



Executive Committee

Tue 28 Oct
2014
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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difference*

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Debbie Parker Jones
Democratic Services Officer**

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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.

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The emergency Assembly Area is on Walter Stranz Square.



Executive

Committee

Tuesday, 28th October, 2014

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

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

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>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.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 6) Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 8th September 2014.</p> <p>(Minutes attached)</p>
<p>5. Improved Parking Schemes (Pages 7 - 14) Pete Liddington, GIS/Design Officer, Guy Revans, Head of Environmental Services</p>	<p>To consider a report from the Head of Environmental Services setting out proposals for improved parking schemes across the Borough.</p> <p>All Wards</p>

<p>6. Designation of a Neighbourhood Plan Area - Feckenham</p> <p>(Pages 15 - 30)</p> <p>Alison Grimmett, Planning Officer, Ruth Bamford, Head of Planning and Regeneration</p>	<p>To consider a request for the designation of Feckenham as a Neighbourhood Plan area.</p> <p>(Astwood Bank & Feckenham Ward)</p>
<p>7. Local Council Tax Support Scheme - Draft Scheme 2015-16</p> <p>(Pages 31 - 40)</p> <p>Amanda de Warr, Head of Customer Access and Financial Support</p>	<p>To consider a report from the Head of Customer Access and Support seeking confirmation of a Local Council Tax Support Scheme for the financial year 2015-16.</p> <p>(No Specific Ward Relevance)</p>
<p>8. Medium Term Financial Plan 2015/16 - 2017/18</p> <p>(Pages 41 - 58)</p> <p>Jayne Pickering, Executive Director, Finance and Resources</p>	<p>To consider the report of the Executive Director, updating the Committee on the current budget position and projected position to 2017 - 18.</p> <p>All Wards</p>
<p>9. Fees and Charges</p> <p>(Pages 59 - 116)</p> <p>Sam Morgan, Financial Services Manager</p>	<p>To consider fees and charges for the financial year 2015-16 for recommendation to Council.</p> <p>All Wards</p>
<p>10. Overview and Scrutiny Committee</p> <p>(Pages 117 - 126)</p> <p>Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 2nd September 2014 (attached) and the minute of the Committee's consideration of fees and charges at its meeting on 21st October 2014 (copy to follow).</p> <p>The minutes of the meeting on 2nd September include recommendations on the Football Task Group report, which the Executive considered and resolved at its meeting on 8th September. The minutes also contain recommendations about circulating Redditch Partnership and Community Trust minutes to Council, which has not previously been considered by the Executive Committee.</p>

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<p>11. Worcestershire Shared Services Joint Committee (Pages 127 - 140)</p>	<p>To consider the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 2nd October 2014. There is one recommendation to consider.</p>
<p>12. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. Kevin Dicks, Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>13. Advisory Panels - update report (Pages 141 - 142) Kevin Dicks, Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee. (Report attached)</p>
<p>14. Action Monitoring (Pages 143 - 144) Kevin Dicks, Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee. (Report attached)</p>
<p>15. Exclusion of the Public</p>	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p>

	<p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – the <u>identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.</p>
<p>16. Confidential Minutes / Referrals (if any)</p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>



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MINUTES

Present:

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

Also Present:

Councillors David Bush and Pat Witherspoon

Officers:

Clare Flanagan, Sue Hanley, Jayne Pickering and Judith Willis

Committee Services Officer:

Sheena Jones

28. APOLOGIES

There were no apologies for absence.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. LEADER'S ANNOUNCEMENTS

The Leader announced that an additional meeting of the Executive Committee would be held on Tuesday 3rd February 2015 to consider the Medium Term Financial Plan.

31. MINUTES

RESOLVED that

The minutes of the meeting of the Executive Committee held on 29th July 2014 be agreed as a correct record and signed by the Chair.

.....
Chair

32. FOOTBALL PROVISION TASK GROUP - FINAL REPORT

Councillor David Bush presented the final report of the Football Provision Task Group, which he had chaired. He reminded members that the Task Group had reported on its recommendations relating to proposals for relocation by Redditch United football club in April 2014.

The Group had been delayed by the local elections in pursuing its outstanding terms of reference relating to community football. When it resumed its work, the Group was made aware that the Leisure department was discussing future support for football with a stakeholder group. This was informing the action plan which was part of the playing pitch strategy.

The Task Group members considered that if it pursued its review it would be duplicating work being carried out by officers. On this basis it had recommended to the Overview and Scrutiny Committee that it cease its work and this had been endorsed by the Committee at its meeting on 2nd September.

There was one recommendation to the Executive arising from the Task Group's work, which was that the Executive ensure the playing pitch strategy identified clear links to the emerging local plan requirements for playing pitch provision. The Leader suggested the recommendation was unnecessary, since the emerging local plan made appropriate provision for playing pitches being developed under its open space policies. The Council would be able to negotiate the development of pitches using evidence provided by Leisure. However, Councillor Bush clarified that the Task Group had learned about changes in the size of pitches for mini and junior football required by the Football Association, which it considered should be taken into account in future improvements and development. This was endorsed by Councillor Pat Witherspoon, who had been a member of the Task Group.

The Leader suggested that the recommendation be altered to note the specific issue raised by the Task Group and to inform future action relating to the provision and improvement of football pitches in the Borough and this was agreed.

On behalf of the Executive Committee the Leader thanked the members of the Task Group for the work they had carried out on this review.

RESOLVED that

The evidence considered by the Football Task Group relating to the requirement for specific pitch arrangements for mini and

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junior football be taken into account during the period of the emerging local plan when opportunities arise for the improvement or development of pitches.

33. FINANCE MONITORING REPORT 2014/15 - APRIL - JUNE 2014 (QUARTER 1)

The Committee considered the report which set out the Council's financial position for the period April to June 2014.

It was noted that as at the end of June no significant concerns had been raised by Heads of Service relating to the revenue budget and that they would meet the savings predicted when the budget was set for 2014-15. The underspend from the last financial year had been put into balances which now stood at £1.1m.

Members of the Committee asked questions on a number of aspects of the report as follows:

- Environmental Services – use of agency staff – officers reported that the use of agency staff was limited as far as possible but they were being used in the short term to maintain flexibility in service provision as the department reviewed the way it worked and implemented changes;
- The apparent low level of demand for Disabled Facilities Grants and any action being taken to increase awareness of these – officers reported that work was being done to improve the capture of demand for this service. However, this remained been difficult to predict. Officers agreed to seek more detail from the Head of Service about the work done to encourage applications and report back;
- Officers undertook to find details for the following questions and to report back to all members of the Committee:
 - The number of voluntary bodies using Council accommodation and where they were;
 - Whether any posts were being deleted to make the anticipated savings in the Legal and Democratic Services Department;
 - The split between the swimming pool and gym in the projected overspend (shortfall in income) for the Abbey stadium.

RESOLVED that

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

and **RECOMMENDED** that

- 2) **The 2014/15 capital programme is increased by £48k to include a section 106 funded project to extend the car park at Old Forge/Pathways Playing Fields in Matchborough;**
- 3) **£50k of capital allocation in 2014/15 be vired from Home Repairs Assistance to Homes Multiple Occupation Grants, due to increased demand for Homes in Multiple Occupation accommodation following the introduction of the Local Housing Allowance system.**

34. VOLUNTARY AND COMMUNITY SECTOR GRANTS PROGRAMME 2015/16

The Committee considered a report which recommended the funding split and themes for voluntary and community sector grants process 2015/16. The theme titles had been updated to reflect the Council's strategic purposes.

It was noted that the proposals took account of recommendations of the Voluntary Sector task group. Further to queries from members arising from this, officers reported that they were looking at ways of funding the proposed apprentice post without needing to make a budget bid.

In approving the recommendations, members of the Committee commended the work undertaken by the many volunteers in the Borough and their contribution to the community.

RECOMMENDED that

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

35. OVERVIEW AND SCRUTINY COMMITTEE

The Committee considered the minutes of the meeting of the Overview and Scrutiny Committee held on 22nd July. It was noted that at minute no.19 the Committee had proposed an amended recommendation relating to the Abbey Stadium Task Group. This was to replace a previous recommendation which the Executive Committee had considered was not appropriate in terms of the suggested process.

The Leader reported that he was happy to endorse the revised wording.

RESOLVED that

- 1) **The minutes of the meeting of the Overview and Scrutiny Committee held on 22nd July 2014 be received and noted;**
- 2) **That the recommendation from the Overview and Scrutiny Committee as follows be approved:**

that when exploring the option for Council Leisure facilities to be managed by a Trust the potential for the following facilities to be introduced at the Abbey Stadium should be investigated further, in both cases taking into account whether these options would be economically viable:

- a) **Therapeutic services**
- b) **A sauna/steam room.**

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

There were no outstanding referrals to consider.

37. ADVISORY PANELS - UPDATE REPORT

With reference to the Economic Advisory Panel, further to the report at the last meeting, the Leader announced that he and the portfolio holder had made progress with the proposal to involve representatives of the business community in a theme group on economic development to support the Local Strategic Partnership. This would effectively replace the Panel, but would involve the same Councillors.

In response to a query, Councillor Chance agreed to include headline updates of economic development activity in the Councillors' newsletter.

The Committee also noted that the Independent Remuneration Panel had met on 27th August.

RESOLVED that

The report be noted.

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38. ACTION MONITORING

RESOLVED that

The report be noted.

.....

Chair

The Meeting commenced at 7.00 pm
and closed at 7.40 pm

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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- 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.

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**FECKENHAM NEIGHBOURHOOD PLAN AREA APPLICATION - CONSIDERATION
TO PUBLISH FOR PUBLIC CONSULTATION**

Relevant Portfolio Holder	Councillor G Chance Portfolio Holder for Planning, Regeneration, Economic Development & Transport
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	Astwood Bank & Feckenham
Ward Councillor(s) Consulted	Yes
Key Decision	No

1. SUMMARY OF PROPOSALS

- 1.1 Neighbourhood planning is a part of the decentralisation measures introduced through the Localism Act 2011. Feckenham Parish Council has submitted an application to Redditch Borough Council as the local planning authority ("LPA"), for the designation of a neighbourhood area. Applying for the designation of a neighbourhood area is the first step that local communities are expected to take in acquiring their new planning powers under the Localism Act. The area indicates the geographical extent which is to be used as a basis for the neighbourhood plan.
- 1.2 This report sets out the background to neighbourhood planning and the principle stages in Plan preparation, summarises Feckenham Parish Council's application and sets out the short-term timetable for the public consultation and formal approval of the neighbourhood area.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

- 2.1 **That the Feckenham Neighbourhood Plan Area application attached at Appendix 1 be considered as providing a 'sound' basis for a six week period of public consultation prior to its formal designation in accordance with the regulations.**

3. KEY ISSUES**Financial Implications**

- 3.1 The Neighbourhood Planning (General) Regulations 2012 (s6) state that at this stage in the Neighbourhood Plan process, the LPA must publicise the area application on their website and in such other manner as they consider is likely to

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bring the area to the attention of the people who live, work or carry on business in the area to which the area application relates.

- 3.2 In this instance, it is expected that the Council will incur costs for the insertion of a public notice in the local press and potentially minor printing charges for A4 posters for local distribution by the Parish Council, with an estimated cost of approximately £500.
- 3.3 As the neighbourhood plan process progresses, the Council will incur additional costs in future financial years. The Council must pay for the cost of an examination of the neighbourhood plan and for a local referendum to take place. Officer time is also required to provide advice and support.
- 3.4 The Government has put a grant in place to help LPAs towards the cost of supporting the neighbourhood plan process. LPAs will be able to claim for up to £30,000 Neighbourhood Planning Grant per designated neighbourhood area. Officers will apply for staged funding as it becomes appropriate:
- The **first stage payment** of £5000 from the grant will be made following designation of a neighbourhood area and recognises the time that officers will have to put into supporting and advising the community group to this point.
 - The **second stage payment** of £5,000 from the grant will be made when the LPA publicises the neighbourhood plan prior to examination. This payment is expected to contribute towards the cost of the examination as well as other staff costs incurred at this stage.
 - The **third stage payment** of £20,000 from the grant will be made on successful completion of the neighbourhood planning examination. This will also part pay for the examination as well as the further costs that will be incurred in taking a neighbourhood plan through a referendum.
- 3.5 Based on the Parish Council's indicative timetable (see Appendix 1), costs will be incurred by the Borough Council in the following financial years, however these can be recovered through the grant payments identified above:

2014/15	Publicise Area application (see above)	£500
	Publicise designation / refusal of Area application	£500
2015/16	Publicise Plan proposal	£500
	Submit Plan for examination (possible print costs)	£500
2016/17	Plan Examination (£700 per day plus expenses) (allow maximum of 11 days)	£10,000
	Referendum	*£10,000
	Publicise Plan adoption	£500
	Total	£22,500

*This is an estimated cost at this stage based on the experiences of other Councils which have held residential-only neighbourhood plan referendums. A more detailed estimate of referendum costs can be reported at a later date.

