



Council

Mon 29 Jan
2018
7.00 pm

Council Chamber
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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a
difference*

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**If you have any queries on this Agenda please contact
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Council

Monday, 29th January, 2018

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Jennifer Wheeler (Mayor)	Andrew Fry
	Nina Wood-Ford (Deputy Mayor)	Bill Hartnett
	Joe Baker	Pattie Hill
	Tom Baker-Price	Gay Hopkins
	Roger Bennett	Wanda King
	Natalie Brookes	Jane Potter
	Juliet Brunner	Gareth Prosser
	David Bush	Antonia Pulsford
	Michael Chalk	Mark Shurmer
	Debbie Chance	Rachael Smith
	Greg Chance	Yvonne Smith
	Anita Clayton	Paul Swansborough
	Brandon Clayton	David Thain
	Matthew Dormer	Pat Witherspoon
	John Fisher	

1. Welcome

The Mayor will open the meeting and welcome all present.

During this item, in line with the Mayor's focus on mental health and wellbeing this year, Councillor David Thain will be invited to deliver a short speech in respect of mental health.

2. Apologies

3. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

4. Minutes of the meeting of Council held on 20th November 2017 (Pages 1 - 10)

5. Announcements

To consider Announcements under Procedure Rule 10:

- a) Mayor's Announcements
- b) The Leader's Announcements
- c) Chief Executive's Announcements.

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6. Questions on Notice (Procedure Rule 9.2) (Pages 11 - 12)

7. Motions on Notice (Procedure Rule 11) (Pages 13 - 14)

8. Executive Committee (Pages 15 - 32)

To receive the minutes from the meeting of the Executive Committee held on 16th January 2018 and to consider the recommendations for the following items:

8.1 Water Safety Policy (Pages 33 - 42)

8.2 Flexible Homelessness Support Grant (including Homelessness Reduction Act new burdens funding) (Pages 43 - 56)

8.3 Fees and Charges 2018/19 (Pages 57 - 94)

8.4 Acquisition and Investment Strategy (Pages 95 - 106)

8.5 Council Tax Base 2018/19 (Pages 107 - 110)

8.6 Financial Regulations and Contract Procedure Rules (Pages 111 - 186)

8.7 Finance Monitoring Quarter 2 2017/18 (Pages 187 - 200)

8.8 Whistleblowing Policy (Pages 201 - 214)

9. Regulatory Committees

To formally receive the minutes of the following meetings of the Council's Regulatory Committees:

9.1 Minutes of the Licensing Committee meeting held on 6th November 2017 (Pages 215 - 222)

9.2 Minutes of meetings of the Planning Committee held on 15th November and 13th December 2017 (Pages 223 - 232)

10. Urgent Business - Record of Decisions

To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.

(None to date).

11. Urgent Business - general (if any)

To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.

(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting.)

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Monday, 20 November 2017

MINUTES

Present:

Councillor Jennifer Wheeler (Mayor), Councillor Nina Wood-Ford (Deputy Mayor) and Councillors Joe Baker, Tom Baker-Price, Roger Bennett, Natalie Brookes, Juliet Brunner, David Bush, Michael Chalk, Debbie Chance, Greg Chance, Anita Clayton, Brandon Clayton, Matthew Dormer, John Fisher, Andrew Fry, Bill Hartnett, Pattie Hill, Gay Hopkins, Wanda King, Jane Potter, Gareth Prosser, Mark Shurmer, Yvonne Smith, David Thain and Pat Witherspoon

Also Present:

Mr Craig Warhurst and Mr Stuart Woolfenden

Officers:

Kevin Dicks, Claire Felton, Sue Hanley and Jayne Pickering

Democratic Services Officer:

Jess Bayley

50. WELCOME

The Mayor welcomed all those present to the meeting and explained that she had invited Mr Stuart Woolfenden, a singer songwriter, to the meeting to perform a piece of music. Mr Woolfenden performed two songs which had been selected to correspond with the Mayor's theme of mental health and wellbeing for young people; these were entitled 'Restricted' and 'I've seen it all'.

51. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Antonia Pulsford, Rachael Smith and Paul Swansborough.

52. DECLARATIONS OF INTEREST

There were no declarations of interest.

53. MINUTES OF THE MEETING OF COUNCIL HELD ON 2ND OCTOBER 2017

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Chair

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Members noted that the date of the previous meeting of the Council had been incorrectly recorded on the agenda. This should have been recorded as 2nd October 2017.

RESOLVED that

the minutes of the meeting of the Council held on Monday 2nd October 2017 be agreed as a correct record and signed by the Mayor.

54. ANNOUNCEMENTS

a) Mayor's Announcements

The Mayor circulated a list of engagements which she and the Deputy Mayor, Councillor Nina Wood-Ford, had attended since the previous meeting of Council (Appendix 1). The Mayor thanked Councillor Wood-Ford for attending the Remembrance Day event at Astwood Bank during this period.

b) The Leader's Announcements

The Leader advised that he had participated in a number of events and activities since the last meeting of Council. In addition to the areas raised by the Mayor Members' attention was drawn to the following:

- The Mayor of the West Midlands, Andy Street, had visited Redditch during this period. During this visit the economic development of the borough and opportunities available to local businesses had been discussed, alongside consideration of the potential to undertake rail improvements and timetable adjustments for express trains serving the town.
- The HS2 briefing event had been held on 15th November which had been attended by representatives from a range of organisations including the West Midlands Combined Authority (WMCA), the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP), the North Worcestershire Economic Development and Regeneration Unit (NWEDR), HS2 Ltd and Wolverhampton University. During this event advice had been provided about tendering opportunities available to small businesses in Redditch as a result of the HS2 initiative.
- A jobs fair event, hosted by the 37 Signal Regiment, had taken place and had been well attended.

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- The 52nd Time to Talk session, organised by UNISON, which focused on mental health and wellbeing, had taken place.
- The Leader had attended the Polish Saturday Morning School on 4th November to help celebrate Polish Independence Day.
- Remembrance Day services had taken place on 11th November at Plymouth Road which had been well attended. Thanks were extended to Ms Emily Shotblast for the buffet reception that had been provided.
- A further Remembrance Sunday service had been held on 12th November at Redditch Town Hall. Participants had been joined by a special guest, Chelsea Pensioner Simon de Buisseret. Thanks were extended to Mr Barry Tansley who had reported that this would be the last year in which he would be leading this on behalf of the Royal British Legion.
- The Leader had also attended the Church Hill Big Local Green Spaces event on 4th November and the Church Hill Scouts' bonfire on 5th November 2017.
- Finally the Leader noted that Mrs Jan Smyth, Democratic Services Officer, was due to retire from the Council after almost 30 years of service. Members joined the Leader in a round of applause in appreciation of Mrs Smyth's hard work and commitment over the years.

c) Chief Executive's Announcements

There were no announcements from the Chief Executive.

55. QUESTIONS ON NOTICE (PROCEDURE RULE 9.2)

The Leader responded to a question that had been submitted in accordance with Council Procedure Rule 9.2 by Mr Craig Warhurst.

Mr Warhurst asked the following question:

"With highly prestigious companies such as GymShark relocating out of Redditch to other nearby business parks, can the Leader of the Council concisely say what the Council is doing to encourage businesses to stay in Redditch?"

The Leader responded as follows:

"Redditch Borough Council is working hard to support local businesses to grow and to encourage new investment into the Borough.

The Council contributes and is partner to a number of programmes which aim to support both new and growing businesses and help

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create new employment opportunities. Eligible and qualifying businesses in the area can also benefit from a number of grant programmes that incentivise businesses to either grow and/or relocate. Grants are available from £5,000 - £180,000 to help fund, for example, the construction of new commercial buildings, improvements to property, purchase equipment and help make existing stock suitable for use. The grants also cover such expenditure as energy efficiency measures, product innovation, fitting out of premises and the building of extensions. As at the end of September 2017, I am pleased to report that 34 Redditch based businesses have benefitted from funding from these programmes, with at least £800,000 of funding invested and 30 new jobs created. Furthermore, during the last 12 months, Redditch based Avon Freight also constructed new premises investing £3.5 million on a 50,000 sq ft unit creating an additional 10 jobs.

The Council also supports the Worcestershire Wide Investing in Growth Programme which funds an Inward Investment Manager for Worcestershire whose role includes assisting businesses to find suitable sites and premises. Part of this role is to support the Local Enterprise Partnerships and neighbouring local authorities in bringing forward more land for employment use. The Redditch Gateway is an example of this where over 75 acres of land is proposed to be developed for new commercial and industrial business space and it is expected that 2,500 new jobs will be created.

We are also working pro-actively help local businesses win new business, particularly from major opportunities such as HS2. I organised and led a special HS2 briefing session at Heart of Worcestershire College on 15th November to promote HS2 supply chain opportunities and 45 local businesses came along to find out how they could compete for the billions of pounds of investment that HS2 will create.”

Mr Warhurst subsequently asked a supplementary question in which he noted that if major companies relocated to the Eastern Gateway this could have a detrimental impact on Redditch business rates and the Leader was asked to clarify what plans he had in place to manage this.

The Leader responded by noting that the Eastern Gateway was the subject of an application which had not yet been considered by the Planning Committee. As such no decisions had yet been made in respect of this matter.

56. MOTIONS ON NOTICE (PROCEDURE RULE 11)

There were no Motions on Notice to consider at this meeting.

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57. EXECUTIVE COMMITTEE - MINUTES OF THE MEETING HELD ON 31ST OCTOBER 2017

Leisure and Cultural Services Options Review

Members discussed the Leisure and Cultural Services Options Review and in so doing noted the following:

- The involvement of both the Overview and Scrutiny Committee and the Executive Committee in October in reviewing the report.
- The findings of the Abbey Stadium Task Group in 2014 and the Leisure Provision Services Scrutiny review in 2015, which had highlighted the potential benefits of a trust model of service delivery.
- The changes to the rules in respect of trusts since 2015 and the timescales in which the benefits of a trust model, such as in relation to taxation, might apply.
- The work undertaken by independent advisers V4 to review Leisure and Cultural Services.
- The different models of service delivery that had been considered by V4 which had all been scored. The option with the highest score in this process had been the Local Authority Trading Company (LATC) model.
- The 1,669 residents who had completed copies of the Council's survey in respect of Leisure and Cultural Services.
- The potential for staff to secure improved career opportunities and the possible impact that the various operating arrangements might have on the quality of services.
- The length of time it had taken to review the future operating model for Leisure and Cultural Services.
- The level of savings that could be achieved from an LATC approach to service delivery and how this compared to other forms of service delivery.
- The need for the model of service delivery that was selected to support the authority's strategic purposes.
- The level of control that would be retained by the Council through the use of the LATC model.

