to be recalculated. | | | | Amber | Data supported and validated by workgroups. Workgroups to communicate any concerns with PIT/RSG reps | No outstanding concerns reported to PIT about the data in the FBC | | |
| DS17 | 20/10/14 | PIT | Partners current change programmes impact upon JPV | may impact on scope of services, implementation programme, staff implicated in transfer. Also place extra demands on resources needed for implementing the JPV | | | | Red | SSG and RSG asked to continue to support the implementation programme through the decision making period | | | |
| DS18 | 20/10/14 | PIT | Staff moral being low during uncertainty/ decision making period | retention of staff, participation in workgroups | | | | Red | staff communications throughout decision making period. Continuation of workgroups with all partners represented. | | | |

| Risk Ref. | Date Raised | Raised By | Risk Description | Consequences | When is this likely to happen | Likelihood | Impact | Matrix RAG Status | Control measures | Progress | Risk Owner | Date Closed |
|---|-------------|-----------|---|---|-------------------------------|------------|--------|-------------------|--|---|------------|-------------|
| IMPLEMENTATION PHASE (January - March 2015) | | | | | | | | | | | | |
| IP1 | 20/10/14 | PIT | Communication cascade being inconsistent, information miscommunicated or lack of communication within individual partners | Staff moral lowered, difficulty securing required workgroup commitment, lack of wider support within each partner organisation | | | | Red | JPV communication plan coordinating partner communications. Partners using the Project Team to support any briefings and provide material so that the most current/relevant messages are going out. Formal communication regarding TUPE following decision. | Communication plan signed off by SSG. PIT members attending briefings when requested. | | |
| IP2 | 20/10/14 | PIT | Resource availability to support workgroups during Implementation Phase | Workgroups need to continue in order to complete tasks required for JPV formation. Delay in this work would delay Go-Live | | | | Amber | E-mail contact with workgroup members so that those unable to attend can keep in touch. One-to-one sessions with individuals when necessary to get critical information. Ensure RSG are aware of the impact that lack of resources would have on the implementation programme. | As for firm commitment to project teams following decision on FBC | | |
| IP3 | 20/10/14 | PIT | Distraction of Project Team and others supporting the JPV into promoting the JPV or sharing 'lessons learned' etc | Delay of JPV delivery programme | | | | green | Requests will be noted and those enquiring will be informed about timescales for JPV delivery. Where requests can be accommodated without significant impact on the programme they will be considered but otherwise requests will be deferred until post Go-Live. | Requests have been noted | | |
| IP4 | 20/10/14 | PIT | Union consultation | Union staff availability for comprehensive and dynamic demanding restructuring programme | | | | green | Regular union meetings. Meet with union representatives from all partners. | | | |
| IP5 | 20/10/14 | PIT | Retention of key staff. loss of staff due to uncertainty about whether they will secure a job in the JPV | Key staff leave due to uncertainty, loss of specialist and sector specific knowledge in the JPV, delay in filling the JPV structure, moral in remaining staff, increased or prolonged feelings of uncertainty | | | | Amber | Each partner to maintain regular contact with their staff to keep them informed about JPV progress and answer any concerns. Staff involvement in workgroups increases the number of those with connection to the JPV and boost interest and motivation to be involved goign forward. Keep Unions informed of HR programme and related information. | continue workgroup involvement during implementation. Consider wider staff briefings. Communication drafted to staff groups. Briefing of Unions ongoing | | |
| IP6 | 20/10/14 | PIT | Culture change programme not having sufficient impact upon the culture moving into JPV | Old practices persist and the JPV struggles to make the changes it needs to transform services and make savings | | | | Amber | Use consultant support to develop and implement a robust culture change programme commencing during the Implementation Phase. | Consultant already involved in early discussions | | |
| IP7 | 20/10/14 | PIT | Delay recruiting of Chief Operating Officer (Director) | A delay in commencing the recruitment would have a delay in the Director being in post. This would either delay other elements of the programme (such as recruitment of SMT) or not allow the Director to influence key aspects of the Operating Model. | | | | Amber | Review all options with HR workgroup | | | |
| IP8 | 20/10/14 | PIT | Delay commencing recruitment of Management Team | Knock on delay in the HR programme for appointment of staff to the JPV Operational Model. Could delay formal launch of JPV and will impact on staff moral during uncertainty. | | | | Amber | Review all options with HR workgroup | | | |