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- 3.6 Officer time to support the Neighbourhood Plan process will be covered by existing salary budgets.

Legal Implications

- 3.4 The Localism Act 2011 and The Neighbourhood Planning (General) Regulations 2012 (“The Regulations”) introduced the concept of and processes for “neighbourhood planning”, which devolve some planning powers to “relevant bodies” [parish councils and neighbourhood forums]. Feckenham Parish Council has submitted a qualifying application to the Council.
- 3.5 The process for designation of an area and for the adoption of neighbourhood plans are set out in Schedule 9 of the Act and the Regulations. Redditch Borough Council has a statutory requirement to support the preparation of neighbourhood plans and to adopt such a plan if supported by a referendum. The Council is required to arrange such referendum/s.

Service / Operational Implications

- 3.6 Neighbourhood plans are required to be ‘pro-development’. They cannot be used to stop development already allocated or permitted, or propose less development than that set out in the Local Development Plan, (in this case, the emerging Borough of Redditch Local Plan No.4). However, the process provides an opportunity for local communities to work with the Council in the preparation or delivery of additional sites for housing, employment or community uses, have a say on what development should look like and include other matters in their plan that are important to the community.
- 3.7 The neighbourhood planning regulations became effective on 6th April 2012, setting out the statutory procedures for neighbourhood plans. The Council is responsible for receiving and determining applications for the designation of a neighbourhood area. If the proposed neighbourhood area is that of a parish council, then it is only that body (the ‘relevant body’) that can make an application and can then subsequently seek to prepare a neighbourhood plan. Applications must include the proposed boundary and supporting information on why the boundary is appropriate, and a statement that the body making the area application is a relevant body (the Parish Council). The Council is then required to advertise the application for a statutory period of six weeks and then consider any representations received.
- 3.8 A Neighbourhood Area application was received from Feckenham Parish Council on 15th August 2014 (see Appendix 1), which includes the required information set out in the Neighbourhood Planning (General) Regulations 2012 (s5):
- A map which identifies the area to which the area application relates;

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- A statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- A statement that the organisation or body making the area application is a relevant body for the purposes of the relevant legislation.

The application also includes an appendix, which, amongst other things, provides supplementary information relating to the Terms of Reference of the Working Party, working method and process and an indicative timetable of key activities for Neighbourhood Plan preparation. Feckenham Parish Council anticipates adoption of their Neighbourhood Plan in September 2016. The full indicative timetable can be found under section 7 of the appendix attached to the Neighbourhood Area Application (see Appendix 1 of this report).

- 3.9 On receipt of a neighbourhood area application, the Council is required (as soon as possible) to advertise and consult for six weeks on the application. This will include placing an advert in the local press, making the document available on the Council's website (including information on how to make representations, and the dates of the consultation period), and possibly via the Parish newsletter and website. Following the end of the consultation period, any feedback will be reported to the Working Party and amendments incorporated if applicable. The Council is then required to approve the neighbourhood area through an Executive Committee resolution.
- 3.10 The Feckenham Neighbourhood Area application is considered appropriate against the regulations. The designation of the whole parish area is seen as logical and supportive of delivering the purposes of the neighbourhood plan. The Parish Council meets the requirement of a 'relevant body' under the regulations.

Customer / Equalities and Diversity Implications

- 3.12 Following approval to undertake the six week consultation period, the consultation will provisionally commence on Monday 3rd November 2014 and conclude on Monday 15th December 2014. The next available Executive Committee following the close of the consultation period is the 29th January 2015. If neighbourhood area approval is given by the Council in January 2015, the Council must publicise the neighbourhood area designation. The Parish Council can then formally move forward to the next stages of their plan preparation.

4. RISK MANAGEMENT

- 4.1 As a statutory process, failure to publish and consult on the neighbourhood area application runs the risk of the Parish Council being unable to proceed with its neighbourhood plan and potential loss of its grant funding. It is possible for a local authority to refuse to designate a neighbourhood area if it considers that the area is not appropriate, but it must give reasons for this decision.

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- 4.2 It is expected that the Referendum will be a residential-only referendum. The cost estimate included at paragraph 3.5 of this report is based on this format. However, in the unlikely event that the Referendum should include the vote of businesses in the area, costs and administration implications may rise significantly.

5. APPENDICES

Appendix 1 - Feckenham Parish Neighbourhood Plan - Neighbourhood Area Application (15th August 2014)

6. BACKGROUND PAPERS

The Neighbourhood Planning (General) Regulations 2012

National Planning Practice Guidance - Neighbourhood Planning

Neighbourhood Plans Roadmap Guide -

<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

Funding and resources information is available at:

<http://www.pas.gov.uk/web/pas1/funding-and-resources>

7. KEY

N/A

AUTHOR OF REPORT

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FECKENHAM PARISH COUNCIL**Sean Arble – Clerk**

01789 490 501

clerk.feckenhampc@feckenham.com

36 The Close
Cleeve Prior
WORCS
WR11 8LF**Feckenham Parish Neighbourhood Plan
Neighbourhood Area Application
15 August 2014****Introduction**

LOCALISM ACT (SCHEDULE 9) AND TOWN & COUNTRY PLANNING ACT 1990 (SECTIONS 61F& 61G)
AND NEIGHBOURHOOD PLANNING GENERAL REGULATIONS IN FORCE 6TH APRIL 2012

Feckenham Parish Council as the 'relevant body', hereby formally submits an application to Redditch Borough Council as the local planning authority, for the designation of a neighbourhood area pursuant to the preparation of a Neighbourhood Development Plan (NDP) and designation of a Neighbourhood Area.

Background

On 17 May 2012, Feckenham Parish Council at its full Council meeting passed a motion to instigate proceedings and establish a Neighbourhood Development Plan Working Party to lead on the formulation of an NDP for the Parish of Feckenham with Cllr F Hawker as the Chairman. The Group was inactive until the Council made an appeal to renew efforts in adopting an NDP. Mr Alan Jones was confirmed the new Chairman of the NDP group during a 29 July meeting. An application is hereby submitted under Regulation 5 of the Neighbourhood Planning (General) Regulations 2012.

The designation of a Neighbourhood Area is seen as the first formal step in the process of producing the NDP. The Application Regulation 5 requires the submission of the following:

- (a) A map which identifies the area to which the area application relates;
- (b) A statement explaining why this area is considered appropriate to be designated as a Neighbourhood area; and
- (c) A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990 (as amended).

(a) Neighbourhood Area Map

A map identifying the area to which this application relates is attached.

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(a) Neighbourhood Area Map

A map identifying the area to which this application relates is attached.



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(b) Justification for Designation

The proposed neighbourhood area covers the administrative boundaries of Feckenham Parish Council, Schedule 9, Section 61G(7) of the Localism Act 2011 states that neighbourhood areas may not overlap. There are no known overlaps with other relevant bodies promoting other neighbourhood areas. In determining the application for designation, the local planning authority must have regard to the desirability of designating the whole of the area of a parish council as a neighbourhood and the desirability of maintaining the boundaries of already designated neighbourhood areas.

(c) Statement in relation to the 'Relevant Body'

Under Section 61G of the Town and Country Planning Act 1990, a relevant body is defined as a parish council or an organisation or body which is, or is capable of being designated a neighbourhood Party. This application for designation of a neighbourhood area is submitted by Feckenham Parish Council, which is considered to be a relevant body for the purposes of this exercise and is therefore authorised under Section 61G (2a).

Conclusion

For the reasons outlined above, the proposed neighbourhood area as show on the attached plan is considered to be appropriate and justified. Under Section 61G of the Town and Country Planning Act 1990, Feckenham Parish Council is considered to be a 'relevant body' for the purposes of this application. The Parish Council therefore respectfully request Redditch Borough Council process this application in accordance with Regulation 6 of The Neighbourhood Planning (General) Regulations 2012.

Regards

Sean Arble
Clerk to Feckenham Parish Council

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APPENDIX 1 proposed working method and process for the development of a Neighbourhood Development Plan

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1. Purpose

The purpose of the Parish Council and NDP Working Party will be to improve the social, economic, and environmental well- being of the neighbourhood area in the proposed Neighbourhood Area which is shown in Appendix A Map 1. In particular, this will be achieved through the vehicle of a development plan and development orders. The remit of the Working Party will be:

- To identify, designate, promote and endeavour to bring about the development or redevelopment of sites within the agreed Neighbourhood Area.
- For, among other things, the creation and improvement of housing, employment, recreation, green space, local services and transport and where appropriate the provision of social, recreation, retail, employment, business, transport and environmental services.
- To improve the well- being of residents and businesses within the area.
- A reflection of the needs of the area that is characterised by a limited supply of local housing and affordable housing choice, poor levels of local services including public transport, low energy sustainability and limited local employment opportunities.
- To undertake this process in conjunction with a comprehensive Consultation Strategy.

2. Neighbourhood Area

The area that the Working Party is proposing is designated for the purposes of this NDP is as shown in Appendix A Map 1.

3. Membership of the Neighbourhood Development Plan Working Party

The membership is currently nine strong, each of whom is a resident in the area, and/or works in the area. Three members are Feckenham Parish councillors. Members who are

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committed to the organisation are listed in Appendix B. Recruitment of members through co- operation was attempted to achieve a balanced geographic spread within the area and a spread across the various sections of the community. Recruitment is ongoing.

4. NDP Working Party Governance

Feckenham Parish Council owns the Neighbourhood Development Plan. The Working Party is

sponsored by and reports to Feckenham Parish Council. Three members of the Parish Council sit on the Working Party alongside 6 other members. The Parish Council reviews the activities of the Feckenham NDP Working Party. The Working Party approves outputs and expenditures. The Parish Council adopts the output of the Working Party, is responsible for making applications as the owner of the plan and for the execution of the plan once approved.

5. Wider Community Involvement and Consultation Strategy

The NDP Working Party will carry out several exercises aimed at informing and collecting the

opinions and choices of the wider community and other community groups in a way that conforms with the requirements of the Localism Act. The requirement to take reasonable steps to involve the wider community in making choices about any proposal that affects the social, economic or environmental future of the area is written in to the constitution of the Working Party and a Consultation Strategy has been developed which is described below.

6. Consultation Strategy**6.1 Introduction**

The NDP Working Party has identified five main reasons to consult with the community.

1. To extend boundaries of knowledge
2. To create a better informed plan
3. It is ethical
4. It is democratic
5. It is efficient

We believe that effective consultation requires some important prerequisites. Hence, we will:

- Be clear and open about our intentions and actions
- Listen to people
- Establish proper processes for wider information gathering and public exchange
- Recognise the legitimacy of diverse Working Parties to enter debates
- Accept criticism
- Support the structures and processes for community participation and consultation.

6.2 Definition of Consultation

Consultation for the NDP is defined as a process of two- way, informed communication between the NDP Working Party and the community prior to the Working Party making recommendations in the plan.

6.3 Consultation Principles

The following foundation principles will be applied to the consultation processes:

A. Inclusiveness

- Consultation will encourage the participation of people affected by or interested in the NDP
- Everyone will be given equal opportunity to participate in consultation
- Consultation will be sensitive to the needs of particular Working Parties to maximise ability to contribute.
- We will actively seek out people for consultation

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B. Focus

- Consultation must have a clear purpose
- Chosen consultation methods will be appropriate for the task
- A clear statement on what the consultation is to achieve will be provided
- A clear statement on the role of NDP Working Party and the role of other participants will be made

C. Responsiveness

- We will consider and respond to contributions from all participants
- Consultation will be transparent. All people involved will have a clear understanding about how their feedback and comments are to be used
- Maintain transparency. We will take new ideas on board and alter the course of actions if required
- Ensure respect for the diverse range of interests that may be represented during a consultation
- Make reasonable attempts to resolve conflicts, if they arise, and reach a suitable solution

D. Providing Information

- Information relating to the consultation will be readily available to allow participants to make informed and timely contributions
- All involved can easily access information relating to the consultation before key decisions are made
- Relevant information will be presented in an easily understood format
- There may be circumstances where commercially sensitive information or information of a personal nature may not be able to be fully disclosed to the public

E. Implementation and Evaluation

- All consultation processes will be evaluated after the decision- making is completed
- Participants will receive feedback about ideas received and how the final decision was reached
- If a difference occurs between the ideas and the final decision the reasons will be documented

6.4 Consultation Methods

We will use a range of consultation methods. The most likely methods may include:

Letter

This is a personally addressed letter to all the affected households. It outlines the plan and indicates where the comments should be directed about the NDP.