Executive Committee Minutes – 31st October 2017

During consideration of the minutes Councillor Shurmer noted that he had submitted his apologies to a colleague in advance of the meeting and these should have been noted in the minutes of the meeting. Members agreed that this amendment should be made to the minutes.

RESOLVED that

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subject to the amendment detailed in the preamble above the minutes of the meeting of the Executive Committee held on 31st October 2017 be received and all recommendations adopted.

58. REGULATORY COMMITTEES

The Council considered the minutes from meetings of the Audit, governance and Standards Committee held on 21st September 2017 and the Planning Committee held on 13th September and 11th October 2017.

Audit, Governance and Standards Committee minutes

Clarification was requested in respect of the Committee's Lead Fraud Member for the municipal year. Councillor David Thain confirmed that he had been contacted about this matter and he was willing to continue in this role for the remainder of the municipal year.

Planning Committee minutes

Members noted that there were two typographical errors in the minutes of the Planning committee meeting held on 11th October 2017. The minutes had suggested that Mr John Bonham had been born in 2048 when in fact he was born in 1948. The title of Mr Bonham's band, Led Zeppelin, had also been incorrectly recorded in the minutes.

RESOLVED that

- 1) **the minutes of the meeting of the Audit, Governance and Standards Committee held on 21st September 2017 be received and adopted; and**
- 2) **subject to the amendments detailed in the preamble above, the minutes of the meetings of the Planning Committee held on 13th September and 11th October 2017 be received and adopted.**

59. APPOINTMENTS TO OUTSIDE BODIES

The Council was informed that there had been a slight change to the membership of outside bodies which needed to be resolved by the Council.

RESOLVED that

- a) **Councillor Pat Witherspoon be appointed to Redditch Highways Forum in place of Councillor Pattie Hill;**

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- b) Councillor Michael Chalk be appointed to the vacancy on the Redditch Highways Forum; and
- c) Councillor Mark Shurmer be appointed to the newly formed West Midlands Combined Authority Housing and Land Delivery Board, as relevant Portfolio Holder.

60. URGENT BUSINESS - RECORD OF DECISIONS

There were no urgent decisions to note.

61. URGENT BUSINESS - GENERAL (IF ANY)

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

The Meeting commenced at 7.00 pm
and closed at 8.07 pm

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Mayoral Events 03/10/2017 to 20/11/2017

- 05/10/17: First Summer Reading Challenge Ceremony- presentation of Certificates and Medals to children at Redditch Library.
- 10/10/17: Second Summer Reading Challenge Ceremony-presentation of Certificates and Medals to children at Redditch Library.
- 10/10/17: Visit to Safari Park for National Young Citizen Awards with the YMCA.
- 08/10/17: Bromsgrove Civic Service.
- 10/10/17: AGM of Friends of Gruchet as President.
- 12/10/17: Attended Redditch Lions Club 'Promotional Table' in Kingfisher Shopping Centre supporting unsighted and partially sighted people.
- 13/10/17: Attended Charity Event at Stourport Civic Centre to see the Bromyard Wind Band.
- 15/10/17: Redditch Civic Service 10.30 – Theme 'Five Steps to Wellbeing'
- 15/10/17: Shrievalty Civic Service at Worcester Cathedral 4pm.
- 17/10/17: Attended League of Friends AGM at Alexandra Hospital.
- 21/10/17: Opened the new 'Bridge Community Centre' by Deputy Mayor Nina Woodford.
- 28/10/17: Attended Vintage Tea Party – Redditch Arts Group at The Bridge.
- 29/10/17: Attended 'The Lions Halloween Fun Run' at Arrow Valley Country Park.
- 01/11/17: Attended the roll out of 'Universal Credit' in Redditch – Breakfast Event.
- 01/11/17: Attended Pitcheroak School's voting day to elect a new School Council.
- 02/11/17: Announced the 'Fireworks Display' and did the countdown for the fireworks at Arrow Valley Park.

04/11/17: Attended Polish School to commemorate Polish Independence Day and Remembrance Day.

04/11/17: Attended Bromsgrove and Redditch Supports Refugees fundraising Barn Dance at Redditch Town Hall.

07/11/17: Attended 'Abbey Gate' – David Wilsons opening of the new show homes.

10/11/17: Attended Trinity High Schools Careers Fair.

11/11/17: Attended Remembrance Day at the Memorial – Garden of Remembrance Plymouth Road.

11/11/17: Attended Arrow Vale Singers Charity Event for Help the Heroes at Webheath Village Hall.

12/11/17: Attended Remembrance Sunday Parade and Service at St Stephens Church.

18/11/17: Attended 'Charity Skittles Night' at Evesham.

Redditch Borough Council**29th January 2018****Agenda item no. 6 – Questions on Notice****1. From Councillor Antonia Pulsford to the Leader:**

Have other consultancies besides NW Environmental Ltd. been asked for their proposals for upgrading Arrow Valley Park, and if so, when will Council see their presentations?

2. From Councillor Juliet Brunner to the Leader:

2018 marks the centenary of the year that women in the UK were first granted the right to vote. The **Representation of the People Act** of 1918 granted the vote to women over the age of 30 who met a property qualification.

Would the leader join with me to host an **Equalites** event, here in our town hall - the heart of our local democracy - to celebrate this momentous occasion?

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Redditch Borough Council**29th January 2018****Motions on Notice****1. Transition support for young people leaving care in Redditch**

Proposed by Councillor Tom Baker-Price, seconded by Councillor Jane Potter.

This council notes with deep concern, the children's societies 'Wolf at door' report (2015) and the representations made by Kelly Pickard the children's commissioner on the subject of council tax for care leavers.

We would like to reaffirm the commitment this council has to partnership working with Worcestershire County Council to ensure young people who have left care are appropriately housed and supported in their transition.

The Children and Social Work Act 2017 clearly places corporate parenting responsibilities on district councils for the first time, requiring them to have regard to children in care and care leavers when carrying out their functions.

This council is the council tax billing and housing authority for the Borough of Redditch and as such recognises this group is particularly vulnerable to falling into debt when moving into independent accommodation for the first time.

To elevate this problem officers are mandated to bring forward proposals to this council utilising powers granted to this council under section 13A of the local government financing act 1992 to ensure the following:

1. Reduce their net liability for council tax under the national scheme and after council tax support to zero, until the care leaver's 21st birthday.
2. Introduce a transitional discretionary discount scheme to enable a reduction of liability for council tax up to and including zero from their 21st birthday until the care leaver's 25th birthday.

These proposals are to be presented to council within six months from the motion's adoption.

2. War Memorial and Commemorations 2018

Proposed by Councillor Juliet Brunner, seconded by Councillor David Thain

In Public Commemoration of those servicemen and servicewomen of Redditch who made the ultimate sacrifice for their country, and to mark the 100th anniversary of the signing of the armistice that ended the First World War Commemoration Parade and Ceremonial, in Redditch of WW1 Centenary 11th November 2018.

Redditch Borough Council wishes to acknowledge, and enable its citizens to acknowledge, the ultimate sacrifice of its servicemen, servicewomen and their families on the anniversary of the centenary of the ending of WW1.

Redditch Borough Council commits to the following

- To work with the British Legion, 37th Signals and Mercian Regiments and others to organise a parade befitting and appropriate to the occasion.
- To cleanse and refurbish the St Stephens and Plymouth Road War Memorials.
- To make an application for a road closure of Unicorn Hill and Plymouth Road before, during and after the Services on 11 November 2018.
- To ask officers to cost up the proposals for a ceramic Poppy display in the shape of the numerical figure of 100 to be planted at Plymouth Road Memorial: one for each of those Redditch servicemen and women who have sacrificed their lives in all Wars and Conflicts.
- That the Town Hall be suitably and solemnly made available, following the service, and refreshments offered to Veterans, Servicemen and Women and their Families.



Executive Committee

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MINUTES

Present:

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

Officers:

Derek Allen, Ruth Bamford, Michael Birkinshaw, Ray Cooke, Clare Flanagan, Sue Hanley, Jayne Pickering, Deb Poole, Guy Revans and Judith Willis

Democratic Services Officer:

Jess Bayley

71. APOLOGIES

An apology for absence was received on behalf of Councillor Baker.

(Councillor B Clayton arrived after the start of the meeting and apologised for being late).

72. DECLARATIONS OF INTEREST

There were no declarations of interest.

73. LEADER'S ANNOUNCEMENTS

The Leader explained that, due to the size of the agenda and the likely length of the meeting, he was tabling his announcements in writing.

74. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday 31st October 2017 be approved as a correct record and signed by the Chair.

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75. SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION (GOOD DESIGN)

The Head of Planning and Regeneration presented the draft high Quality Design Supplementary Planning Document (SPD) for the committee's consideration. The report supplemented a number of policies within the Borough of Redditch Local Plan No. 4 (BORLP4). The SPD had been considered by the Planning Advisory Panel (PAP) and the points raised by Members during meetings of this body had informed the content of the document. Officers were seeking to undertake a period of public consultation, the outcomes from which would be reported for the consideration of the Executive Committee in due course. It was anticipated that this consultation would last for at least six weeks.

Following the presentation of the report Members discussed the SPD and questioned the extent to which parking provision in residential developments was addressed. Concerns were raised that in recent years parking provision available to developments had been considered inadequate by some residents and this had led to complaints being made to their local Councillors. The Committee was advised that under previous legislation and guidance Councils had been required to encourage developers to design houses in a way that would enable use of more sustainable methods of transport. National guidance had subsequently changed, with greater emphasis now being placed on the role of the developer in determining parking requirements alongside other considerations. However, parking was not a key focus of this particular SPD.

The existence of a local list of heritage buildings was also discussed. The Committee was advised that this did not form part of the SPD, though a local list had been approved at a previous meeting of the Committee and was available to view from the Council's website.

RESOLVED that

the public consultation for the draft High Quality Design SPD be approved.

76. WATER SAFETY POLICY

The Leisure Services Manager presented the Inland Water Safety Policy. The policy had already been considered by the Joint Corporate Health, Safety and Welfare Committee and all of the points raised by this body had been taken into account. The

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National Water Safety Forum had also been consulted about the content of the policy.