| Risk Ref. | Date Raised | Raised By | Risk Description | Consequences | When is this likely to happen | Likelihood | Impact | Matrix RAG Status | Control measures | Progress | Risk Owner | Date Closed |
|------------------------------------|-------------|-----------|---|--|-------------------------------|------------|--------|-------------------|--|--|------------|-------------|
| IP9 | 20/10/14 | PIT | Staff transfer challenges/ appeals | Knock on delay in the HR programme for appointment of staff to the JPV Operational Model. Could delay formal launch of JPV and will impact on staff moral during uncertainty. | | | | Red | Robust assessment process in place to minimise risk of challenge. Consultation with Union throughout Implementation Phase. | | | |
| IP10 | 20/10/14 | PIT | Securing JPV accommodation in order for leases and other agreements to be made during Implementation Phase | Accommodation would not be in place for Go-Live. Interim arrangements would need to be put in place. May impact support services to the JPV (eg IT, communications). Impact on culture change programme and integration of staff if accommodation is not in place. | | | | Amber | Fall-back position to be identified. Consider staff remaining in current locations for a short period, assess impact of this. | discussions ongoing | | |
| IP11 | 20/10/14 | PIT | IT infrastructure orders delayed due to lack of confirmed accommodation | Delay getting JPV infrastructure in place for Go-Live. | | | | Red | Fall-back position to be identified. Consider staff remaining in current locations for a short period, assess impact of this. | discussions ongoing | | |
| IP12 | 20/10/14 | PIT | Data transfer not completed and tested by partners prior to Go-Live | JPV may have to operate duplicate systems for a time whilst transfer and testing is completed. May impact upon speed and quality of service during this period (eg Helpdesk queries). | | | | Red | Support Service have identified ways to mitigate this risk including doing parallel data runs so that information is not lost. | Ensure these recommendations are incorporated into the programme | | |
| IP13 | 20/10/14 | PIT | Partners current change programmes impact upon JPV | may impact on scope of services, implementation programme, staff implicated in transfer. Also place extra demands on resources needed for implementation of the JPV | | | | Amber | SSG and RSG asked to continue to support the implementation programme through the decision making period | | | |
| IP14 | 20/10/14 | PIT | Staff moral being low during Implementation Phase due to uncertainty about jobs and roles or uncertainty about the future | retention of staff, participation in workgroups, embedding the required culture change | | | | Red | Ensure staff are kept informed and have opportunity to ask questions | | | |
| IP15 | 20/10/14 | PIT | Poor leadership of teams within individual partners during the Implementation Phase | poor staff moral, poor communication, too many demands on resources, not possible to make culture change prior to staff transfer | | | | Red | RSG to be supported by the Communication Group and PIT during this critical time | | | |
| POST GO-LIVE (from 1st April 2015) | | | | | | | | | | | | |
| GL1 | 20/10/14 | PIT | Retention of key staff at early stages of JPV | loss of specialist and sector specific knowledge in the JPV, delay in filling the JPV structure, morale in remaining staff, increased or prolonged feelings of uncertainty | | | | Green | Regular staff communication and Q&A sessions. Involvement of all staff in the culture change programme. | | | |
| GL2 | 20/10/14 | PIT | Delivery of culture change programme | difficulty implementing new ways of working, customer service excellence etc, inability to transform services, unable to embed changes - ultimate impact on service delivery and savings | | | | Green | Culture Change programme to be made an early priority of the JPV and implementation of the programme to commence prior to Go-Live. | | | |
| GL3 | 20/10/14 | PIT | Staff transfer challenges/ appeals | Knock on delay in the HR programme for appointment of staff to the JPV Operational Model. Could delay formal launch of JPV and will impact on staff moral during uncertainty. | | | | Amber | Robust assessment process in place to minimise risk of challenge. Consultation with Union throughout Implementation Phase. | | | |
| GL4 | 20/10/14 | PIT | Management team not in post by Q1 2015/16 | Knock on delay in the HR programme for appointment of staff to the JPV Operational Model. Could delay formal launch of JPV and will impact on staff moral during uncertainty. | | | | Red | Establish a HR/Change group to lead this work. | | | |