Survey

This will be a statistically correct survey of particular attitudes, beliefs or information.

Social Media

This can be a combination of a website, Facebook, Blog and Twitter and is designed to engage an ongoing conversation with everyone being encouraged to contribute with words, images and other media.

Letterbox Drop

This is a non- addressed leaflet or flyer that summarises the issues and invites feedback to the NDP Working Party. The flyer indicates how that feedback can be given.

Newsletter

There is one monthly parish publication which can carry articles about a policy or issue. The newsletter is an important vehicle to report on the results of other consultations.

Special Publications

These can range from a special newssheet to a brochure or a draft printed plan that is designed to inform the consultation process.

Ads in the Local Newspapers

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Ads in the news section of the local papers are an important means of advising the community about the matter under consultation and how they might have their say.

Media

This involves issuing media releases and conducting interviews with local journalists. It should always indicate to the media representative that feedback from the community is valued.

Community Leaders

Community Working Parties have their own systems of communication. In any consultation, the leaders of those community Working Parties play an important part in circulating information and receiving feedback.

Personal Briefing

These are held at the request of a member or members of the local community to discuss a particular issue.

Focus Working Party

This is a discussion between Working parties of around 5- 20 people, usually led by a trained person (facilitator). The participants are invited because they are residents or because they have a particular interest, involvement or stake in the subject being discussed. The purpose is to find out the range of opinions that exist on a particular topic.

A Meeting Called by the Community

With some issues the community may determine to call its own meeting as part of the consultation process.

Public Meeting

This may be held at a community venue and invitations will be sent, using one or more of the

following methods:

- Advertisement in the local papers
- Letterbox drop
- Media release or telephone contact with community leaders.

6.5 Interested parties to be consulted

- All Feckenham parishioners who are on the electoral roll
- Feckenham First School
- Feckenham Village Hall Management Committee
- Feckenham WI
- The Square Committee
- Cricket and Football Clubs
- St John's Church PCC
- Local employers, self employed people working from home and businesses
- Youth Clubs and other Children's/Young People's organisations
- Suppliers to local residents and businesses
- Neighbouring Parish Councils in Warwickshire and Worcestershire

7. Timetable – Programme of Activities

Below is an indicative timetable of key activities which will take place in the development of the plan. It is expected that the consultation process will extend over a 14 month period before the drafting and the final consultation of the plan commences prior to submission.

The key activities and milestones are as follows:

- Agree application with Parish Council / apply for designation of NDP Area – September '14
- Approval from localism panel at RBC – December '14
- Community consultation – Sept '14 to Aug '15
- Preparation of draft NDP for Parish Council / RBC submission – Nov '15
- Independent Review of NDP / implementation of recommendations – March '16
- Consultation on modifications to NDP – May '16
- Parish Referendum – to July '16
- Adoption of NDP – Sept '16

8. Constitution

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The governing principles of the organisation are set out in Appendix D, including its purpose, membership policy and funding. The chair of the meeting is a member of Feckenham Parish Council and the Treasurer is the Parish Clerk.

9. Title and contact addresses.

The proposed title of the organisation is “Feckenham Neighbourhood Development Plan Working Party”. The contact address for the organisation will be

Marion Chute
The Old School House
Feckenham
REDDITCH
B96 6HY
01527 892285

Appendix A: Area Map**Appendix B: Working Party Membership**

Alan Jones (Chair) alanjones31415161@hotmail.co.uk resident of Feckenham
 Alan Smith alan@alansmithassociates.co.uk Architect; resident of Feckenham
 Ian Bellion ian.bellion@feckenham.f9.co.uk resident of Feckenham
 Pat Dormer dormerplantpat@aol.co.uk MD Plant Hire; Feckenham PC Cllr
 Rhys Williams grw@grwilliamsandco.com Chair Feckenham PC
 Slade Arthur slade@tempus.co.uk Feckenham PC Cllr
 Marion Chute (Secretary) Marion.Chute@me.com resident of Feckenham

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Judy Hooker resident of Feckenham

Chris West (Vice Chair) chritopherdwest@gmail.com resident of Feckenham**Appendix C: Sample experience of wider community involvement**

May 2012: Feckenham Annual Parish Meeting where NDPs were the focus of the meeting; 37 parishioners present. The Council then resolved to form a NDP Working Party.

June-September 2012: Working party convened for two meetings and met representatives of Redditch Borough Council.

May 2014: Feckenham PC resolved to revive the NDP Steering Committee.

June 2014: Feckenham PC successfully applied for a Locality grant.

July 2014: The steering committee met town planners to discuss NDPs. Newly reformed NDP Group met on 29-7-14; Chair, Secretary and Treasurer appointed. Members of the NDP met with officers of Redditch Borough Council to discuss NDP.

Appendix D: Constitution for the Feckenham Neighbourhood Development Plan Working Party**Name**

The name of the Working Party shall be Feckenham Neighbourhood Development Working Party.

Purpose and Aims

The mission of the Working Party shall be to promote and improve the social, economic and environmental well-being of the neighbourhood area and including actions that:

1. Work to the development of a better Feckenham
2. Raise awareness of and work to open up opportunities for sustainable development that accords with the social, economic and environmental aims of the community
3. Work towards the production of a neighbourhood development plan and neighbourhood development orders, as necessary, that identify the social, economic and environmental characteristics of the local area, detects local problems that need to be overcome, draw out feasible options for action, reflect a consensus of community opinion and choices on a programme of action and facilitates the implementation of the plan or order
4. Work towards an increase in the effectiveness of public involvement in decision-making and

investment as it affects the quality of life in Feckenham, by among other things

- Increase knowledge of government policies including the Localism Act and the planning and

development process

- Promote discussion and debate on investment proposals affecting the Neighbourhood coming

from the private, public or charity sectors

- Enable community views and choices to be more effectively made to promoters of development schemes and/or new uses and activities, including the County Council
- Enable community views and choices to be more effectively made to the Local Planning Authority on statutory plans and on planning applications.

Independence

In carrying out all of its functions, the Working Party will use all reasonable endeavours to make choices and act upon the consensus views and choices of the wider local community, as far as possible embracing the range of views. The Working Party will be independent of any Party political, religious, trade or campaign organisation.

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Membership

Membership of Working Party is open to Parishioners who live and/or work in the area, or is a councillor for the area. The Parish Clerk will keep a list of members. Members of the Working Party agree to make best endeavours to attend meetings, to participate in decisions making and to take part in completing the work of the Working Party.

Meetings

The Working Party will meet on a regular and continuous basis as required to discuss and decide issues and to take the actions required to further the purpose of the Working Party. Meeting agenda's and meeting minutes will be retained and archived by the Working Party Secretary and forwarded to the Parish Clerk.

At least 7 clear day's notice of Meetings shall be given where practical.

Technical experts and promoters of development schemes, including developers, agents, district and county council officers and representatives of other organizations may attend Working Party meetings at the request of the Chair to give information, advice and to set out options for action. Such experts and promoters cannot take part in the choices made by or decisions taken by the Working Party.

Decision making

The Working Party will use best endeavours to make choices and decide upon actions that are based upon a reasonable understanding of the informed choices of the wider community as measured by regular community involvement surveys and events.

Declaration of Interests

Individual members of the Working Party have a duty and are required to declare in advance any financial, Party political, employment, land ownership or other organization interest that has a bearing on the work of the Working Party in general or an agenda item in particular.

Training and Development of the Working Party

Members of the Working Party will make every effort to take up opportunities for training or learning about any aspect relevant to the Working Party's work.

Officers of the Working Party

The Working Party will elect from among its number a Chair and Secretary. The Treasurer will be the Clerk of the Parish Council who is a non-voting member of the Working Party. Only those members of the Working Party that have attended at least 60% of the meetings during the previous year can vote.

Quorate

Meetings will be quorate if at least 1 Parish Councillor and at least 4 other members are present.

Action Working Party

The Working Party may appoint such Working Parties, as it considers necessary to conduct research into any of the issues or functions specified by the Working Party. Their work will be bound by terms of reference set out for them by the Working Party at the time. Any expenditure made by a Working Party will need to be authorized by the Working Party and Feckenham Parish Council.

Wider community involvement

The Working Party will take all reasonable steps to involve the wider community in making choices about any proposal that affects the social, economic or environmental future of the

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area. The Working Party will use reasonable endeavours to base its actions upon the views and informed choices of the wider community.

Complaints

Any complaint about the behaviour of a member in respect of their work for the Working Party shall be made in writing to the Chair of the Working Party. The Chair and Secretary will investigate the complaint and decide on action as appropriate. If the complaint concerns the Chair or Secretary, then other members of the Working Party will be appointed by the Working Party in their place.

Finance

The Treasurer (Clerk of Feckenham Parish Council) shall keep a clear record of income and expenditure, supported by receipts. The Treasurer will report back to the Working Party on planned and actual expenditure. The Working Party will seek funding from private, public and charitable organizations if required. The acceptance of the terms of any funding will be a decision of the Working Party.

Changes to the Constitution

This constitution may be altered and additional clauses may be added at a General Meeting and changes must be agreed with the consent of two-thirds of those members who are present and who have attended at least 60% of the meetings of the Working Party in the previous year.

Dissolution of the Working Party

Upon dissolution of the Working Party, for whatever reason, any remaining funds after all bills and charges have been settled shall be returned to the provider from which the funds were received. No individual member of the Working Party shall benefit from the dispersal.

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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 statutory consultation carried out on the draft scheme if it includes any changes from the previous year's scheme.
- 1.2 The report presents no change to the existing scheme, other than small amendments required due to changes in other benefits and personal allowances.
- 1.3 The report also sets out some data relating to take up of the Hardship Fund and other measures showing the impact of the scheme on collection rates and recovery action.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that

- 2.1 No changes be made to the draft Council Tax Support Scheme for 2015/16, with the exception of 'uprating' some of the figures to take account of other national changes in benefits and allowances .**
- 2.2 Consultation on the proposal in 2.1 be carried out in accordance with legislation, before a final decision on the scheme is recommended to Council later in the year.**
- 2.3 The contents of the report in relation to take up of the hardship Fund and other measures data be NOTED.**

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.

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- 3.2 Council also agreed to implement a Hardship Policy, in order to support the most vulnerable and provide transitional support where exception hardship as a result of the changes could be evidenced. As at September 2014 £3.5k of this fund has been committed.
- 3.3 Changes to the support scheme in April 2014 offset an estimated funding gap in 2014/15 of £65k for Redditch Borough Council.
- 3.5 It was anticipated that any reduction in council tax support could result in increasing the administrative costs associated with recovery. For the first 6 months of the financial year additional work was absorbed within existing resources. However, we aim to work more proactively with customers to avoid getting to later stages of recovery and therefore have identified budget to cover an additional post of on a short term basis to help in this aim.
- 3.6 Cost associated with revising the Council's scheme, and the additional recovery work are funded from a New Burdens Grant, the balance of which currently stands at £40k.
- 3.7 Officers have monitored the impact of the changes on collection rates and also on Housing rent arrears. Appendix 1 sets out the collection rates to date in 2014/15 compared with the previous two years. This shows there has been very little impact in the collection rate.
- 3.8 Data collected from Housing has been matched with Council Tax and benefits data and this shows that of the Council tenants affected by changes to Council Tax Support (some 685 households) around 52% have a decreasing amount of rent arrears and 48% have increasing rent arrears. Housing Officers have reported that it is not possible at the moment to connect changes to Council Tax Support and rent arrears.
- 3.9 Officers have been able to identify the households who have increasing rent arrears and outstanding council tax and contact is being made to establish whether any additional or transitional support can be provided.
- 3.10 It is proposed that there are no changes to the level of support provided by the Council, but that the various allowances be updated in line with the Secretary of State's annual announcement. This will ensure that the scheme remains in line with other benefits.