The policy was one of the last two recommendations remaining to be addressed arising from an investigation that had been undertaken by ROSPA. Officers were aiming to bring forward a report in respect of the other outstanding recommendation, relating to re-engineering works at the weirs, the following year.

RECOMMENDED

the approval and adoption of the Inland Water Safety Policy.

77. VOLUNTARY AND COMMUNITY SECTOR GRANT PROGRAMME 2018/19 - FUNDING RECOMMENDATIONS

The Head of Community Services presented the funding recommendations from the Council's Grants Panel in respect of the Voluntary and Community Sector Grant Programme 2018/19. Members were advised that there had been some unallocated sums and the Grants Panel had brought forward proposals to ensure that this funding would still be invested in Voluntary and Community Sector (VCS) organisations.

Members noted that a number of applicants had been unsuccessful. Each year there were more applicants than there was funding available and the Grants Panel used particular criteria to ensure that funding was distributed appropriately.

RESOLVED that

- 1) **the following grants for 2018/19 be awarded to the successful applicants as set out in the table below:**

Organisation	Project Name	Amount Requested
Help me to be financially independent £4k		
REACH CIC	Savvy Savers	£ 4,000
Help me to live my life independently £40k		
REACH CIC	Building Futures	£10,000
Redditch Wheels Project	Skatepark Future	£10,000
Redditch Boxing Club	Fight for peace 'Personal Development Programme'	£ 9,900
Your Ideas Youth & Community Project	Your Ideas Holiday Activities	£10,000
Help me to live my life independently £30k		

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REACH CIC	Positive Change Training Course	£4032
Relate	Counselling Services	£6000
Redditch Mental Health Action Group	Wellbeing Coaching	£6000
Onside	Redditch Community Advocacy Project	£6000
Disability Resource Centre (DRC)	Fit for Life	£5,000
Provide me with good things to do see and visit £6k		
The Ditch	The Ditch Youth Project	£3,000
Redditch Federation of Anglers	Community Fishing Development	£3,000
Keep my place safe and looking good £15k		
P&E Sports CIC	Youth 4 Youth	£ 4,860
NewStarts	Redditch Reach	£5,000
Bromsgrove and Redditch Network	BROS: Home Soil	£4,999.60
Help me run a successful voluntary sector business £50k		
Carers Careline	Carers Telephone Support Service	£ 4,404.00
Where Next	Where Next	£10,000
Touchstones	Supporting Bereaved Children in Redditch	£10,000
Britten Street Hub CIC	Inclusion project	£9,960
Home Start North East Worcestershire	Supporting Families	£10,000

- 2) the unallocated sums of £100.00, £2,968.00 and £140.40, be included in the Stronger Communities Grants funding theme for 2018/2019; and
- 3) the unallocated sum of £5,636.00 relating to the Help Me Run a Successful Voluntary Sector Business Theme be retained and its availability be re-advertised in parallel with the Stronger Communities Grants applications in January 2018.

78. FLEXIBLE HOMELESSNESS SUPPORT GRANT (INCLUDING HOMELESSNESS REDUCTION ACT NEW BURDENS FUNDING)

The Strategic Housing Manager presented a report in respect of the Flexible Homelessness Support Grant. The report included information about additional funding that had been provided by the Government to help the Council address additional responsibilities in respect of homelessness set out in the Homelessness Reduction Act 2017. Officers were proposing that £60,000 of this funding should be allocated to recruiting two new trainees in the Private Sector Housing team. Local organisations that delivered services

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tackling homelessness in the community would be provided with an opportunity to bid for funding from some of the remaining budget.

Officers confirmed that £50,000 had already been spent on temporary accommodation. In previous years the Government had provided a Temporary Accommodation Advisory Grant for this purpose, but that funding had been combined with this grant in 2018/19. In the long-term local authorities would be required to concentrate on preventing homelessness and it was anticipated that the need for Councils to provide temporary accommodation would decline as a consequence.

RESOLVED

- 1) to NOTE that the 2018/19 grant funding implications will be included as part of the medium term financial plan report to Council in February 2018, subject to Council approval of the budget;**
- 2) that the Flexible Homelessness Support Grant is made available in line with the table initiatives in 3.9, and that the Homelessness Reduction Act 2017 New Burdens Funding be allocated as set out in section 3.13.**
- 3) that delegated authority be granted to the Head of Community Services, following consultation with the Portfolio Holder for Strategic Housing, to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2018/19 in support of existing or new schemes; and**

RECOMMENDED that

- 4) the Homelessness and Homelessness Prevention Grant Policy as set out in Appendix 1 be approved with delegated authority granted to the Strategic Housing Manager following consultation with the Portfolio Holder for Strategic Housing to award the grants.**

79. FEES AND CHARGES 2018/19

The Executive Director of Finance and Corporate Resources presented the proposed fees and charges for 2018/19 and explained that in some cases Officers were proposing that the charges should be increased by 3.9 per cent in line with budget assumptions. However, there were some cases where Officers were suggesting no increase to the fees or an increase over 3.9 per cent.

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Members were advised that a typographical error had occurred in the report as incorrect figures had been listed for hiring mechanically swept private road / car park mini-sweepers and mechanically swept private road / car park HGV sweepers. This should have been recorded as £30 and £50 respectively per hour rather than as £0.00 in both cases.

The proposed installation fee for lifeline services, due to increase by 38.89 per cent was discussed with concerns being raised about the potential impact on customers. Officers advised that this increase had occurred following benchmarking with other authorities and to ensure that the service achieved full cost recovery. Additional support could be offered to customers who might struggle to meet the costs.

The fees for Bereavement Services had also increased by up to 22.2 per cent and questions were raised about the causes of this. The Committee was advised that these increases had occurred following a rise in the fees charged by organisations that supplied services to the Council at the Crematorium. The fees would enable the Council to recover these costs as well as contribute to meeting administrative and maintenance costs at the site.

Fees had not been published in the papers for Building Control due to recognition of the commercially sensitive nature of these services which were provided in competition with external organisations. A request was made for a sample of these fees to be provided in exempt papers for future editions of this report to enable Members to assess how these charges were changing, though it was acknowledged that the fees for this service could vary according to changing levels of demand within the market.

In many cases there were no proposals for there to be an increase in the fees charged for Worcestershire Regulatory Services (WRS). Officers explained that there was a lot of case law in relation to licensing fees which specified that these fees needed to be self-financing. When calculating Licensing fees issues such as administration costs were taken into account. There were also a number of licensing fees that were set at a statutory level and which the Council could not amend.

Increases had also not been proposed to a number of fees for services provided by the Palace Theatre. Officers advised that a benchmarking exercise had been undertaken and this had discovered that many of the venue's fees were comparable to that of similar venues. To ensure that the theatre remained competitive Officers were advising that these fees should not increase.

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RECOMMENDED that

- 1) **all fees and charges that are included in Appendix 1 which have a proposed increase for 2018/19 over the currently agreed budget assumption of 3.9% be approved;**

RESOLVED that

- 2) **the fees and charges as presented in Appendix 1 that have no increase for 2018/19 be approved; and**
- 3) **the fees and charges as presented in Appendix 1 that have reduced for 2018/19 be approved.**

80. PERFORMANCE UPDATE REPORT

The Head of Business Transformation and Organisational Development presented a report outlining the approach Officers were keen to adopt to update Members on the Council's corporate performance. Officers were proposing to present this report to the Executive Committee every two months, each of which would focus on a different strategic purpose. The reports would also include information obtained from the Corporate Dashboard.

Following presentation of the report the Committee discussed Members' familiarity with the Dashboard. There was general recognition that Members of the Performance Scrutiny Working Group were well acquainted with the dashboard but other Councillors had had more limited exposure. Members suggested that it would be helpful for training to be provided to enable Members to review and utilise the data available on the dashboard more effectively.

The regularity with which the data on the dashboard was updated was also discussed by Members. Some Councillors had accessed the dashboard and had found that data did not always appear to be up to date. It was acknowledged that sometimes officers might only be able to obtain data on a quarterly or yearly basis but this was not always clear from the commentary provided for a measure on the dashboard. Officers noted that this would be raised with the lead officers for those measures to ensure that clarification could be provided.

RESOLVED that

the approach to performance reporting to Executive through use of the Measures Dashboard and a bi-monthly report, detailed in the draft template attached at Appendix 1, be approved.

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81. ACQUISITION AND INVESTMENT STRATEGY

The Executive Director of Finance and Corporate Resources presented the Acquisition and Investment Strategy and in so doing highlighted that this supported the Council's commercialism strategy. Whilst the report was requesting authority to allowing borrowing of up to £20 million for the strategy there were no projects currently in development and all opportunities would be rigorously assessed to minimise risks to the Council. Officers confirmed that borrowing would only be undertaken should an investment meet the strict criteria as included in the strategy.

The focus of any investment would be on options within Redditch, or areas contiguous to the Borough in order to take advantage of any opportunities that occurred just over the border. The Place Partnership Ltd was working closely with the Council and would provide advice, where appropriate.

Confirmation was provided that the Budget Scrutiny Working Group had pre-scrutinised the content of this strategy. The group had not proposed any amendments to the policy nor had they made any recommendations in respect of this matter.

RECOMMENDED that

- 1) the Acquisition and Investment Strategy be approved;**
- 2) the Corporate Management Team (CMT) and Head of the North Worcestershire Economic Development Unit be responsible for identifying suitable opportunities and developing the viability appraisal and business case for the Council; and**
- 3) the Executive Committee have delegated powers to approve business cases and complete acquisitions.**

82. COUNCIL TAX BASE 2018/19

The Executive Director of Finance and Corporate Resources presented the Council Tax Base 2018/19 report. Members were advised that the local authority was required to set a calculation in respect of the Council Tax Base for Band D properties and above. The information had to be shared with Feckenham Parish Council. The calculations also underpinned the figures in respect of Council Tax that would be charged in the year ahead, which would be reported to Council on 19th March 2018.

RECOMMENDED that

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- 1) the calculation of the Council's Tax Base for the whole and parts of the area for 2018/19, be approved; and
- 2) in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2018/19 be 26,058.20 and for the parts of the area listed below be:

Parish of Feckenham	372.20
Rest of Redditch	<u>25,686.00</u>
	<u>26,058.20</u>

83. FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES

The Executive Director of Finance and Corporate Resources presented the updated Financial Regulations and Contract Procedure Rules and in so doing explained that this had provided an opportunity to refresh the Council's rules. As a result of the proposed changes the level at which staff needed to obtain written quotations in line with competition requirements had fallen from quotes over £5,000 to those between £3,001 and £25,000. Information had also been added to the Contract Procedure Rules setting out requirements in respect of services working with consultants. The report also clarified that in future virement between staffing budgets would not be permitted. A formal training process would be introduced to ensure that staff were familiar with the changes.