| Risk Ref. | Date Raised | Raised By | Risk Description | Consequences | When is this likely to happen | Likelihood | Impact | Matrix RAG Status | Control measures | Progress | Risk Owner | Date Closed |
|-----------|-------------|-----------|--|--|-------------------------------|------------|--------|-------------------|---|----------|------------|-------------|
| GL5 | 20/10/14 | PIT | move i-Prop host from WCC to JPV causing downtime or data loss | unavailability of data impacting on service delivery, helpdesk speed of response, providing building information when required, invoicing delays, Locality Review programme | | | | green | Support Service have identified ways to mitigate this risk including doing parallel data runs so that information is not lost. | | | |
| GL6 | 20/10/14 | PIT | Savings targets not met | insufficient funds in JPV, unplanned cuts being made which impact on service, partners expressing wish to leave JPV after lock-in period | | | | Amber | Ensure robust Implementation and Transition Phase plans are in place to put in place Target Operating Model as quickly as possible. Ensure the future operating model structure sits within the identified cost envelope. | | | |
| GL7 | 20/10/14 | PIT | Delivery of HR programme not to schedule/ delayed | delay filling JPV structure therefore delay to implementing the Target Operating Model and any service changes. May delay fromal launch of JPV | | | | amber | Establish a HR/Change group to lead this work. | | | |
| GL8 | 20/10/14 | PIT | Partner concerned about commitment for lock-in period | risk unsettling JPV during early operation and before it has had chance to reach steady state. | | | | Amber | A 3 year lock in period gives confidence to partners and JPV staff that commitment exists to make success of project accepting that it may take up to 3 years to reach steady state to maximise benefits. | | | |
| GL9 | 20/10/14 | PIT | Perception of a drop in service delivery | poor view of partners to JPV, moral of JPV staff, challenges at JPV Board between partenrs and JPV Management Team, lack of confidence from partners in the JPVs ability to deliver transformation leadign to lack of buy-in/commitment to that transformation | | | | green | Ensure robust plans are in place to maintain service delivery durign transition phase and whilst implementing the new operating model. Monitoring of service levels throughout tranistion phase. Regular communication with partners. | | | |
| GL10 | 20/10/14 | PIT | Service failure | JPV unable to meet service commitments. Possible risk to partner service delivery. JPV reputation failiue. Lack of confidence from partners in the JPVs ability to deliver transformation leadign to lack of buy-in/commitment to that transformation | | | | Amber | Ensure robust plans are in place to maintain service delivery durign transition phase and whilst implementing the new operating model. Monitoring of service levels throughout tranistion phase. Regular communication with partners. | | | |
| GL11 | 20/10/14 | PIT | Service improvement | service improves considerably under JPV, enhanced reputation for JPV, confidence of partners in the JPV leading further transformation | | | | green | Ensure robust plans are in place to maintain service delivery durign transition phase and whilst implementing the new operating model. Monitoring of service levels throughout tranistion phase. Regular communication with partners. | | | |
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Risk Matrix

The Risk Matrix helps you to assess the relative priority of a risk. This is based upon the impact of the risk should it occur, and the likelihood of it occurring. Once you have decided on the Impact and Likelihood use the matrix to give you an overall Red/Amber/Green (RAG) status. These need to be entered into the Risk Log.

As a mitigation is put in place the impact and probability may have altered in which case the RAG status needs to be update in the Risk Log. Any changes to the Risk Log must be recorded in the Risk Log Change Report on the next tab.

Impact categories defined:

| Negligible | Substantial | Critical | Extreme |
|--|---|---|--|
| Minimal time overrun, impact within agreed time parameters | Will impact upon the delivery of this part of the project within agreed time parameters | Will impact upon the delivery of other parts of the project within agreed time parameters | Will impact upon the completion of the project within agreed time parameters |
| Minimal impact on cost, impact within agreed budget parameters | May need to make changes to the spending to keep costs within agreed parameters | Will mean costs exceed agreed parameters for this stage of the project and may need to use contingency budget | Will mean costs exceed agreed parameters for the project and will need to use contingency budget |
| Minimal impact upon quality | Impact upon the quality of a limited part of the project | Impact upon the quality of a number of areas of the project | Quality will not meet expectations resulting in impact upon the outcomes and benefits of the project |
| Minor adverse publicity in local media | Significant adverse publicity in local media | Significant adverse publicity in national media | Sustained adverse publicity in national media and board/member dissatisfaction |
| Localised staff dissatisfaction | Staff/ management dissatisfaction on broader basis | Dissatisfaction disrupts output | CEO, Board or Member dissatisfaction |
| Some disruption to service, manageable by altering operational routine | Disruption to service/ a number of operational areas affected in one area | All operational areas of a location affected. Other areas may be compromised | Total system/ service dysfunction. Shut down of operations. |

| | | Impact | | | |
|-------------|-------------------|---------|----------|-------------|------------|
| | | Extreme | Critical | Substantial | Negligible |
| Probability | Very High | Red | Red | Red | Amber |
| | High | Red | Red | Amber | Amber |
| | Medium | Red | Amber | Amber | Green |
| | Low | Amber | Amber | Amber | Green |
| | Very Low | Amber | Amber | Green | Green |
| | Almost Impossible | Amber | Green | Green | Green |

Interpretation of the RAG status

| | |
|--------|--|
| Red | Unacceptable Risk - immediate control/improvement required |
| Amber | Acceptable Risk - needs close monitoring and cost effective control improvements sought |
| Green | Acceptable Risk - needs regular review, low cost control improvements sought if possible |
| Closed | The risk is no longer relevant or the event has passed |

More information on risk management can be found in the Corporate Risk Management User Guide at <http://sid:8081/welcome/pep-risk-management>

COUNCIL

8th December 2014

68. ENVIRONMENTAL SERVICES TRANSFORMATION AND SHARED SERVICE RESTRUCTURE BUSINESS CASE

RECOMMENDED that

Full Council approve the Business Case for the transformation and shared service restructure of Environmental and associated services.

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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