Legal Implications

- 3.11 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

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Council Tax Support Scheme specifying the reductions which are to apply to the amounts of council tax payable.

- 3.12 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)
- 3.13 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.
- 3.14 Schedule 1A into The Local Government Finance Act 1992 set out the preparation that must be undertaken prior to the adoption or revision of a scheme.

Paragraph 3 of Schedule 1A provides that before making a scheme [or before revising a scheme] the authority must (in the following order):

- a) consult any major precepting authority which has power to issue a precept to it;
 - b) publish a draft scheme in such manner as it thinks fit; and
 - c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.
- 3.15 The Authority must make any revisions to the Scheme no later than 31 January in the financial year preceeding 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.
- 3.16 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

- 3.17 Collection rates and recovery processes have been closely monitored to help understand the impact of the changes made in April 2014.
- 3.18 As previously mentioned collection rates have not been significantly negatively impacted as the table attached at Appendix 1 indicates.
- 3.19 There has been an increase in recovery action as evidenced in Appendix 2. More than twice as many residents are in recovery action as for the same period last year. With around 4,500 more households billed for Council Tax in 2014/15

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compared with the previous year this suggest that around 38% did not pay in April.

There were a higher number of cases that reached final reminder or summons stage. However, the data suggest that this is starting to level out and arrangements are in place, and being upheld with many householders.

- 3.20 Evidence from neighbouring authorities, who reduced support in 2013/14, shows that as customers got used to the changes and into the habit of paying recovery action dropped back. It is important to note that there has been an increase in recovery action in authorities where no reduction in support was put in place.
- 3.21 With the expectation that it will be another 6 months before recovery action reduces, an additional short term role has been established to support the recovery officers.
- 3.22 There has been a substantial increase in payments received through our cash offices, as the majority of residents are paying their council tax.
- 3.23 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 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.
- 3.24 To date officers have worked directly with nearly 50 customers. In some cases hardship funding was provided but officers also established other appropriate support such as discretionary housing payments, financial management advice, training, improvements to properties to improve fuel poverty, and provision of suitable equipment to support families.
- 3.25 This team is work closely with the Locality teams.

Customer / Equalities and Diversity Implications

- 3.26 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.
- 3.27 It is proposed that statutory consultation be held from 30th October until 14th November 2014 and consist of:

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- Press releases, to inform the public and other interested organisations that the draft scheme is available for comment;
- Social media alerts;
- Direct correspondence with preceptors.

4. RISK MANAGEMENT

- 4.1 Any changes to council tax support whilst increasing council tax income to the Council and our major preceptors will potentially have wide implications for our residents and therefore officers will ensure that support on managing finances and advice on other potential benefits is made available. In addition the income recovery team will continue to measure the arrears position to ensure that members are aware of the impact on income collected.

5. APPENDICES

Appendix 1 - Collection rates

Appendix 2 – Recovery Action data

6. BACKGROUND PAPERS

Held in Revenues Service

AUTHOR OF REPORT

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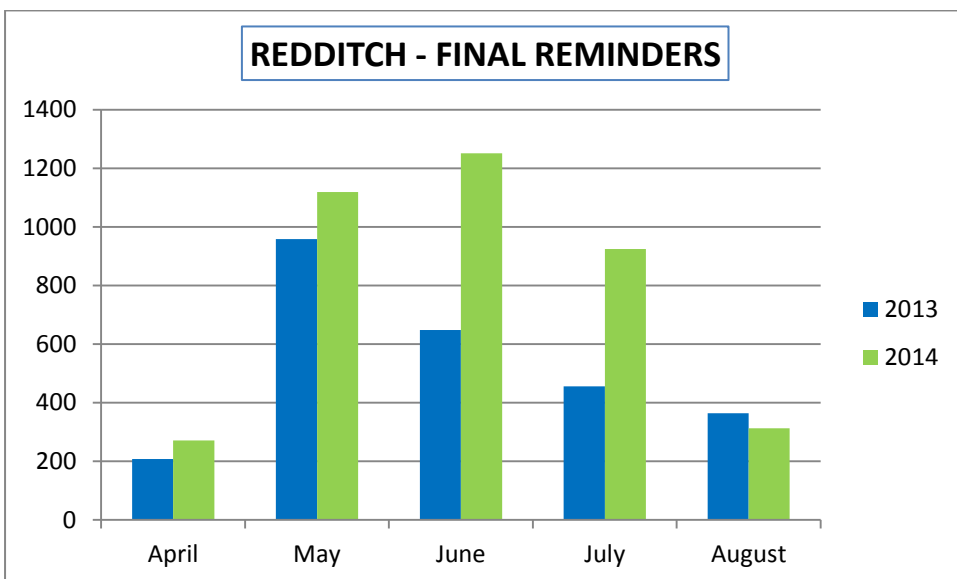
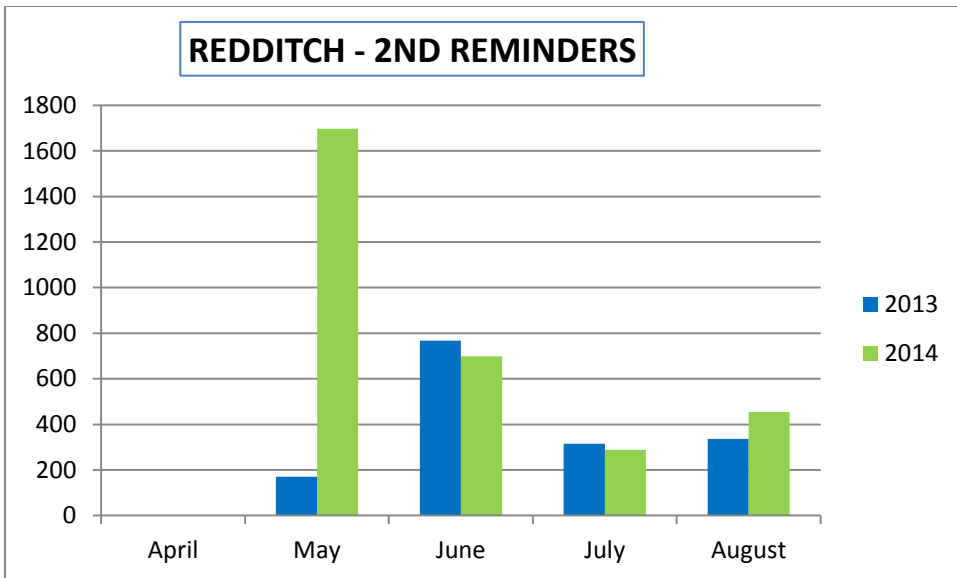
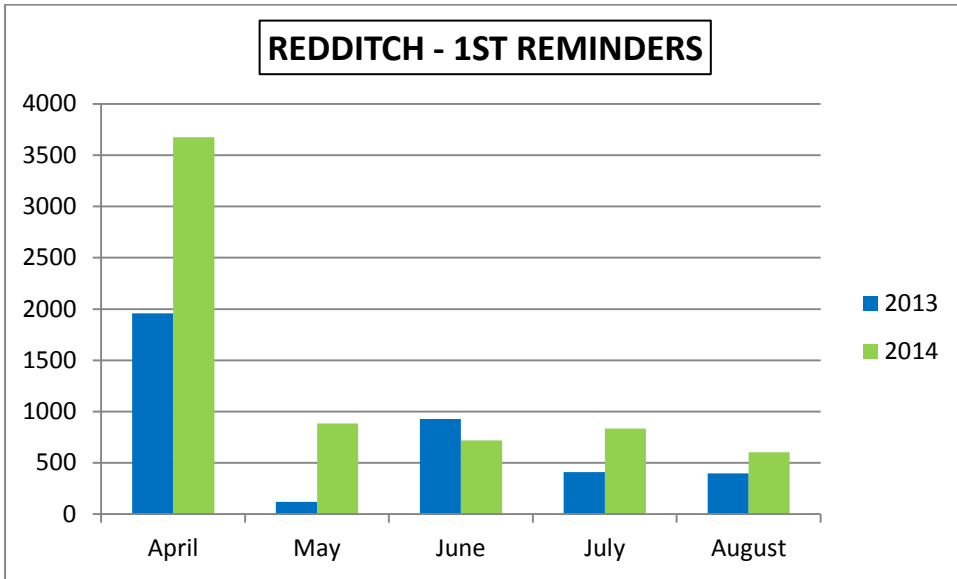
Tel.: 01527 881241

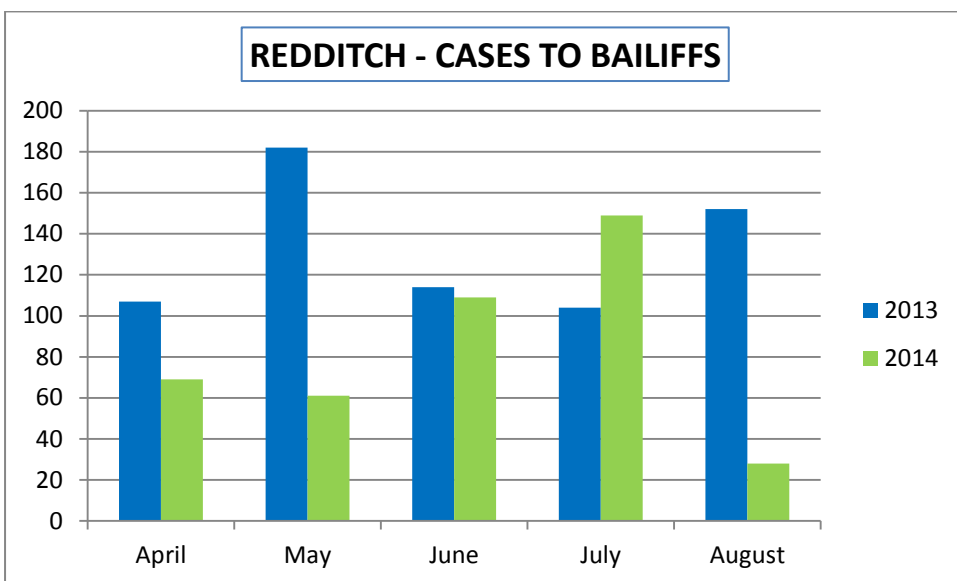
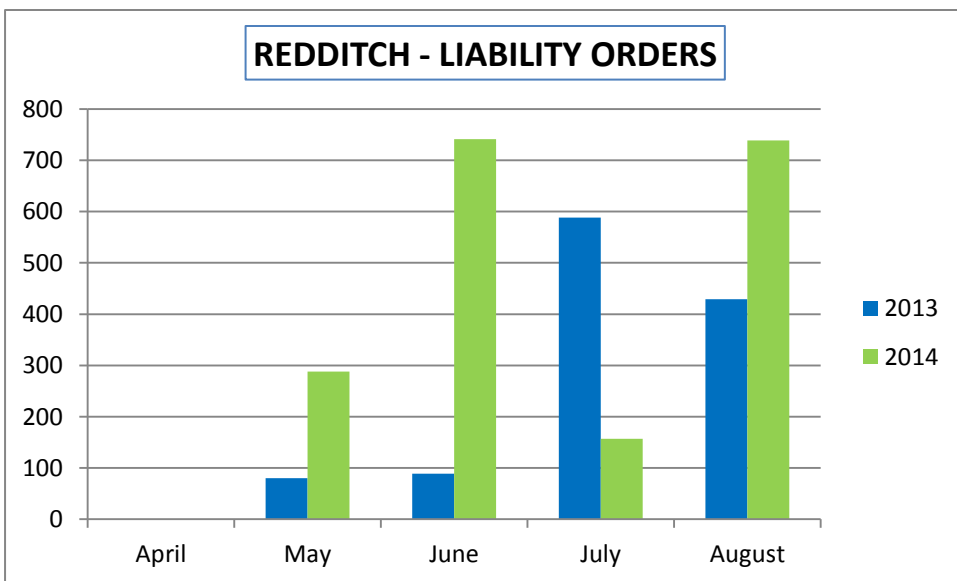
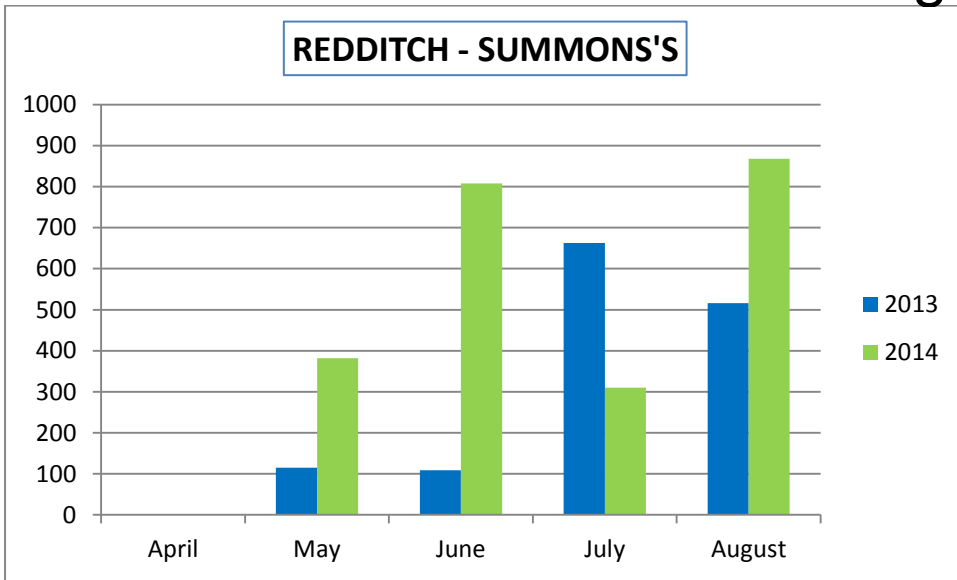
APPENDIX 1