The frequency with which the Financial Regulations and Contract Procedure Rules should be reviewed was briefly discussed. Officers advised that these would be reviewed every two to three years, though amendments might sometimes need to be made more frequently in response to legislative changes. Members noted that it would be useful for an internal audit of the new rules and regulations to be undertaken once they had been embedded to monitor the impact and compliance amongst officers.

Members noted that the report had suggested that the rules should apply from 29th January 2018. However, this was the date on which the Council meeting would take place to determine the policy and there was no guarantee that this would occur. It was therefore agreed that the recommendation from the Executive Committee should be amended to reflect this.

RECOMMENDED that

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the updated contract and financial procedure rules be approved. The rules would then apply following Council approval.

84. MEDIUM TERM FINANCIAL PLAN UPDATE - PRESENTATION

The Executive Director of Finance and Corporate Resources tabled a presentation which outlined the Council's current budgetary position (Appendix 1). Whilst delivering this presentation the following points were highlighted for Members' consideration:

- Further information would be available from the Government about the forthcoming Local Government Funding Reform in the spring.
- The service specific cost drivers referred to in paperwork relating to the Local Government Funding Reform were more relevant to Worcestershire County Council as the local provider of social services.
- The Business Rates Baseline Reset in 2020/21 would lead to any growth in business rates in previous years being absorbed into the baseline.
- Officers had built into the budget an assumption that the Council would increase Council Tax by 2.9 per cent following a change to the level of increase in Council Tax that would trigger a referendum to three per cent.
- Worcestershire County Council was consulting with the Government about the reasons why the Worcestershire Business Rates Pilot bid had been unsuccessful. This would help the authorities to amend their proposals for any future opportunities to bid.
- The Council had anticipated, based on performance in previous years, that it would meet the baseline target for growth of Band D properties in order to secure funding from the New Homes Bonus. Unfortunately failure to do so had implications for the Council's budget.
- CMT were in the process of reviewing the Council's budget for 2018/19 on a line-by-line basis. The Council had to achieve a balanced budget in the first year of the Medium Term Financial Plan (MTFP), though this was not necessarily required for the subsequent three years.
- The Council's proposed MTFP for 2018/19 to 2020/21 would be presented for the consideration of the Executive Committee on 6th February. This would be subject to detailed scrutiny on the 13th February and a final decision would be taken by Council on 19th February.

Following delivery of the presentation the Chair explained that he had asked Officers to investigate the potential for the Council to work with other local authorities to lobby the Government over the

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deadweight rules in respect of the New Homes Bonus. Unfortunately, whilst there had been significant development in the Borough the majority of these developments involved Band A – C properties.

RESOLVED that

the presentation be noted.

85. FINANCE MONITORING QUARTER 2 2017/18

The Executive Director of Finance and Corporate Resources presented the Finance Monitoring Quarter 2 report which set out the Council's financial position in the period June to September 2017/18. The report highlighted a shortfall of £124,000 which Officers were working hard to address. In addition, the Council's auditors had suggested that the authority needed to revise the allocation of charges to the capital programme which had an impact on the corporate financing budget. Officers advised that there had been significant developments in respect of the budget since September 2017 as managers were addressing the impact of any shortfalls

As part of the Council's work to achieve savings senior officers were undertaking a line-by-line analysis of the budget during quarter three of the financial year. The outcomes of this work would be reported for Members' consideration in the quarter 3 report in March 2018.

The inclusion of vacant posts within the Council's budget was briefly discussed. Officers advised that there would always be some vacant posts due to the departure of staff over time. However, senior officers were working hard to ensure that these posts did not remain vacant for long.

RESOLVED that

- 1) the Executive Committee note the current financial positions for the quarter April – September 2017 as detailed in the report; and**

RECOMMENDED that

- 2) the virement of £104k from Customer Access and Financial Services Public Capital Building project to Environmental Services Capital Crematorium project. This is due to part of the public buildings contract now being included as part of the bigger crematorium project to minimise disruption.**

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86. WHISTLEBLOWING POLICY

The Executive Director of Finance and Corporate Resources presented the Confidential Reporting Code (Whistleblowing) for the Committee's consideration. Members were advised that the policy had been refreshed to update titles and reporting routes. The document also provided transparency about the process that should be followed by staff in the event that they had concerns about something happening at the local authority.

RECOMMENDED that

the Confidential Reporting Code (Whistleblowing) be approved.

87. OVERVIEW AND SCRUTINY COMMITTEE

The Committee was advised that all of the recommendations arising from the meeting of the Overview and Scrutiny Committee held on 26th October 2017 had already been considered. There were no recommendations arising from the meeting of the Committee held on 7th December 2017.

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

Officers confirmed that there had been no recommendations arising from the latest meeting of the Overview and Scrutiny Committee, which took place on 11th January 2018.

89. CORPORATE PARENTING STEERING GROUP - VERBAL UPDATE

In the absence of Councillor Baker no update was available to provide in respect of the Corporate Parenting Steering Group. Members requested that in future, for meetings that Councillor Baker was unable to attend, a brief update on the work of this group should be provided in writing for Members' consideration.

90. ADVISORY PANELS - UPDATE REPORT

Members considered the content of the Advisory Panels update report and noted that the Planning Advisory Panel meeting that had been due to take place that evening had been cancelled.

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and closed at 9.07 pm

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Executive

Budget Update Jan 2018

Impact of Settlement

- Local Government Funding Reform – consultation paper published
- Implementation 2020/21
- Business Rates Baseline reset 2020/21
- From 2020/21 all grants to be included in Business Rates Retention
- Business Rate retention at 75% - not 50% - but reset will reduce benefit of any growth
- Council Tax – referendum now at 3% (previously 2%) – 2018/19 & 2019/20
 - Increase included in Budgets £40k
- Business Rate Pilots – Worcestershire not approved as a pilot. Potential for further rounds of bidding
- Redditch to remain in GBS Pool for 2018/19
- No changes to NHB
- Consultation in Spring 2018 in relation to “negative “ grant – currently £330k in 2019/20

Impact of Settlement

- Local Government Funding Reform – consultation paper published – implementation 2020/21
 - Measuring need
 - Common cost drivers
 - Service specific cost drivers
 - Weighting formula
 - Advises that further detail on transition and locally raised income to follow in future papers
 - Set new baseline for funding allocations
 - Simple/ transparent/ Contemporary/ Sustainable/ Stable

New Homes Bonus

- No Change to Scheme for 2018/19
- Deadweight remains at 0.4%
- 2018/19 band D 31,617
 - 0.4% = 126.5 units
 - Growth 84 units
 - Therefore Below Baseline
 - Grant advised of £22k for 2018/19
 - Short **£196k** (£22k not £218k). £218k based on average of previous 3 years

Current Position

- Current Gap – £550k in 2018/19 - £1m in 2020/21
- Assumes 2% pay award for all staff
- Assumes income from new Leisure trading company
- Assumes 2.99% increase in Council Tax

Next Steps

- Further work on detailed savings / additional income to be prepared for Feb meeting
- Detailed rationale to demonstrate pressures
- Review of reserves statement
- Balances £1.8m – minimum £750k
- Balance the financial projections to 2021/22
- Agree budget February 19th 2018

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****16th January 2018****Inland Water Safety Policy for Approval by Committee**

Relevant Portfolio Holder	Councillor Debbie Chance & Councillor Joe Baker
Portfolio Holder Consulted	Yes
Relevant Head of Service	Head of Leisure and Cultural Services Head of Environmental Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS**1.1 Members are asked to consider the following Inland Water Safety Policy:**

This Water Safety Policy provides the framework for assessing and maintaining inland, open water in the Council's ownership and sets the acceptable standards via the risk assessment process endorsed by the

Various parts of legislation place statutory duties on owners of inland water sites, or the person responsible for the site, to provide for the safety and the well-being of visitors, which includes employees and members of the public. Statute and Common law have a relevance to the operation of inland waters.

1.2 The above Policy has been approved by the Council's Health and Safety Committee and the trade unions.**2. RECOMMENDATIONS**

The Committee is asked to RECOMMEND to Full Council the approval and adoption of the Inland Water Safety Policy.

3. KEY ISSUES**Financial Implications****3.1 There is an ongoing financial commitment for the management, repair and maintenance of the assets associated with inland water bodies under the Council's stewardship.****3.2 The majority of inland water asset management is revenue expense which is within existing budgets. There may be occasions where capital funding is required e.g. where there is a significant change in legislation or a significant unforeseen hazard occurs to one of the Council assets. On any such occasion the adopted capital bid process will be observed**

EXECUTIVE COMMITTEE16th January 2018**Legal Implications**

3.3 The following primary legislation has been considered in the drafting of this policy:

- Health and safety at Work Act (H&SAW) 1974
- The Management of Health and safety at Work Regulations 1999 (previously 1992).
- Health & Safety (First Aid) Regulations 1981
- Public Health Act 1936
- Occupiers Liability Act 1999
- The Health & Safety (Safety Signs and Signals) Regulations 1996

Service / Operational Implications

3.4 This policy is applicable to all staff who work on or near any inland water bodies throughout the council. Appropriate training in respect of these policies will be provided.

3.5 The Water Safety Policy will be available to all employees on the Orb or in hard copy format where appropriate. All employees working on or near inland water bodies are required to undertake Health & Safety induction, and health & safety policies form part of this induction process.

Customer / Equalities and Diversity Implications

3.6 A robust Health & Safety approach ensures that the services we provide to our customers are carried out safely, with the needs of all individuals taken into account.

4. RISK MANAGEMENT

4.1 Whilst the Council has a Health and Safety Policy in place it is recommended that specific policies are written to cover specific risks within the business.

4.2 The Council could be subject to prosecution and or investigation by the Health and Safety Executive if the council is found not to have appropriate policies in place. This will have an impact on the reputation of the Council and could also lead to a prosecution.

5. APPENDICES

Appendix 1 - Inland Water Safety Policy

AUTHOR OF REPORT

Ray Cooke, Cultural Services Manager & Acting Parks and Greens Spaces Manager

WATER SAFETY POLICY

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1.0 Introduction

Within the Council's boundary there are a number of Public Open Spaces within the ownership of Council that has areas of inland open water.

Due to the diverse shape and size of these areas of water, their use is varied. The Council recognises the need for open water for both environmental reasons, recreation and leisure activities. Types of open water within the ownership of the Council include:

- Lakes
- Rivers
- Ponds
- Streams
- Balancing Ponds
- Drainage ditches

Open water can present significant risks that may vary in response to environmental changes, for example, the desire to swim in cold water on a hot day or the attraction to walk on ice in the winter.

The Council in its risk assessment of open water will take all 'reasonable steps' to protect people from danger. This water safety policy has been designed and developed with advice and guidance from the Royal Society for the Prevention of Accidents (RoSPA), 'Safety in Inland Water Sites – Operational Guidelines' (RoSPA documents) and @The Visitor Guide to the Countryside' (www.vscg.co.uk).

The Leisure and Cultural Services Department will designate Officers to implement and direct any actions within the water safety policy in liaison with the Council's Health and Safety Advisor.

2.0 Statement of Intent

The Council will provide appropriate arrangements for the management of areas of open water under its control. These measures should ensure that, 'so far as reasonably practicable' all inland open water facilities and other water based facilities for which the Council is responsible, are maintained in a safe condition for the benefit of the users and the safety of the staff.

3.0 Legal Responsibility

Various parts of legislation place statutory duties on owners of inland water sites, or the person responsible for the site, to provide for the safety and the wellbeing of visitors, which includes employees and members of the public. Both statute and common law have a relevance to the operation of inland waters.

3.1 Statutory Health and Safety Requirements

The following legislation will need to be considered:

- Health and safety at Work Act (H&SAW) 1974
- The Management of Health and safety at Work Regulations 1999 (previously 1992).
- Health & Safety (First Aid) Regulations 1981
- Public Health Act 1936
- Occupiers Liability Act 1999
- The Health & Safety (Safety Signs and Signals) Regulations 1996

3.2 Other Occupational Health and Safety Duties

Operators to whom the 1974 Act applies also have various duties, including the recording, notification and investigation of accidents to the enforcing authority (e.g. HSE or Local Authority environmental health departments). The appropriate enforcing authority must be notified where a member of the public has drowned or has been taken to hospital for medical treatment, i.e. following a near drowning incident.

3.3 Common Law Duty of Care

Although there is lack of legislation in this area, responsible bodies do have powers to effect preventative measures and the site owner must ensure that all facilities and equipment are suitable and safe to use. Under common law, liability to negligence may arise from the breach of fundamental duty, known as a 'duty of care'. The duty is described as follows, and applies to members of the public as well as operators – 'To take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to cause injury to your neighbour'.

This can be defined as 'what the reasonable man/woman would have foreseen as being necessary'. Ascertain level of risk is acceptable and it is expected that safety measures will be applied 'as far as is reasonably practicable'. In other words, practicable measures have to be technically feasible, and costs in time, money and effort are reasonable.

In the case of safe management of inland water sites, the duty of care means that the burden of taking adequate precautions falls on the site operator.

3.4 Exclusion Clauses

Civil liability can to some extent be passed on to a tenant or club; but liability for negligence resulting in death or personal injury cannot be avoided by exclusion clauses (Unfair Contract Terms Act 1977).

4.0 Provision of Off-Site Information

This section highlights the Councils commitment to providing safety information to staff and the public.

The Council understands that providing literature/information on water safety to both the public and staff can help in the prevention of accidents and drowning. The development of this information will be ongoing, in order to fully engage the safety message to people.

The purpose of such information is to heighten people's perceived risk of open water and its surroundings to match that of the real risk. This is particularly important when considering children around open water as often their perceived risk of a hazard is very low.

The Council will provide information to the public as follows:

- A water safety webpage – This webpage provides water safety information, drowning statistics, teacher lesson guides, posters for children to colour in and other key water safety information.

5.0 On-site Safety Provision

The following section identifies how each open water site is risk assessed and identifies key issues for consideration.

5.1 Risk Assessment (categorisation of sites)

Unsupervised open water can present a high level of risk due to the nature and use of adjacent walkways and surrounding area. In order to assess the level of risk at each site, the Council will categorise sites to identify the highest and lowest risk areas so the appropriate action can be implemented. Sites have been categorised using the Risk Level Classification and effectively gives each site a Risk Level and places the water body into 3 distinctive categories from 'A' (lowest) to 'C' (highest). This categorisation will then dictate the appropriate safety measures that will need to be implemented.

5.2 Inspection Frequency

The Leisure and Cultural Services Department has developed a Normal Operating Procedure which provides guidance to staff, in what to inspect, what is expected of their inspections to ensure a consistency of recording frequency and relevance, training, and a framework for targeting remedial works.

The key elements of the Normal Operating Procedure are:

- Methodology/Procedure
- Prioritisation for Asset Registration
- Training
- Inspection Frequency and Type
- Remedial Action Triggers

5.3 Site Signage

Where necessary resulting from inspections, three forms of site signage may be used to improve and ensure greater awareness of the potential dangers of water on the Council's public open spaces. These are:

Multi-signs – Signage outlining key dangers and key safety information, for example:

- Site Name & Location Address
- Pictorial warning & instruction information which are appropriate and site specific
- No swimming
- Action to be taken in an emergency
- Emergency Location Grid Reference Number

Multi signs will be provided at each key site (category '**B & C**' sites) with positioning of these being determined through the site specific safety strategies. It is important that this signage relates exclusively to safety and that it is kept simple and does not include any other information.

Rescue Aid Signs – Rescue Aid signs will be positioned close to the relevant Multi-sign but as close to the points of known access and egress points to the water body, for example:

- Pictorial instruction graphics on equipment use
- Contact numbers for the public to report missing equipment during normal working hours
- Contact numbers for the public to report missing equipment outside of normal working hours

Rescue Aids will be provided at key sites where all other solutions have been explored and there is no other solution open to the Council.

Nagging Signs – These are smaller signs displayed in key locations, again repeating key information from the multi-signs e.g. Danger No Swimming, Deep Water and may be temporary in nature e.g. Danger Thin Ice

5.3.1 Warning Sign Specification

Warning signs will be in accordance with the recommendations of the RoSPA water safety committee and the requirements of the Health and Safety Signs and Signals Regulations (amended 2002). All new signs erected will meet the BS 5499 – 11:2002 BSI Standard.

5.3.2 Ice on open water

When ice develops on any Council's principle sites of open water, the Council will ensure that temporary signs (public reinforcement signs) highlighting the hazard to people are displayed where required.

The requirement to put up and take down these signs will be carried out by the Officer or the contractor in charge of monitoring, inspection, grounds maintenance and repair.

It is the Council's policy not to break ice when it forms, however consideration may be given to breaking ice in prolonged situations for environmental/wildlife reasons only.

5.4 Rescue Equipment

Site rescue equipment will only be provided as a very last resort.

The provision of rescue equipment at Council sites, if required, is identified following consultation and advice from RoSPA. Where equipment is required a monitoring regimes will be establish and undertaken by the Leisure and Cultural Services Department.

Where appropriate, signage and lifesaving equipment will be in a position as close to the access and egress point of the water body. The location of life saving equipment and signage will be determined by the risk assessment process and will reflect probable points of access to the water and where there may be a rescue attempt.

5.4.1 Vandalism and Rescue Equipment

Rescue equipment can often be targeted for vandalism, graffiti and theft. Where rescue equipment is prone to vandalism and their integrity cannot be guaranteed, the Leisure and Cultural Services Department will be undertaking an inspection programme supported by a Normal Operating Procedure.

6.0 Future Design of Water Edges

In the development of any new sites containing water a number of factors need to be taken into consideration in their design. Design guidance can be found with the RoSPA publication 'safety in inland water sites' – operational guidelines. Leisure and Cultural Services Officers will liaise with the Planning Department and North Worcestershire Water Management on all future Council wide inland waterway developments.

7.0 Environmental Management

All pollution (oil/blue green algae for example) of water should be reported to the Leisure and Cultural Services team. In such cases the Council will ensure that suitable warning signs are displayed around the affected area and that water based recreational activities are appropriately restricted until water conditions improve.

When a potential risk to human health, associated with aquatic wildlife is identified, the Council will execute appropriate monitoring and reporting regimes as are directed by DeFRA or the Environment Agency. Any remedial actions dictated by these authorities will be implemented under their direction.

8.0 Staffing and Contractors

All Council staff and contractors responsible for inland open water sites are required to implement the Council's Health and safety Policy and to undertake suitable and sufficient risk assessments in relation to activities carried out adjacent to water. All Council staff and contractors working in close proximity to open water will undertake National Water Safety Management Course by the Royal Life Saving Society or equivalent before undertaking any works

8.1 Site Supervision

On areas of inland waterways, full time supervision is deemed to be neither reasonable nor practical and is not the most effective reaction to a water hazard. Where staff are present on site, they may take a proactive approach in educating the public and highlighting the common dangers around open water.

8.2 First Aid Provision at Open water Sites

First aid equipment will be provided where there is staff presence on site. All contractors with a formal agreement to use water bodies at Council sites must provide sufficient first aid equipment for their staff.

9.0 Use of Open Water for Activities

On any open water in the Council stewardship suitable for a groups or organisation to use an area of water for an approved activity. An application must be made to the Council or approved contractor. This does not apply to normal arrangements of a club or group using the water by lease, licence or any other formal agreement. Applications must be made at least six weeks in advance of the proposed event activity. When large events are being proposed more advance notice would be required.

The event organiser will be responsible for organising the event in line with the sites normal operating procedures. Risk assessments will be required for each event and will be checked by the site contractor.

10.0 Recording and Reporting of Accidents

Where a member of the public or staff are involved in a water based accident or sustains an injury, the incident should be recorded in accordance with Council procedures. Members of the public will be encouraged to report any incidents to the Council. Leisure and Cultural Services Officers will ensure that all know inland water incidents are recorded onto the Water Incident Database (WAID).

EXECUTIVE**16th January 2018****Flexible Homelessness Support Grant and Homelessness Reduction Act 2017 New Burdens Funding**

Relevant Portfolio Holder	Cllr Mark Shurmer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis – Head of Community Services
Wards Affected	All
Ward Councillor Consulted	No
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report seeks Members approval to award Flexible Homelessness Support Grant and Homelessness Reduction Act 2017 New Burdens Funding to specific schemes recommended by the Strategic Housing Manager and delegate authority to the Portfolio Holder and Head of Community Services to allocate any underspend of Flexible Homelessness Support Grant and Homelessness Reduction Act 2017 New Burdens Funding during 2018/19 towards dealing with and preventing homelessness.
- 1.2 The report further seeks approval to approve a Homelessness Grant scheme and associated Policy.