Collection rates – Comparison tables

2012	% collected	2013	% collected	2014	% collected
Apr-12	10.81	Apr 13	10.76	Apr-14	10.67
May-12	20.48	May 13	20.26	May-14	19.96
Jun-12	29.94	Jun 13	29.49	Jun-14	29.31
Jul-12	39.33	Jul 13	38.97	Jul-14	38.59
Aug-12	48.94	Aug 13	48.29	Aug-14	
Sep-12	58.44	Sep 13	57.84	Sep-14	
Oct-12	68.17	Oct 13	67.59	Oct-14	
Nov-12	77.71	Nov 13	77.04	Nov-14	
Dec-12	87.13	Dec 13	86.47	Dec-14	
Jan-13	96.18	Jan 14	95.59	Jan-15	
Feb-13	97.11	Feb 14	96.62	Feb-16	
Mar-13	97.65	Mar 14	97.65	Mar-15	

Recovery Action – Data





REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**28TH OCTOBER 2014**MEDIUM TERM FINANCIAL PLAN 2015/16 – 2017/18**

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

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to review costs associated with strategic purposes and the current summary position for the financial plan.

2. RECOMMENDATIONS

- 2.1 **Executive are asked to consider the costs associated with the delivery of the strategic purposes and request officers continue work on the financial plan to realise savings and additional income to meet the projected shortfalls.**

3. KEY ISSUES**Financial Implications**

- 3.1 As members are aware Council in February 2014 agreed a one year budget for 2014/15. This was due to the transformational changes that officers are working on which will generate savings for future years which could not be detailed earlier in the year.
- 3.2 Officers are continuing to work through through the detail of their budgets across the Council's strategic purposes, with a number of costs having already been identified for further detailed work. Managers were also developing savings which were as a result of reducing waste in their systems (unnecessary procedures and processes which currently cost the Council money), and were reducing the cost of the enabling services (services that did not add value to the Council's customers). Heads of Service were also looking at how they could deliver their services differently by bringing in alternative service providers or providing more service for a reduced cost. These proposals will be factored into future reports to Executive and will also be considered by Overview and Scrutiny.
- 3.3 The current position for 2015/16 is a shortfall of approximately £1.7m. The exact Government Grant settlement will not be made available to the Council until later in December, however it is assumed that this will not be significantly different to the current estimate. There are a

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number of specific areas that officers are investigating to realise reductions in cost to meet the shortfall including:

- Alternative delivery of leisure services across the Borough
- Redesigning of the structure associated with the new “place” arrangements
- Reviewing corporate costs

3.4 It is estimated that the position for the following 2 years will not improve with further reductions to Government Grant being projected. If there was a further 10% cut in Support Grant this would equate to around £200k.

3.5 There are a number of assumptions included in the budget projections:

- 1% pay award estimate relation to inflationary increase. This will be subject to the National negotiation that the Council is signed up to.
- General inflationary increases in relation to contract arrangements
- Inclusion of the provisional settlement for 2014/15 & 2015/16
- 3% increase in fees and charges (where appropriate)
- Increased pension contributions as agreed with the actuary to reduce the pension fund deficit over a 21 year period
- An estimation of the New Homes Bonus income for 2015/16
- Additional income estimated in relation to the Business Rates receivable by the Council

Transformation

3.6 The significant reductions in funding are not anticipated to improve for a number of years and therefore officers have looked at alternative ways to deliver savings whilst improving services to the community. As previously reported the services provided by the Council are undergoing transformational change using a different approach to assessing the value provided by the service. This work will focus on the purpose of services to the community and will aim to realise savings and protect those services that create value to our customers.

3.7 Officers will continue to review the financial position of the authority within a framework of financial principles. These are:

- Reduce Waste in a system (Stop it now)
- Design a new system to reduce waste and cost
- Reduce the costs associated with enabling service provision rather than those that create the value to the customer.

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3.8 There are 3 levels of costs associated with services delivered by the Council;

- Create Value – these are the costs to deliver front line service, those which create real value to the customer
- Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service
- Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value. As part of the financial principles officers are looking at the ratio of the cost of the enabling function compared with those that create value with the aim to align resources to those that provide the most value to our customers.

3.9 **Strategic Purposes.**

The Council has 6 Strategic Purposes;

- Provide Good Things for me to See, Do and Visit
- Keep my Place Safe and Looking Good
- Help me be Financially Independent
- Help me find Somewhere to Live in my Locality
- Help me live my life independently
- Help me Run a Successful Business

3.10 In addition costs associated with the enabling services (supporting the organisation) form part of the total costs of the Council.

3.11 Appendices 1 - 6 include the 2014/15 budgets for every service undertaken by the Council aligned with the Strategic Purposes. In addition the enabling costs are shown. It is worth noting that the service areas reflect statutory descriptions for service provision from the accounting system and may not always seem reflective of some of the services provided by the Council. In addition the allocation to the Strategic Purposes is based on the data we have available to best fit the service against the purpose.

3.12 The budgets are shown as gross expenditure less income. It is worth noting that any shared service budgets include both the cost and the income chargeable to Bromsgrove District Council.

3.13 It is proposed that officers bring further information to future Executive meetings the relevant measures that can inform the value of the spend against the demand for the service by our community. Members are asked to consider the information and request any further detail from officers to inform future budget decisions.

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3.13 Measures

Measures show how the services we provide link to the purposes of the Council and reflect how we are meeting demand and customer expectation in those services. The aim is to clearly demonstrate that the measures drive the costs of the Council to ensure we are focusing our funds on those areas that require additional support. It is anticipated that measures will be reported to the Executive shortly, however should members wish they can discuss the measures with the relevant Heads of Service.

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

- 3.15 Consideration of the budget at an early stage will ensure that any resulting consultation can be undertaken with the public.

4. RISK MANAGEMENT

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

5. APPENDICES

Appendix 1 – Enabling Services
Appendix 2 – Help me be Financially Independent
Appendix 3 – Help me to find somewhere to live in my Locality
Appendix 4 – Help me live my life independently
Appendix 5 – Help me run a successful business
Appendix 6 – Keep my place safe and looking good
Appendix 7 – Provide Good things for me to see, do and visit

AUTHOR OF REPORT

Name: Jayne Pickering – Exec Director Finance and Resources
E Mail: j.pickering@bromsgroveandredditch.gov.uk
Tel: 01527-881400

ENABLING SERVICES

	NET BUDGET 2014/15 £
Management - Meeting Rooms	86,860
Chief Executive	83,930
Legal Services	272,550
Corp Strategy	86,480
Finance	459,110
Payments	77,930
Audit Services	108,710
Members & Committee Services	172,670
Electoral Services	68,730
Head Of Legal, Equal & Dem Services	47,680
P A & Directorate Support	167,230
Executive Director Leisure, Environment, Community	65,230
Business Transformation	64,210
Print Facilities	158,320
Central Switchboard	77,380
Leisure & Cultural Management	71,339
Customer Service Centres	491,242
Print & Reprographic Unit	73,190
IT Services	759,550
Head Of Business Transformation	47,580
Head Of Leisure & Cultural Services	47,960
IT Licenses	154,111
Executive Director Finance and Resources	57,620
Communications	58,780
Payroll	78,660
Head Of Planning & Regeneration	48,860
Head Of Customer Services	46,160
Executive Director Planning and Regeneration	29,950
Human Resources	392,090
Environmental Serv Management	48,950
Head Of Community Services	49,560
Head Of Environmental Services	49,430
Asset Maintenance	140,510
Public Buildings	156,810
Income & Recovery	150,920
Administrative Buildings	931,228
Caretakers	43,064
Post Room/Messenger Service	83,380
Inland Revenue Offices	-5,000
Business Dev Manager	27,352
Business Development Services	59,649
Redditch Partnership	45,550
Cleaners	119,160
Surplus Property	32,730

In Curtilage Car Parking	4,800
Local Democracy Week	1,000
Corporate Traineeships	20,820
Corporate Staff Costs	189,140
Democratic Rep & Management	1,000
Corporate Expenses	997,266
Corporate Activities	7,000
Procurement	41,485
Corporate Subscriptions	25,930
Register Of Electors	49,220
Election	113,080
Members Services	164,870
Civic Expenses	9,890
Civil Emergency Planning	15,000
Climate Change	12,720
Energy Conservation	11,280
Stores Oncost Account	146,960
Mechanics Oncost	209,340
Vehicle Workshop	72,570
Pooled Vehicles	3,650
Surestart Support	43,110
Insurance Premiums	624,216
Sports Services Manager	49,482
Cultural Services Manager	59,896
Sports Dev Management	91,536
Arts & Events Management	39,100
Parks & Green Spaces M'Ment	64,832
L'Scape & Cntryside/Waste Mngt	561,110
TOTAL	9,917,708

PROVIDE GOOD THINGS FOR ME TO SEE DO AND VISIT

	NET BUDGET 2014/15 £
Abbey Stadium	113,408
Abbey Resaleable Equipment	-150
Reddicard	-25,651
Arrow Valley C'Side Centre	15,980
Stitch Meadows	-5,000
Redditch Leisure Events	60,410
Pitcheroak Golf Course	15,863
Arrow Vale Sports Centre	14,920
A/Vale Resaleable Equipment	-150
Arrow Vale Fitness Suite	14,950
Kingsley Sports Centre	97,241
Kingsley Resaleable Equipment	-100
Playing Fields/Changing Rooms	85,577
Play Areas	132,998
Arts Project	8,170
Palace Theatre	297,365
Palace Theatre Bar	-43,185
Rbc Sports Development	31,779
Forge Mill Museum	188,293
Forge Mill Museum Shop	-7,275
Bordesley Meadows	9,800
Forge Mill Events	-6,500
Needles Coffee Bar	-1,854
Batchley C C	12,863
Hawthorn Rd C C	-4,660
Winyates Barn M R	31,753
Matchborough East M R	27,290
Salop Road M R	250
Woodrow M R	18,480
Oakenshaw M R	11,506
Windmill M R	-1,685
Matchborough West M R	2,310
Winyates Green M R	-2,252
Church Hill C C	17,900
Bryant Place	5,930
Redi (Learn Direct)	34,426
Sponsorship	-25,000
Rbc Christmas Lights	22,000
Non Adopted H'Ways Inspection	75,000
Street Lighting	10,580
Civil Parking Enforcement	-5,500
Pay & Display Car Parks	490
Cctv Operating Costs	377,454
Civic Suite	3,541
Allotments	-3,966

TOTAL 1,605,599

HELP ME BE FINANCIALLY INDEPENDENT

	NET BUDGET 2014/15 £
Benefits	714,450
Local Taxation	325,510
Building Control	147,340
Hra Rent Rebates	-342,250
Non Hra Rent Rebates	5,900
Rent Allowances	-272,330
Council Tax	-137,060
TOTAL	441,560