2. RECOMMENDATIONS

- 2.1 That Executive note the 2018/19 grant funding implications to be included as part of the medium term financial plan report to Council in February 2018 and, subject to Council approval of the budget;

The Executive Committee RESOLVE that:-

- 2.2 The Flexible Homelessness Support Grant is made available in line with the table initiatives in 3.9, and that the Homelessness Reduction Act 2017 New Burdens Funding be allocated as set out in section 3.13.
- 2.3 Delegated authority be granted to the Head of Community Services following consultation with the Portfolio Holder for Strategic Housing to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2018/19 in support of existing or new schemes.

EXECUTIVE**16th January 2018**

The Executive Committee **RECOMMEND** to Council that:-

- 2.4 The Homelessness and Homelessness Prevention Grant Policy as set out in Appendix 1 be approved with delegated authority granted to the Strategic Housing Manager following consultation with the Portfolio Holder for Strategic Housing to award the grants.**

3. KEY ISSUES

Financial Implications

- 3.1** The Council has received ring fenced Flexible Homelessness Support Grant for 2017/18 and 2018/19 as per the table in 3.3. The Temporary Accommodation Management Fee previously received has been amalgamated into this new grant. It is proposed that the 2017/18 allocation is carried forward into 2019/20 and that the funding will cover a two year period.
- 3.2** The Council has also been awarded Homelessness Reduction Act 2017 New Burdens Funding for a 3 year period including a one off payment for a new IT solution as per the table in 3.3.

3.3

Grant	2017/18	2018/19	2019/20
Flexible Homelessness Support Grant	£151,487	£166,048	Not Known
Homelessness Reduction Act 2017 New Burdens Funding	£23,289 Plus £9,000 for IT	£21,333	£30,350

Legal Implications

- 3.4** The utilisation of grant for homelessness support and prevention initiatives will assist the Council in meeting its statutory duties under the Homeless provisions of the Housing Act 1996 as amended by the Homelessness Act 2002. In addition the Homelessness Reduction Act 2017 will place additional burdens on the Council and this funding is expected to be utilised to strengthen homelessness prevention in the Borough.
- 3.5** The Flexible Homelessness Support Grant has been ring fenced to homelessness prevention by the Department of Communities & Local Government.

EXECUTIVE**16th January 2018****Service / Operational Implications**

- 3.6 The main provisions of the new Homelessness Reduction Act 2017 will come into effect on Tuesday 3rd April 2018 and will extend the period during which the Council has to treat someone as threatened with homelessness from 28 to 56 days. This will apply to all eligible households who approach the Council for homeless prevention assistance regardless of any local connection criteria.
- 3.7 There will also be a new duty to relieve homelessness for all eligible applicants for up to 56 days and it is anticipated that there will be an increase in households accessing housing options. The Council's resources will need to have a greater focus on preventing homelessness wherever possible, in addition to managing temporary accommodation for households that the Council has a duty to provide accommodation to.
- 3.8 A new duty on Public Services to notify the Council if they come into contact with someone they think may be homeless or threatened with homelessness within 56 days will come into effect 1 October 2018.
- 3.9 Proposed Allocation of Grant

Flexible Homelessness Support Grant	£
Homelessness Reduction Act Prevention – funding for posts	60,000
Contingency Fund	20,000
Dispersed Temporary Accommodation	46,000
Grants to Partners	40,000
Total	166,000

- 3.10 The Council's housing options service will require additional resources to meet the requirements of the new legislation and therefore £60,000 of Flexible Homelessness Support Grant is proposed to be earmarked for additional officers. These two posts will be career graded Housing Officer Posts and will not lead to any future increase in staffing costs in the housing options service, as the two post holders will ultimately go on to fill existing posts currently held by temporary staff. It is worth noting that all local authorities across England have benefitted from additional resources via the Flexible Homelessness Support Grant and as a result most are taking steps to increase capacity in their housing options teams.

EXECUTIVE**16th January 2018**

- 3.11 The Housing Options service also relies on a range of partners offering support and accommodation options for those threatened with or experiencing homelessness. It is therefore proposed that £40,000 of Flexible Homelessness Support Grant will be made available for partners of the Redditch Homelessness Strategy Steering Group to submit applications for funding schemes and initiatives that prevent, tackle or support homelessness in line with the draft Homelessness Grant Policy in Appendix 1. The Policy recommends that delegated authority be granted to the Housing Strategy Manager in consultation with the Portfolio Holder for Strategic Housing.
- 3.12 There is an expectation that the funding requirement for Dispersed Units of Temporary Accommodation will remain at an estimated annual cost of £46,000 to cover the no longer received Temporary Accommodation Management Fee.
- 3.13 The Homelessness Reduction Act 2017 New Burdens grant has been allocated on the basis that the Government expects increased workloads for Housing Options Teams on the back of the implementation of the new legislation and a new Government reporting requirement. It is proposed that this funding be utilised to procure a new homelessness management and monitoring system and fund resources and training to meet this change in working.

	2017/18	2018/19	2019/20
Homelessness Reduction Act New Burdens Funding	£23,289 Plus £9,000 for IT	£21,333	£30,350

Customer / Equalities and Diversity Implications

- 3.14 The Flexible Homelessness Support Grant and Homelessness Reduction Act 2017 New Burdens Funding will benefit customers by offering household's more options to prevent their homelessness, support them to remain in their own homes or help the Council to manage and support households in Temporary Accommodation.
- 3.15 These schemes and functions play a role in meeting the Council's Strategic Purposes:
- Help me live my life independently (including health and activity)
 - Help me find somewhere to live in my locality
 - Help me to be financially independent (including education and skills)

EXECUTIVE

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- 3.16 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.

4. RISK MANAGEMENT

- 4.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness, or who are in housing need, will have limited alternative options. There is also therefore the risk that they may have to make a homeless approach and this could consequently lead to the following negative outcomes:

- Increased B&B costs
- Increased rough sleeping in the Borough
- Impacts on physical and mental health, educational achievement, ability to work and similar through increased homelessness

In addition the Council will be unable to provide the extensive data required by DCLG in respect of monitoring homelessness.

- 4.2 All partner recipients of Grant will enter into a grant agreement and have regular monitoring with officers on the delivery of the service

5. APPENDICES and BACKGROUND PAPERS

Appendix 1: Redditch Council Policy - Homelessness and Homelessness Prevention Grants

6. KEY

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REDDITCH COUNCIL POLICY
HOMELESSNESS AND HOMELESSNESS
PREVENTION GRANTS

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1. Introduction

- 1.1 From time to time the Government will make allocations of Grant funding to Local Authorities to prevent homelessness or help those who are experiencing actual homelessness.
- 1.2 This Grant can be utilised by the Council to provide a range of services including elements of the Housing Options Service and services that support this for example; housing related support, furniture projects, and private sector incentives.
- 1.3 These schemes and functions play a role in meeting the Council's Strategic Purposes:
 - Help me live my life independently (including health and activity)
 - Help me find somewhere to live in my locality
 - Help me to be financially independent (including education and skills)

2. Scope

- 2.1 This policy applies only to the allocation of Central Government Grant awarded for the purposes of preventing or tackling homelessness that is made available to the voluntary sector and other partner organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.

3. Funding Framework

- 3.1 The framework will be based on four key elements:

Analyse – understanding the priorities, values and purpose, the needs they must address and the environment in which they operate.

Plan – identifying priorities and how these are, or are not, currently being met and where gaps are identified, how these will be addressed within available resources.

Do – ensuring that the services needed are delivered as planned, to efficiently and effectively deliver the priorities, values and purpose set out in the Council's Strategic Purposes and Homelessness Strategy.

Review – reviewing the delivery of services and assessing the extent to which they have achieved the purpose intended.

- 3.2 Ordinarily, grant is offered for a twelve month period over one financial year. Where an existing service is in place and can demonstrate the

quality and value for money required the Council reserves the right to re-negotiate with the current provider.

4. Purpose of Grant Funding

- 4.1 The Council may provide grant to support its Strategic Purposes and its statutory homelessness function in order to assist households who are threatened with, or experiencing, homelessness.
- 4.2 Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in their applications for funding.
- 4.3 The Council will require that all grant awards support the Council's Strategic Purposes and Homelessness Strategy.

5. Which Organisations are eligible to apply for a Grant?

- 5.1 In order to be eligible to apply for a grant, an organisation must be able to prove that:
 - a) it is a 'not for profit' organisation (charity, social enterprise, community organisation etc.);
 - b) Is registered with the charities commission or regulated by the Homes and Communities Agency.
 - c) The services that they provide support the Council's Strategic Purposes and Homelessness Strategy.
- 5.2 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation which do not directly promote a religious aspect.

6. What will and will not be funded by a grant

- 6.1 Grants will only be considered for work that will be undertaken in Redditch Borough, and/or will be wholly or principally for the direct benefit of residents of the Borough.
- 6.2 Grants to other organisations will not be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought, ***this will include consultancy and brokering fees. There may be exceptions to this eg: 'payment by results' services or other expenditure as agreed by the local authority.***
- 6.3 Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been

spent as outlined in the grant application form as amended by the final grant offer letter for example by providing receipts or monitoring information.

7. Risk Considerations

- 7.1 The Council has a duty to ensure that best use is made of limited resources. This section considers risk in grant giving. It expects the organisation to take responsibility for the risk assessment of, for example, items related to health and safety etc
- 7.2 The Council acknowledges that creativity and innovation can carry risks for non-delivery, for example where a new idea does not work out as intended.
- 7.3 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.
- 7.4 Grant applications where the Council will look more favourably will:
 - a) have a strong evidence base of need;
 - b) provide strong evidence that the proposed approach is likely to achieve the desired outcomes;
 - c) do not contain high revenue costs that cannot be sustained;
 - d) demonstrate how a lasting benefit will be achieved.
- 7.5 The higher the sum of money applied for, the greater the need for applications to:
 - a) be from organisations with a good track record of delivery;
 - b) be from organisations with a range of funding streams;
 - c) meet the Strategic Purposes of the Council;
 - d) support delivery of multiple actions contained within the Homelessness Strategy or other appropriate document;
 - e) demonstrate co-operative working relationships with other organisations.
- 7.6 Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary/charitable organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded. General guidelines for payment schedules are:
 - a) Grants of a total of £5,000 or less will be paid in full in advance of the project being delivered, payment will be made to successful applicants within 1 month of the start of the financial year in which the grant is payable or within four

weeks of receipt of invoice, with monitoring information required prior to any subsequent homelessness grant bidding round or at the end of the financial year.