HELP ME RUN A SUCCESSFUL BUSINESS

	NET BUDGET 2014/15 £
Economic Development	161,100
Estates Unit	203,080
Asset Disposal	10,000
M'Ment Of Investment Props	-1,520
Investment Properties	42,099
Business Centres	35,800
Other Land Holdings	80
Comm. Related Asset Property	-339,380
Former Market	1,890
Market	-38,590
Illuminated Signs	-1,300
Grants To Vol Sector	282,160
Business Rates	-103,820
Regulatory Payments	583,800
Health Administration	-17,500
Licensing	-45,960
Taxi Licensing	-126,510
TOTAL	645,429

KEEP MY PLACE SAFE AND LOOKING GOOD

	NET BUDGET 2014/15 £
Cleansing Team	914,440
Underpass Maint Operative	5,720
L'Scape & Countryside	39,370
Landscape Team	1,363,130
Landscape Team - Cemeteries	75,510
Engineering And Design	124,470
Development Management	333,130
Development Plans	199,280
Land Drainage	197,400
Bus Shelters General	18,990
Street Naming And Numbering	12,000
Waste Collection Team	957,590
Recycling	18,850
Waste Collection General	10,430
Street Cleans General	2,000
Abandoned Vehicles	-1,320
Enforcement Officers	92,510
Travellers & Unauth Campers	14,090
Rbc Bereavement Services	-373,202
Grazing Project	9,890
Pks Open Space & Leisure Netwk	592,402
L'Scape & Countryside Maint	-70,430
Ex-Housing Landscape Costs	205,130
Anti-Social Behaviour	159,400
Community Safety	92,010
TOTAL	4,992,790

HELP ME FIND SOMEWHERE TO LIVE IN MY LOCALITY

	NET BUDGET 2014/15 £
Housing Policy	192,270
Hsg Options	484,420
Homelessness Grant	98,910
Bed And Breakfast Payments	3,500
Loans To Hsg Assoc	-400
Leased Dwellings	1,030
Land Charges	-22,920
Planning Applications	-181,130
Local Development Framework	89,200
Local Plans	4,000
Building Control Service	-120,720
TOTAL	548,160

HELP ME LIVE MY LIFE INDEPENDENTLY

	NET BUDGET 2014/15 £
Lifeline - Support	-84,660
Care & Repair	50,000
Shopmobility Gen.Running Costs	63,030
Concessionary Fares	86,000
Dial-A-Ride	192,010
TOTAL	1,066,290

**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
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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
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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
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Additional inscription on plaque	80.00	80.00
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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
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	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
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Temporary Event Notice	£21.00 per notice	21.00
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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	21.00	21.50
Maximum charge	Full cost	Full cost
Glazing: Minimum charge	43.50	45.00
Maximum charge	Full cost	Full cost
Lock replacement: Minimum charge	24.50	25.00
Maximum charge	Full cost	Full cost
Larger repairs (eg door, w/c replacement): Minimum charge	One third	One third
Maximum charge	Full cost	Full cost
Out of Hours call out	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
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Landlords References

Landlords References	50.50	52.00
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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
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**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

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MINUTES

Present:

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

Also Present:

Paul Finnemore (Commissioning Manager, WCC), Mark Healy (Matchborough Positive Activities Zone), Hayley Capper (Matchborough Positive Activities Zone), Maureen Hayden (What's Your Point), Paul Woolcock (Batchley Support Group) and Darren Venness (YMCA)

Officers:

H Broughton, R Cooke and K Dicks

Democratic Services Officer:

J Bayley and A Scarce

23. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillor Andrew Fry. Councillor Natalie Brookes attended as substitute.

24. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Jane Potter declared an other disclosable interest in respect of Minute No 33, the Proposals for Change by Tudor Grange Academy . She left the room and took no part in the discussions about this item.

Councillor David Bush declared an other disclosable interest in respect of Minute No 33, as a member of the board of governors at Walkwood Middle School, part of the pyramid group which would be affected by the changes proposed by Tudor Grange Academy. He left the room and took no part in the discussions about this item.

.....
Chair

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In light of the Chair having to leave the room it was noted that the Vice Chair would preside over the relevant part of Minute No 33.

25. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 22nd July 2014, be confirmed as a correct record and signed by the Chair.

26. POSITIVE ACTIVITIES - UPDATE REPORT

Paul Finnemore, the Worcestershire County Council (WCC) Commissioning Manager – Younger People delivered a presentation on The Positive Activities project. Members were informed that providers of Positive Activities had also been invited to answer questions on how the scheme had worked from a “grass roots” perspective.

Mr Finnemore explained that the Positive Activities funding of £1 million was used to commission projects and was divided amongst the six districts throughout Worcestershire. The aim of those projects was not simply to provide activities for all young people. Instead young people living in particular geographical areas where there was a high number of those not in Education, Employment or Training (NEETs) or where there was a high rate of Anti-Social Behaviour (ASB). The funding was time limited with the third year of three year contracts being reached in July 2014. At the WCC Cabinet meeting on 17th July it had been proposed and agreed that the current approach to Positive Activities should be reviewed to see whether a sufficient local offer would be available in accordance with its legal duties without any funding being required from WCC for service delivery with effect from 2016/17. The existing level of funding and allocation per district would be maintained and managed under the current terms for the duration of the review and contracts with providers would therefore be extended for a further year.

Further areas covered by this presentation were:

- The involvement of local Members in discussions to identify solutions to ensure the sustainability of the projects.
- The principles of Act Local and support for local organisations.
- The role of the Redditch Community Wellbeing Trust.

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- The focus on supporting and preparing organisations to make their projects sustainable, with a decrease in emphasis on holding them to account for performance.
- Support for young people with disabilities and young carers would continue.

Members expressed concerns that the emphasis would no longer be on holding organisations to account for performance. However, Mr Finnemore explained that from the current monitoring process it was apparent that the services provided, exceeded to those that could be expected given the financial outlay. This was due to the people and volunteers involved in delivering the projects and had been highlighted in the Hot Stuff programme of free activities over the summer period which had been provided in collaboration with a number of providers.

Members discussed and raised questions on the following areas:

- When the funding would cease.
- The possibility of the Council becoming a major funder and having input into the activities carried out.
- Local schools being involved in Positive Activities projects and the important role that they could play – Arrow Vale Academy took a major role in the Positive Activities Zone.
- The impact on educational attainment levels in the Borough.
- The provision of counselling for young people and the training provided in respect of this to youth workers.
- Engaging young people in activities and whether levels of participation had increased over the years.
- The impact in respect of reducing ASB and overall benefits.

The Chair thanked Mr Finnemore and his colleagues for attending and providing such a comprehensive and enlightening presentation.

RESOLVED that

the report be noted.

27. REDDITCH SUSTAINABLE COMMUNITY STRATEGY - MONITORING REPORT

Officers provided Members with background information as to why the Committee received updates on the Sustainable Community Strategy and the Partnership. During delivery of this presentation the following areas were covered:

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- The current Sustainable Community Strategy which had been in place since March 2011 and was due to run out at the end of 2014.
- The partners and the overall structure of the Partnership. The partnership's board had recently been reconfigured and was now known as Redditch Partnership Executive Group.
- The four key priorities and the three issues which would be focused on within those key priorities.
- The Redditch Community Wellbeing Trust and their role in overseeing the Redditch Health and Wellbeing Plan.

Following the presentation of the report concerns were raised as to how some of the priorities and the success of the work carried out in respect of those priorities, could be measured. Members referred in particular to Priority One – Health inequalities and the focus on smoking, alcohol and obesity/healthy lifestyles and difficulties ascertaining whether any work that was carried out to address these problems was making a difference. Councillor Potter, as Chair of the Tackling Obesity Task Group, commented that this was something which the Task Group had already raised and would consider further during the review. Officers confirmed that whilst this was a problem which needed to be addressed within the health profile work which was being carried out, results did not happen overnight and the work towards healthy lifestyles needed to be undertaken, even if it was not currently measurable.

The committee discussed opportunities for elected Members to engage more actively with the work of the partnership. It was acknowledged that this was an area where further progress could be made. Members noted that the minutes from the Partnership Board's meetings had, at one time been appended to the full Council agenda in order to raise awareness with all Members of the role of the Redditch Partnership and to enable them to raise and questions about the work being carried out. The Committee suggested that this should be revisited.

RECOMMENDED that

the minutes of the Redditch Partnership Executive Group and Redditch Community Wellbeing Trust be appended to the Council agenda.

28. FOOTBALL TASK GROUP - FINAL REPORT

Councillor David Bush, as Chair of the Football Task Group, presented the group's final report for the Committee's consideration. Councillor Bush explained that this was the second

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element of the work of the group and its objective was to establish the current and future need for community football in Redditch, including existing provision in the Borough, potential alternatives and how provision could be helped and supported. The group had had a short break during the election period and the Committee had agreed in June for the group to continue.

Prior to recommencing its work, the Task Group had been made aware that a Football Stakeholder Group had been established by Leisure Services in order to support strategic plans for developing and supporting football in the Borough. In light of this information the group had agreed to cease its work and to pass on any relevant information to the Stakeholder Group for consideration, as Members were keen to ensure that Officer time was not wasted and work duplicated.

Councillor Bush explained that there were three recommendations for the Committee to consider and a further recommendation for the Committee to refer on to the Executive Committee if it wished to do so. It was highlighted that the wording of the recommendation for the Executive Committee might need to be changed in due course.

RESOLVED that

- 1) the activity being undertaken by Leisure services and the Stakeholder Group to find ways of pulling resources into Redditch to support football is endorsed;**
- 2) the Playing Pitch Strategy, when produced later in 2014, be brought to the Overview and Scrutiny Committee to inform Councillors of the outcomes;**
- 3) in order not to duplicate work being carried out by Leisure Services in association with the FA and Football Stakeholder Group, the Task Group work is concluded; and**

RECOMMENDED that

the Executive ensure that the playing pitch strategy identified clear links to the emerging local plan requirements for playing pitch provision.

29. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS

Councillor Joe Baker introduced his proposal and in so doing highlighted that this topic had been brought to his attention as both a County and District Councillor, by a number of residents, who

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were concerned that there was little or no support for the LGBT community or their families in the Borough. Prior to putting forward the proposal Councillor Baker explained that he had spoken to a number of schools regarding the support they provided to lesbian, gay, bisexual and transgender pupils. He suggested that the responses he had received had been concerning, particularly when compared to findings detailed in a report produced by Stonewall in 2012 which indicated that young people from the LGBT community often had difficult experiences at school. Councillor Baker highlighted the six key objectives of the review and confirmed that he would like to Chair the Task Group should the proposal be accepted. He anticipated that the investigation should take six months.

Following presentation of the proposal Members discussed the following areas in detail:

- Whether the existing LGBT Group attended meetings of the Redditch Community Forum and how the Council could re-engage with the group.
- LGBT “history” month and events which were held in Bromsgrove
- The suicide rate within Worcestershire for people from the LGBT community.
- How the Council could affect changes or make recommendations to services which were outside of its control.
- The potential to hold a Redditch Pride event and Pink Picnic.
- The lack of any appropriate venue within the Town Centre for people from the LGBT community to meet and feel safe.
- The Hate Crime video which Members had been shown and further information being received by the Crime and Disorder Scrutiny Panel at its next meeting.

The Chair reminded Members that if a Task Group were to be launched then this could not commence until the Proposals for Change by Tudor Grange Academy Short, Sharp Review was completed as the Committee had previously agreed that only two scrutiny investigations would be undertaken at anyone time.

Following further discussion it was

RESOLVED that

- 1) the terms of reference for the proposed Task Group in respect of the Provision of Support Networks for LGBT be approved;**

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- 2) Councillor Joe Baker be appointed to Chair the Provision of Support Networks for LGBT Task Group; and
- 3) the Provision of Support Networks for LGBT Task Group commence following completion of the Proposals for Change by Tudor Grange Academy Short, Sharp Review.

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

Officers confirmed that the Executive Committee had considered the Voluntary Sector Task Group's Final Report and had approved the recommendations subject to a number of small changes in the wording. Feedback had already been received on some of the recommendations and full details would be provided in the tracker document at the following meeting of the Committee.

The latest edition of the Executive Committee's Work Programme was tabled at the meeting and considered by the Committee. Officers informed Members that the Budget Position 2014/15 – 2015/16 and Fees and Charges were already scheduled in to the Committee's Work Programme.

RESOLVED that

the minutes of the Executive Committee held on 29th July and the latest edition of the Executive Committee's Work Programme be noted.

31. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Chair discussed with Members the items which were scheduled in for the October and November meetings and raised concerns around the workload. It had been suggested that an extra meeting could be called, however the Chair proposed that a number of items be moved to later in the municipal year. The following amendments to the Committee's Work Programme were discussed:

- The Extensions to Social Housing Presentation. It was agreed that this should be postponed until January 2015.
- Transformation of Services Presentation. It was suggested that as the content of this presentation could be covered at a Shared Services Board meeting there was no need for this item to be retained on the Overview and Scrutiny Work Programme. (It was highlighted that the next meeting of the Shared Services Board would take place at Redditch on 6th October at 6.00pm).

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- Market Task Group – Monitoring Update Report. Although it was suggested that this should be postponed, Members expressed concerns that this was a long outstanding item which needed to be carefully monitored as little progress on the recommendations appeared to have been made to date.
- The November meeting would also include an update from the Crime and Disorder Scrutiny Panel and the final report from the Proposals for Change to Tudor Grange Academy Short, Sharp Review.

Members were reminded that at the meeting on 21st October there was an item in respect of Free Swimming, which the Portfolio Holder for Leisure and tourism had agreed to attend. Similarly, at the 24th November meeting in respect of the item on Concessionary Bus Travel, the relevant Portfolio Holder would be attending, though had requested details of any pre prepared questions. The Chair asked Members to forward any questions on either subject to Officers as soon as possible.

Councillor Bush commented that he had previously requested an update in respect of defibrillators, which had not been forthcoming. Officers were asked to follow this up with a view to an update being received at the next meeting.

RESOLVED that

subject to amendments detailed in the preamble above the Overview and Scrutiny Committee's Work Programme be noted.

32. CONFIRMATION OF TASK GROUP MEMBERSHIP

Officers informed Members that although the current scrutiny reviews were now underway, confirmation of the membership of these needed to be formally recorded.

RESOLVED that

- 1) Councillor Pat Witherspoon be appointed Chair of the Proposals for change by Tudor Grange Academy Short Sharp Review, with Councillors Carole Gandy, Pattie Hill, David Thain and Nina Wood-Ford as supporting Members; and**
- 2) Councillor Jane Potter be appointed Chair of the Tackling Obesity Task Group, with Councillors Joe Baker, Andrew**

Overview and Scrutiny Committee

Tuesday, 2nd September, 2014

Brazier, Natalie Brooks and Paul Swansborough as supporting Members.

33. TASK GROUPS - PROGRESS REPORTS

Proposals for Change by Tudor Grange Academy Short, Sharp Review – Chair, Councillor Pat Witherspoon

Councillor Witherspoon informed Members that meetings had been set up, but it was likely that further meetings would be needed. Councillor Witherspoon also clarified the reasons for the review, which was to look at the process in which the proposals were put into public arena for consultation and the involvement of the public, teaching staff and pupils.

Councillor Witherspoon expressed her disappointment at a recent letter published in the local press criticising the launch of the review. She explained that such criticism was not helpful to either the review or the Committee and that there was a strict protocol which should be followed by all Members who were on the Overview and Scrutiny Committee. Councillor Witherspoon reiterated that the Committee had not said that the Short, Sharp Review was able to influence the school's decision, but that it would investigate the process to ensure that this had been carried out correctly.

There had been some delay in arranging interviews with relevant witnesses and therefore it was anticipated that the final report would be brought back to the Committee at its November meeting.

Tackling Obesity Task Group – Chair, Councillor Jane Potter

Councillor Potter informed Members that they group had held two meetings and carried out its first interview. A further meeting was planned where the group would be looking at relevant literature and questions for future witnesses. The group were interested in pulling together all the different services available to ensure that they were effective and looking at some sort of measures which could be put in place.

The Chair also requested that, where possible, she would like Task Groups and Short Sharp Reviews to restrict the number of recommendations to five.

RESOLVED that

the update reports be noted.

Overview and Scrutiny Committee

Tuesday, 2nd September, 2014

34. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Pat Witherspoon, as the Council's representative on the Health Overview and Scrutiny Committee (HOSC) informed Members that the Committee had been put on hold due to the Joint Service Review. However, there was a meeting arranged for Wednesday 10th September and she would provide an update at the following meeting.

The Meeting commenced at 7.00 pm
and closed at 9.00 pm

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL**WORCESTERSHIRE REGULATORY SERVICES****MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 2ND OCTOBER 2014 AT 4.30 P.M.**

PRESENT: Councillors M. A. Bullivant (Chairman), Mrs. B. Behan (Vice-Chairman), J. Fisher, B. Clayton (during Minute No's 13/14 to 18/14), D. Wilkinson, A. Roberts, Mrs. L. Hodgson, Mrs. E. Stokes (substituting for Councillor R. Davis), K. Jennings, M. Hart and P. Harrison

Invitees: Councillor R. Laight, Bromsgrove District Council, Councillor P. Tomlinson, Wychavon District Council and Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services Management Board

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

13/14 **APOLOGIES**

Apologies for absence were received from Councillors R.L. Dent, Bromsgrove District Council, D. Hughes, Malvern Hills District Council, A. N. Blagg, Worcestershire County Council and R. Davis, Wychavon District Council.

14/14 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

15/14 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 26th June 2014 were submitted.

RESOLVED that the minutes be approved as a correct record.

16/14 **JOINT WORCESTERSHIRE REGULATORY SERVICES SCRUTINY TASK GROUP - FINAL REPORT**

The Chairman welcomed Councillors R. J. Laight, Bromsgrove District Council, Chairman and P. Tomlinson, Wychavon District Council, Vice-Chairman of the Joint Worcestershire Regulatory Services Scrutiny Task Group who would present the Committee with the task group's final report and recommendations.

Councillor Laight gave his thanks to all Members of the Task Group and was of the opinion that the work of the Task Group although hard, had been conducted without any political influence in the Task Group discussions, deliberations or conclusions. Councillor Laight gave his sincere thanks to Councillor J. Raine, Malvern Hills District Council for his valuable input into the Task Group's final report. Councillor Laight also conveyed his thanks to Worcestershire Shared Service Joint Committee Members and senior officers (from Bromsgrove District Council and Redditch Borough Council), who had been invited and attended Task Group meetings to provide evidence as witnesses throughout the Task Group process.

Councillor Tomlinson then delivered a presentation on the Joint Worcestershire Regulatory Services (WRS) Scrutiny Task Group. The presentation provided background information on the original proposal from Wychavon District Council in July 2012 and the four specific areas covered in the final report:-

- WRS Performance and Communications
- Financing of WRS
- Governance of WRS
- Lessons Learned

Councillor Tomlinson highlighted what had been achieved at the time of the Task Group's report. The Joint Committee had managed to reduce the overall budget from £7.2 million to £4.6 million in a short period of time making significant savings for all partner authorities. Staffing had been reduced from 154 to 99.5 Full Time Equivalent posts.

Councillor Tomlinson briefly explained the reasons for each of the Task Group's recommendations. The Task Group saw themselves as a critical friend and had suggested recommendations that could help with improvements to WRS. The intention was none other than to come up with recommendations that helped the Joint Committee and therefore benefitted county residents. As mirrored in the private sector, ethical principles that the Joint Committee should adopt in order to ensure that the customer was first.

Following on from the presentation Councillor Laight stated that as Chairman of the Task Group it was clearly established that WRS was a world class service that was recognised throughout the United Kingdom as a leader in partnership working.

There was detailed discussion on the recommendations contained within the final report. Joint Committee Members questioned the suggested governance arrangements and were of the opinion that any changes to governance arrangements should be considered following the outcome of the Strategic Partnering project, this would provide a more cohesive idea of the governance arrangements required. Members also questioned why Joint Committee meetings should be held at the base of WRS, as the host authority currently provided support for Joint Committee meetings. With regard to Members appointed to the Joint Committee for a period of two years; Joint Committee

Members felt this was not practical since political parties could change within that two year timescale. Members agreed that the current quorum for meetings ensured fair political representation from each partner authority and were of the opinion that this would not be the case if the quorum was reduced to five representatives in attendance as suggested in recommendation 7.

In response Councillor Tomlinson informed the Committee that the Task Group had not taken into account the Strategic Partnering Project when looking at WRS, the Task Group had looked at WRS as it stood. The revised of quorum of five had been recommended so that decisions to be made could be concentrated on and there was no pressure on Joint Committee Members to attend meetings.

The Joint Committee then considered the recommendations of the Task Group in detail.

Recommendation 1

Performance Management Information should continue to be made available for Members' consideration at every meeting of the Joint Committee and be sufficiently high on the agenda to be discussed in detail.

This was approved.

Recommendation 2

Twelve months after the new contact centre arrangements for WRS have been introduced, replacing the use of the Worcestershire Hub; the Joint Committee should review the effectiveness of these arrangements for communicating with the public.

This was approved.

Recommendation 3

The web-pages of each partner authority should be regularly monitored to ensure they are kept up to date, with the inclusion of a prominent and obvious link to the WRS website.

This was approved.

Recommendation 4

The purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service and with the content and format being agreed by the Joint Committee.

The purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service,

this part of the recommendation was approved; but Members decided that there was not a need for the content and format of the WRS Newsletter to be approved by the Joint Committee.

Recommendation 5

That WRS have a designated member of staff to act as a Member Liaison Officer and as a single point of contact to signpost Member enquiries.

This was approved.

Recommendation 6

In order to reduce the focus on financial considerations which currently play a major part in influencing partner participation, to the detriment of other equally important aspects of the service, the following should be addressed:

- (a) A new business model for WRS be developed through the Chief Executives' Panel, building on the proposals already being produced by the Panel.
- (b) Consideration be given to the option for partner authorities to purchase an "out of hours service".

This was noted.

Recommendation 7

A new strategic decision making board for WRS should replace the Joint Committee, comprising one elected member per partner authority and supported by senior officers. This should be called the WRS Board.

- (a) Meetings of this Board should take place at the base of WRS.
- (b) Responsibility for attendance at Board meetings should lie with each authority's representative, and the quorum for meetings proceeding should be set at 5 representatives in attendance.
- (c) Meetings of the Board should take place bi-monthly.
- (d) Elected members appointed to the Board should be provided with an induction programme and sufficient on-going training to enable them to fulfil their role effectively.
- (e) Members appointed to the Board be expected to serve a minimum of two years to ensure continuity.
- (f) The Chair of the WRS Board should be elected annually by the members of the Board.

Recommendation 8

The Management Board be disbanded, with the WRS Management Team taking the lead responsibility for operational decision making under the leadership of the Head of Regulatory Services.

Recommendation 9

- (a) The Head of WRS should be fully accountable to the WRS Board (as the strategic decision making body).
- (b) The Chief Executive of the host authority to act in a mentoring role as and when necessary.

Recommendation 10

- (a) All decisions made by the WRS Board be formally reported back to all elected members of the partner authorities in a timely manner.
- (b) Attention should be paid to communicating updates about any planned changes to WRS services to all elected members of partner authorities.
- (c) The agendas and minutes of all WRS Board meetings should also be uploaded on to the WRS website in a timely fashion.

Members agreed that officers be tasked to bring forward collective proposals with regard to recommendations 7, 8, 9 and 10, as detailed above, to a future meeting of the Joint Committee.

Recommendation 11

The lessons learned from the WRS shared service experience, particularly as detailed in this report, should be heeded by elected members and senior officers when considering any future proposals for shared service arrangements involving multiple partners.

Recommended that partner Council's approve this recommendation.

Recommendation 12

- (a) The Joint Scrutiny Protocol should be reviewed in order to take on board the lessons learned during this review.
- (b) Consideration should be given to the reinstatement of the Worcestershire Overview and Scrutiny Chairs Group as a means of feeding back the monitoring of recommendations from Joint Scrutiny exercises, as and when required.

This was noted.

In summary:-

RESOLVED:

- (a) that Recommendations 1, 2, 3 and 4, as detailed at Appendix 1 to the report be approved;
- (b) that Recommendation 5, as detailed in the preamble above, be approved,
- (c) that Recommendations 6 and 12, as detailed at Appendix 1 to the report, be noted; and
- (d) that following on from the outcome of the Strategic Partnering project, officers bring forward collective proposals with regard to

Recommendations 7, 8, 9 and 10, as detailed at Appendix 1 to the report, to a future meeting of the Joint Committee.

RECOMMENDED

That each partner authority approves Recommendation 11, as detailed in Appendix 1 to the report.

17/14

REGULATORY SERVICES INTERNAL AUDIT REPORT 2013/2014 - UPDATE REPORT

The Committee considered a report which detailed the Worcestershire Regulatory Services Internal Audit Update Report 2013/2014.