- b) Grants in excess of £5,000 will be paid by quarterly instalments in advance of project activity. Each instalment will only be released after satisfactory monitoring information has been supplied on progress of the project.

8. Grant Conditions

- 8.1 Information on the conditions that will apply to a grant will be made available to applicants before they apply.
- 8.2 Monitoring information will be required on all grants, as outlined in section 11.
- 8.3 All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the grant award is made. No changes will be made after this time without the consent of the local authority.

9. Assessment Process

- 9.1 Part of the Grant may be ring-fenced for services currently provided by the Council or its agent. Other areas of funding will be advertised for a four week period and some funding may be made available for more innovative pieces of work.
- 9.2 All opportunities for grant funding from the Council will be openly advertised by circulating notice of the opportunity among an appropriate network or infrastructure organisation.
- 9.3 Information provided to grant applicants will include as a minimum:
- The amount of money that is available in total or any funding ceiling;
 - Clear information on the purposes for which funding is offered;
 - Clear information on eligibility criteria;
 - Details of the full assessment criteria against which applications will be judged;
 - A full list of conditions that will apply to the grant, including payment schedules and monitoring information;

Grant application forms will be made available in paper and electronic formats.

- 9.4 Applicants must complete a Standard Application form and provide relevant supporting documents. This is to ensure objective

assessment of all grant applications. The Council will not award any grant to an organisation whose application has not been formally assessed.

- 9.5 All grant applications will be assessed using pre-selected assessment criteria. The details of the assessment criteria will be made available to all applicants before they apply for funding. The assessment criteria will be chosen as relevant for the funding opportunity, but as a minimum will include:
- Details of how the service will support the Council's Strategic Purposes and Homelessness Action Plan.
 - Clear outline of how the purposes for which the grant is made available will be met;
 - The outcome(s) that the proposal will achieve;
 - The structure and delivery plan that will support the achievement of the stated outcomes;
 - The clarity of the proposal's financial outline;
 - The sustainability of work after the period of grant aid.
- 9.7 All assessment criteria will be based on meeting the Council's Strategic Purposes and the needs identified within the Homelessness Action Plan.
- 9.8 All grant applications will be assessed by the Council's Housing Strategy Team and approval is delegated to the Housing Strategy Manager in consultation with the Strategic Housing Portfolio Holder.
- 9.9 Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application.
- 9.10 There is no right of appeal against the decision, however, applicants who are dissatisfied about the way the application was processed can make a complaint to the Head of Community Services/Deputy Chief Executive.
- 9.11 In exceptional circumstances, where timescales do not allow this grant process to be followed a decision may be made by the Head of Service and Portfolio Holder to award some grant funding. There would need to be evidence of urgent need and potential adverse impact to justify this award.

10. Assessment Timescales

- 10.1 Grant applications will need to have been submitted by the deadline given for consideration of suitability by the Strategic Housing Team. This process ordinarily takes 12 weeks.

- 10.2 Successful applicants will be notified of their grant award and monitoring requirements before the commencement of the financial year in which the grant is awarded.

11. Monitoring

- 11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final confirmation of a grant award is made.
- 11.2 The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

12. Collaborative Working

- 12.1 The Council recognises the potential benefits of working collaboratively with other funders. The Council will investigate all opportunities for working with other funders where this will provide a better use of Council resources.
- 12.2 The Strategic Housing Team engages with the multi-agency Homelessness Strategy Steering Group to initiate partnership working. This Group will also make recommendations of areas that projects should focus on and around the suitability of Grant Applications.

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REDDITCH BOROUGH COUNCIL**Executive
Committee**16th January 2018

FEES AND CHARGES

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering , Director of Finance and Resources
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income targets in the Medium Term Financial Plan 2018/19 – 2021/22.

2. RECOMMENDATIONS

- 2.1 It is recommended that Executive consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **RECOMMEND to Council the approval of all fees and charges that are included in Appendix 1 which have a proposed increase for 2018/19 over the currently agreed budget assumption of 3.9%.**

RESOLVE to

- 2.1.2 **approve the fees and charges as presented in Appendix 1 that have no increase for 2018/19**
- 2.1.3 **approve the fees and charges as presented in Appendix 1 that have reduced for 2018/19.**

3. KEY ISSUES**Financial Implications**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. The guideline increase provided to Heads of Service was 3.9% in line with RPI. However managers have been asked to look at their fees and charges to review demand and cost.

**Executive
Committee**16th January 2018

- 3.2 It is proposed that the revised fees and charges will be advertised to the public within approved deadlines with a start date of 1st January 2018, where an invoice has not already been raised covering the last quarter of the financial year, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.
- 3.3 There are a number of increases that are in excess of the 3.9% approval which are identified in Appendix 1. The Heads of Service have commented within the Appendix as to the reasons for the increase.

Legal Implications

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

- 4.1 There is a risk that if fees and charges are not increased that income targets will not be achieved and the cost of services will increase.

5. APPENDICES

Appendix 1 – Fees and Charges

6. BACKGROUND PAPERS

None.

**Executive
Committee**16th January 2018

7. KEY

None

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REDDITCH BOROUGH COUNCIL

Business Transformation

Rounded to the nearest 10p.

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>New Properties</u>					
Renaming an existing street (additional £61 for each premise)	251.30	7.04%	17.70	269.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Renaming (where the premise is not also numbered) or re-numbering a premise (additional £24 for each additional adjoining premise)	124.60	6.74%	8.40	133.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
*Adding a name of renaming a premise (where the premise is also numbered)	24.70	5.26%	1.30	26.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Additional charge where this includes naming of a building (e.g. block of flats)	62.80	6.69%	4.20	67.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Naming a new street (additional £61 for each premise)	251.30	7.04%	17.70	269.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Naming and numbering new premises (£24 for each additional adjoining premise)	124.60	6.74%	8.40	133.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Confirmation of address to solicitors/conveyancers/occupiers or owners	24.70	5.26%	1.30	26.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.
Additional charge where this includes naming of a building (e.g. block of flats)	62.80	6.69%	4.20	67.00	Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%.

REDDITCH BOROUGH COUNCIL

Customer Access & Financial Support

Roundings to the nearest 10p.

Service Category	charge 1st April 2017 £	%change	increase/ decrease	Proposed charge from 2018 £	Comments
<u>Revenues</u>					
<u>Court Costs</u>					
Council Tax					
Summons	56.10	n/a	n/a	56.10	Statutory charge no increase
Liability Order	28.60	n/a	n/a	28.60	Statutory charge no increase
Magistrates Court Fee	3.10	n/a	n/a	3.10	Statutory charge no increase
NDR					
Summons	56.10	n/a	n/a	56.10	Statutory charge no increase
Liability Order	28.60	n/a	n/a	28.60	Statutory charge no increase
Magistrates Court Fee	3.10	n/a	n/a	3.10	Statutory charge no increase
Property Services (all exclusive of VAT)					
Minor Land Sales Request for Information	47.80	2.80%	1.30	49.10	
Minor Land Sales Full Application	350.10	2.80%	9.80	359.90	
Advertising - Estimated Fee	594.10	2.80%	16.60	610.70	
Surveyors Fees - Estimated Fee	477.40	2.80%	13.40	490.80	

REDDITCH BOROUGH COUNCIL

Community Services

Service Category	charge 1st April 2017 £	%change	increase/ decrease	Proposed charge from 2018 £	Comments
<u>Private Sector Housing</u>					
House Fitness Inspections	114.50	3.90%	4.50	119.00	Based on average time/officer costs of service
Registration of housing in multiple occupation:					
per occupant	94.50	5.82%	5.50	100.00	Based on average time/officer costs assessment
per occupant - subsequent property	81.70				No longer needed (see line above)
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004	26.60	12.78%	3.40	30.00	
					Based on officers hourly rate incl oncosts
Enforcement of Statutory Notices, Supervision of Work in Default etc					Based on officers hourly rate incl oncosts
<u>Lifeline</u>					
Installation Fee - New Charge (Private & HRA)	36.00	38.89%	14.00	50.00	All products are VAT free due to VAT relief exemptions. Analysis has been completed to define that actual cost of a standard installation.
Alarms private user pre April 2004 x 52 weeks*	2.60		0.00	2.60	This unit includes the cost of a sim card. Ideal for those with no landline.
Community Alarm Hire Private/self funder x 52 weeks	3.80	5.26%	0.20	4.00	This price is based upon the use of an OWNPHONE Footprint Tracker. Other devices are available and are being trialled which may require a review of this cost. This equipment provides support for service users outside their home.
GSM Alarm Hire - new charge	0.00	0.00%	5.80	5.80	Manufacturers cost + 17% admin fee. To enable access into the property in an emergency.
GPS Tracker Hire - new charge					This line is no longer applicable as covered in the charge below
	0.00	0.00%	6.80	6.80	This line is no longer applicable as covered in the charge below
Key safes types 1 and 2					Based on the actual cost of the product + 17% admin fee. Customer to pay for replacement to reduce losses
Extra pendants - private tenants					
Extra pendants - council tenants					
Replacement Pendant - new charge					
*This is a lifetime set price and cannot be increased					
<u>Hire Products</u>					

Service Category	charge 1st April 2017 £	%change	increase/ decrease	Proposed charge from 2018 £	Comments
Hire of smoke alarm per week	1.25	4.00%	0.10	1.30	Hire and monitoring fee.
CO2 Detector per week	1.25	4.00%	0.10	1.30	Hire and monitoring fee.
Bogus Caller Panic Button	1.25	4.00%	0.10	1.30	Hire and monitoring fee.
Flood Detector	1.25	4.00%	0.10	1.30	Hire and monitoring fee.
Falls Detector	1.25	4.00%	0.10	1.30	Hire and monitoring fee.
Additional pendant	1.25	4.00%	0.10	1.30	Hire and monitoring fee.
<u>Dial a Ride Service</u>					
Minibus - single journey	2.50	0.00%	0.00	2.50	increase is bi-annual and in 2017/18 there was a 14% increase
Concessionary fare	2.00	0.00%	0.00	2.00	increase is bi-annual and in 2017/18 there was a 14% increase
<u>Shopmobility</u>					
Annual registration fee	10.00	0.00%	0.00	10.00	Executive Committee agreed in 2017 to introduce the following charges for the shopmobility service in order to support the future sustainability of the service. No increase for 2018/19 to encourage more users and will be increased bi-annually in line with Dial a Ride.
Daily Charge (Redditch resident)	2.00	0.00%	0.00	2.00	as above
Daily Charge (Non resident)	3.00	0.00%	0.00	3.00	as above
Escort fee (starting Jan 2018)	2.00	0.00%	0.00	2.00	as above
Pay as you go	5.00	0.00%	0.00	5.00	as above
Wheelchair Hire - per day	5.00	0.00%	0.00	5.00	as above
Wheelchair Hire - per week	20.00	0.00%	0.00	20.00	as above
Wheelchair Hire - per month	70.00	0.00%	0.00	70.00	as above

REDDITCH BOROUGH COUNCIL

Corporate

Roundings to the nearest 10p.