The Executive Director, Finance and Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that an opinion of moderate assurance had been given as there was a generally sound system of financial control in place. No issues had been brought forward from the previous audit.

In response to Members' questions the Executive Director, Finance and Resources, Bromsgrove District Council informed the Committee that although there had been issues with the timing of the budget preparation for 2014/2015 all partner authorities services had been developed with the agreed budget. In order to align both WRS and partner authority's budget setting processes, the WRS Management Board was developing an aligned process in time for the 2015/2016 financial year.

The Head of Worcestershire Regulatory Services (WRS) responded to Members' questions and highlighted that the information on the new Uniform system had been subject to extensive data cleansing of all permanent licensing records and that premises licences had now been cleansed and finalised. Annual licences would be cleansed and finalised by the end of December 2014. Performance monitoring, with regard to comparison data had been patchy, but as the data cleansing progressed Members would be able to see the improvements made with the information presented at future meetings.

RESOLVED that the Worcestershire Regulatory Services Internal Audit Update Report 2014/2015, be noted.

18/14

WORCESTERSHIRE REGULATORY SERVICES BUSINESS MODEL REVIEW

Following on from the meeting held on 26th June 2014, when the Committee had considered the Worcestershire Regulatory Services, Business Model Review with a recommendation to partner authorities to approve the changes to the Worcestershire Shared Services Partnership Agreement at the earliest opportunity.

Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services (WRS), Management Board provided the Committee with a brief verbal update on the business model review and informed the Committee that six of the partner authorities had approved the recommendation. Councillor Mrs. L. Hodgson further informed the Committee that discussions had been held and following on from that discussion the recommendation would go through Worcestershire County Council's decision making process.

19/14

STRATEGIC PARTNERING HIGHLIGHT REPORT

The Committee was asked to note the Strategic Partner Procurement Highlight Report.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that the project team now met every fortnight. Dialogue meetings had been held throughout August 2014. During these dialogue meetings one bidder had withdrawn and a second bidder had decided not to submit their outline submission. Therefore only one outline submission had been received. The decision was taken to evaluate and moderate this submission and progress to the next phase for further detailed discussions.

The Head of WRS highlighted to the Committee that the private sector industry had recognised that WRS had driven out savings through transformation. Legal advice had been sought with regard to progressing further with just the one remaining bidder.

The Host Authority's Principal Solicitor responded to Members' questions and informed the Committee that the issue of a single bidder had been looked at in the light of European Union (EU) Procurement principles, to ensure that no critical element had been missed with only one bidder left. Officers had complied with the EU Procurement process, but two bidders had chosen to withdraw. WRS had set out what the requirements were to all bidders at the outset and therefore could continue to progress with the one remaining bidder. There was a need to ensure that if challenged, WRS could justify their decision and show that the process had been robust; that value for money had been considered and that procurement law had been met. WRS had ensured that the remaining bidder was made aware of any concerns or gaps in their submitted bid and were fully aware that each partner authority would have to endorse their bid. This had been done and the remaining bidder had elected to continue with their participation in the process.

The Head of WRS further responded to questions from Members in respect of the pros and cons of only one bidder remaining. The Head of WRS informed the Committee that this had been discussed in detail with the WRS Management Board. Going forward to the next stage, he was of the opinion that the bidder had gone through enough stages to test their validity. If officers had any concerns following further discussions on the detail that sat behind the bidders outline submission, WRS would stop the process. In respect of the question raised regarding a 'Plan B', the Head of WRS

confirmed that officers would have an 'in house' proposal as part of their 3 year financial plan.

The Head of WRS confirmed that the project was currently five days over. However, with the reduction in the number of dialogue days now required, he was hoping to recover the five days.

The Chairman thanked the Head of WRS.

20/14

TRANSFORMATION WORK UPDATE

The Committee were asked to note the transformation work update.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that feedback received from the private sector companies participating in the Strategic Partnering procurement project; had all acknowledged the achievements made by WRS in driving out waste and improving efficiency through transformation work. All of the private sector companies had agreed that they would have struggled to achieve this given the savings already delivered by WRS.

Since its launch in 2010, WRS had undergone major and sustained transformational change whilst experiencing a year on year reduced budget from £7.15 million to £4.4 million. This had contributed significantly in exceeding the challenging savings indicated in the original business case (38% against 17.5%); whilst delivering high quality services and developing new and innovative ways of working which had achieved national recognition.

Transformation had been achieved by applying systems thinking principles in a pragmatic way to service delivery. The clear purposes for the service being:-

- Help me to resolve my problem (and stop it from happening to anyone else)
- I want to think everything is ok (for example, that the food I eat is safe)
- Help me to trade well (safely and fairly) and ensure my competitors do the same.

The Head of WRS responded to Members' questions with regard to first contact telephone calls now being handled 'in house' instead of calls going through the Worcestershire HUB. WRS duty officers had received more complex complaints during the summer period. Duty Officers were receiving on-going training to enable them to deal with complex first contact telephone calls. Senior Officers were extremely pleased with the way the service was progressing.

The Head of WRS further responded to Members' questions in respect of staff morale and any concerns expressed by staff with loosing local links and expertise. WRS had carried out an annual staff survey which had indicated that staff generally felt proud of WRS. Staff morale was affected by further impending budget cuts and possible redundancies. Staff briefings were

regularly held and managers had an 'open door' policy for staff. Some staff had struggled with moving away from their specific skill set, but training and technical training days were arranged for staff. WRS also had a good relationship with the unions.

RESOLVED that the transformation work update report be noted.

21/14

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING

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

The Executive Director, Finance and Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that there was a final outturn underspend of £58,000 for the reasons as detailed on page 132 of the report. With regard to the ICT system projected costs, the Idox invoice had been paid and the capital budget would be spent on remote and mobile working devices once the mobile working platform has been finalised.

The Executive Director, Finance and Resources, Bromsgrove District Council responded to Councillor Mrs. E. Stokes with regard to more detailed information being provided in the Accounting Statements for 2013/2014 and reiterated that the Worcestershire Regulatory Services Joint Committee had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. A detailed revenue report, as requested by the Committee, had been presented to the Joint Committee meeting held on 26th June 2014.

Further discussion took place in respect of more detailed information being presented on fixed assets and comparative data.

RESOLVED:

- (a) that the financial position for the period April 2014 to June 2014, be noted;
- (b) that the external auditor certificate and opinion 2013/2014, be noted; and
- (c) that the Executive Director, Finance and Resources, Bromsgrove District Council be tasked to provide detailed information on fixed assets and comparative data to future meetings of the Joint Committee.

22/14

ACTIVITY DATA QUARTER 1 - 2014/2015

The Committee considered a report which detailed the Worcestershire Regulatory Services Activity Data for Quarter 1, 2014/2015.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that due to the difficulties with data transfer officers had been unable to show a full data extract for Quarter 1, 2013. Therefore there were no clear comparisons with last year, but going forward this would be possible. The Head of WRS drew Members' attention to the fact that businesses could be victims as well as consumers, albeit there

was an assumption in law that businesses were better equipped to deal with any problems.

The report detailed that licensing and environmental/nuisances continued to be the largest areas of work. Only a limited amount of case work came to fruition during the period, with a number of educational and informational press releases sent out, as detailed on pages 144 and 145 in the report.

RESOLVED that the Activity Data Quarter 1, 2014/2015 be noted.

The meeting closed at 6.25 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL**Worcestershire Shared Services Joint Committee**2nd October 2014**Joint Worcestershire Regulatory Services Scrutiny Task Group – Final Report**

Relevant Portfolio Holder	Councillor Kit Taylor (at the time of investigation Councillor Taylor was the relevant Portfolio Holder)
Portfolio Holder Consulted	Councillor Taylor was interviewed as an expert witness during the review.
Relevant Head of Service for Overview & Scrutiny	Claire Felton – Head of Legal, Democratic & Equalities
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report details the findings of the Joint WRS Scrutiny Task Group, which was launched in September 2013 at the instigation of Wychavon District Council.
- 1.2 The investigation was facilitated by Bromsgrove District Council as the host authority for Worcestershire Regulatory Services (WRS).
- 1.3 All partner authorities were invited and agreed to participate in the joint review, full details of which are detailed in the body of the main report.
- 1.4 The group concluded their investigations in June 2014. The Chairman and Vice Chairman then proceeded to present the report for the consideration of every lead Overview and Scrutiny Committee at local authorities in the county. Minute extracts from each of these meetings are attached at Appendix 2 to this report.
- 1.5 The group has proposed 12 recommendations and acknowledges that recommendation 6, as detailed in Appendix 1, has already been acted on by the Worcestershire Shared Services Joint Committee.
- 1.6 Recommendation 12, as detailed in the main report, has been agreed and requires action by partners' Overview and Scrutiny Committees. For this reason the Worcestershire Shared Services Joint Committee is not expected to comment on this proposal.

2. RECOMMENDATIONS

- 2.1 **The Worcestershire Shared Service Joint Committee is asked to RESOLVE that recommendations 1, 2, 3, 4 and 5 should be approved; and**

BROMSGROVE DISTRICT COUNCIL**Worcestershire Shared Services Joint
Committee**2nd October 2014

- 2.2 to RECOMMEND to partner Executives/Cabinets that recommendations 7, 8, 9, 10 and 11 should be approved.

3. **KEY ISSUES**

Key Issues Arising from the report

- 3.1 From the attendance record within the main report the Task Group wishes to highlight that there was limited attendance by representatives of Wyre Forest District Council.
- 3.2 It can also be noted from Wyre Forest District Council's minute extract that this was due to its Members believing that, from the Terms of reference for the review, only the Chairman and Vice Chairman of their Committee could be members of the Joint Scrutiny Task Group and that those Members had limited availability.
- 3.3 The Task Group wish to clarify that Wychavon District Council had in fact amended the membership requirements in the terms of reference in line with a request from Wyre Forest District Council prior to the start of the review. This was communicated to every partner authority and is clearly detailed in the terms of reference attached to the main report. These revised terms of reference were agreed by every partner authority's Overview and Scrutiny Committee in spring 2013.
- 3.4 The Task Group would also like to highlight that the Chairman and Vice Chairman of the Joint Scrutiny Task Group presented the report to Wyre Forest District Council's Overview and Scrutiny Committee on 3rd July 2014 when Members chose to defer a decision on this item until a later date. When they reconvened on 23rd July 2014, whilst they had offered to attend, the Chairman and Vice Chairman were not invited to the meeting and were therefore unable to respond to any concerns raised by Wyre Forest Members.

Financial Implications

- 3.5 There are a number of financial implications to the Task Group's recommendations which are all detailed in the report.

Legal Implications

- 3.6 There are a number of legal implications to the Task Group's recommendations which are detailed in the report.

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Service / Operational Implications

- 3.7 There are a number of service and operational implications as detailed in the main report.

Customer / Equalities and Diversity Implications

- 3.8 there are a number of implications for customers of WRS services, as detailed in the main report.

4. RISK MANAGEMENT

Not applicable.

5. APPENDICES

Appendix 1 – Joint WRS Scrutiny Task Group Report
Appendix 2 – Addendum of Minute Extracts from Overview and Scrutiny Committees.

6. BACKGROUND PAPERS

None for the purpose of this report.

7. KEY

None

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

20th October 2014

ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

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

1. SUMMARY OF PROPOSALS

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

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr John Fisher</u> Georgina Harris	Disbanded. Members now part of the Economic theme group under the Local Strategic Partnership
2.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> Ruth Bamford	Next meeting – 28 th October 2014

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

20th October 2014

3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: <u>Cllr Greg Chance</u> Liz Tompkin	Next meeting – Date to be established.
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B. OTHER MEETINGS

4.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Next meeting – Date to be established.
5.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones	Last meeting – 13 th October
6.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Last meeting – 17 th September 2014 Next meeting – 17 th November 2014
7.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 27 th August 2014

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

20th October 2014

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
8th September 2014		
Cllr Fisher J Pickering, C Felton and J Godwin	Finance Monitoring Report 2014/15 April to June (Quarter 1) Officers undertook to let all Committee members have the following information: <ul style="list-style-type: none"> • The number of voluntary bodies using Council accommodation and where these are: • Whether any posts are being deleted to make anticipated savings in the Legal and Democratic Services Department; • The split between the swimming pool and gym in the projected overspend (shortfall in income) for the Abbey Stadium. 	
<u>Note:</u>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 08/09/14 to present