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Photocopying per copy</u>					
A4 (black & white)	0.30	0.00%	0.00	0.30	
A4 (colour)	0.40	0.00%	0.00	0.40	
A3 (black & white)	0.40	0.00%	0.00	0.40	
A4 binding	2.00	0.00%	0.00	2.00	
A4 plastic cover	1.30	0.00%	0.00	1.30	
A3 (colour)	0.70	0.00%	0.00	0.70	
A2 (black and white)	0.60	0.00%	0.00	0.60	
A2 (colour)	Variable rate			Variable rate	
A1 (black and white)	1.10	0.00%	0.00	1.10	
A1 (colour)	Variable rate			Variable rate	
A0 (black and white)	2.10	0.00%	0.00	2.10	
A0 (colour)	Variable rate			Variable rate	
<u>Other Corporate Charges</u>					
Copy P60	5.90	0.00%	0.00	5.90	
Replacement ID badge	5.90	0.00%	0.00	5.90	
Attachment of Earnings per deduction	1.10	0.00%	0.00	1.10	

REDDITCH BOROUGH COUNCIL

Environmental Services

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Bulky Household Waste</u> <p>The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted seperately.</p> <p>Bulky collection - per single unit* *Dependant on size, these items charged for as a multiple of units.</p> <p>Items that are classed by WCC as non domestic waste</p> <p>Bulky collection - two unit*</p> <p>Bulky collection - three unit* (reduced rate for 3 items) or 10 Black Bags</p> <p>Bulky collection - four items or more Items not on the boundary of the property</p> <p>The items below to be quoted for individually depending on size, weight and position of collection point: Garden shed</p> <p>Piano</p>	<p>8.20</p> <p>Quotation</p> <p>16.50</p> <p>21.70</p> <p>21.70</p> <p>Quotation</p> <p>Quotation</p> <p>Quotation</p>	<p>3.66%</p>	<p>0.30</p>	<p>8.50</p> <p>Quotation</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>N/A</p> <p>Quotation</p> <p>N/A</p>	<p>Reworded description</p> <p>Above CPI to reflect increased operating costs</p> <p>Quotations for this material will be linked to national waste disposal costs, as not disposable through WCC as the disposal authority.</p> <p>No longer applicable as charge based on units as above</p> <p>No longer applicable as charge based on units as above</p> <p>No longer applicable as charge based on units as above</p> <p>No longer applicable as charge based on units as above</p> <p>No longer applicable as charge based on units as above</p>

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Chest Freezer	Quotation			N/A	No longer applicable as charge based on units as above
Large cookers (ranges)	Quotation			N/A	No longer applicable as charge based on units as above
Green Houses	Quotation			N/A	No longer applicable as charge based on units as above
Hazardous oils (Special collections) because of the distance to dispose of them correctly	Quotation			N/A	No longer applicable as charge based on units as above
over 10x Black bags	Quotation			N/A	No longer applicable as charge based on units as above
Wheels, tyres and other car parts	Quotation			N/A	No longer applicable as charge based on units as above
Mechanically Sweep Private Road / Car Park - Mini Sweeper per Hour	30.00			0.00	
Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour	50.00			0.00	
Orange sacks each	2.00			0.00	
Garden Waste Collection Service - new charge				45.00	Agreed at £45 for 18/19, hold price at £45 for 19/20 to enable us to attract additional customers.
Garden Waste Set up fee - new charge				20.00	Agreed at £20 for 18/19, hold price at £20 for 19/20 to enable us to attract more customers.
Re-issue of service - new charge				40.00	To recover the additional costs with re-issuing the garden waste service.
<u>MOT</u>					
Class 4 (car)	Set by VOSA			Set by VOSA	
Class 7 (van)	Set by VOSA			Set by VOSA	
Class 5 vl (minibus)	Set by VOSA			Set by VOSA	
VOSA have yet to set a revised charge.					
Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.					
<u>Supplies Service</u>					
On cost for cash sales	0.27	0.00%	0.00	0.30	
Logs per cubic metre per bag	19.10	0.00%	0.00	19.10	
<u>Crematorium/Cemetery</u>					
Interment					
Full earth interment under 1 year (non resident only)	0.00			0.00	
Full earth interment under 1 year (Redditch resident)	No Charge			No Charge	
Interment 1 year to 17 (inc) years (non resident only)	0.00			0.00	
Interment 1 year to 17 years (inc) (Redditch Resident)	No Charge			No Charge	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Interment 18 years and over*					
Single Depth	590.00	3.90%	23.00	613.00	
Double Depth	590.00	3.90%	23.00	613.00	
Interment of cremated remains *	196.00	4.08%	8.00	204.00	higher than rpi increase to ensure rounded charge
Interment of cremated remains - non resident under 18 years	No Charge			No Charge	
Interment of cremated remains (Redditch Resident under 18 years only)	No Charge			No Charge	
	82.00	3.66%	3.00	85.00	lower than rpi increase to ensure rounded charge
<u>Charges for Burials</u>					
Exclusive Right of Burial for 75 years					
In adult size grave	1,485.00	3.91%	58.00	1,543.00	higher than rpi increase to ensure rounded charge
In babies grave	255.00	3.92%	10.00	265.00	higher than rpi increase to ensure rounded charge
In child's grave (4 x 2)	271.00	4.06%	11.00	282.00	higher than rpi increase to ensure rounded charge
In ashes grave	568.00	3.87%	22.00	590.00	lower than rpi increase to ensure rounded charge
<u>Extending Rights in existing grave for 25 years</u>					
In existing full earth grave	424.00	3.90%	16.50	440.50	
In child's grave	90.00	3.90%	3.50	93.50	
In ashes grave	165.00	3.94%	6.50	171.50	higher than rpi increase to ensure rounded charge
Assignment / Transfer of Exclusive Right	96.00	4.17%	4.00	100.00	higher than rpi increase to ensure rounded charge
Certified copy of entry in Register of Burials	21.00	3.90%	0.80	21.80	
Disinterment of Remains - Cremated Remains	516.00	3.90%	20.10	536.10	
<u>Cemetery Memorials</u>					
Memorial application administration fee	96.00	4.17%	4.00	100.00	higher than rpi increase to ensure rounded charge
<u>Cremation related fees</u>					
Direct Cremation 18+ years 08:30am & 08:45am	395.00	3.80%	15.00	410.00	lower than rpi increase to ensure rounded charge
Cremation 17 years and under	No Fee			No Fee	retained the commitment made by members to not charge for child funerals

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Cremation 18+ years 09:00am Only	495.00	8.08%	40.00	535.00	this is for the 08:30 or 9am service time charges agreed at executive on 15/12/15
Cremation 18+ years 09:30am 10:15 am	555.00	7.21%	40.00	595.00	charges agreed at executive on 15/12/15
Cremation 18+ years 11am onwards	645.00	7.75%	50.00	695.00	charges agreed at executive on 15/12/15
None Resident Cremation Fees					
Cremation 18+ years 9:00 am service only	595.00	6.72%	40.00	635.00	this is for the 08:30 or 9am service time charges agreed at executive on 15/12/15
Cremation 18+ years 09:30am 10:15 am	655.00	6.11%	40.00	695.00	charges agreed at executive on 15/12/15
Cremation 18+ years 11am onwards	745.00	6.71%	50.00	795.00	charges agreed at executive on 15/12/15
Weekday scattering of ashes from other Crematoria	58.00	3.45%	2.00	60.00	lower than rpi increase to ensure rounded charge
Weekend scattering of ashes from other Crematoria	74.00	4.05%	3.00	77.00	higher than rpi increase to ensure rounded charge
Certified extract from Register of Cremations	21.00	4.76%	1.00	22.00	higher than rpi increase to ensure rounded charge
Replacement certificate of cremation	11.00	4.55%	0.50	11.50	higher than rpi increase to ensure rounded charge
Organist's fee	45.00	22.22%	10.00	55.00	price increased in line with supplier increases
Extra Service Time in Chapel	165.00	3.64%	6.00	171.00	lower than rpi increase to ensure rounded charge
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	228.00	3.95%	9.00	237.00	higher than rpi increase to ensure rounded charge
Use of Chapel for burial service (RBC Cemeteries)	165.00	3.64%	6.00	171.00	lower than rpi increase to ensure rounded charge
Use of Chapel for burial/ memorial service (not RBC Cemetery) 8.30 and 9.00 am	495.00	8.08%	40.00	535.00	in line with lost revenue from cremation service
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.30 and 10.15 am	555.00	7.21%	40.00	595.00	in line with lost revenue from cremation service
Use of Chapel for burial/ memorial service (not RBC Cemetery) 11.00 am onwards	645.00	7.75%	50.00	695.00	in line with lost revenue from cremation service
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	76.00	3.95%	3.00	79.00	higher than rpi increase to ensure rounded charge
Late arrival at Crematorium (only if service runs into next time slot)	165.00	3.64%	6.00	171.00	lower than rpi increase to ensure rounded charge
Cremation of a body part where the original cremation was elsewhere -	150.00	4.00%	6.00	156.00	higher than rpi increase to ensure rounded charge

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Caskets</u>					
Wooden cremated remains casket	92.70	20.82%	19.30	112.00	Price increase due to supplier increase by 20%
<u>Wesley music additional options</u>					
CD of chapel service (tbc)	48.00	20.83%	10.00	58.00	Wesley music price increases up by 20% on average
DVD of Chapel service (tbc)	58.00	20.69%	12.00	70.00	Wesley music price increases up by 20% on average
Webcast of Chapel service (tbc)	69.00	20.29%	14.00	83.00	Wesley music price increases up by 20% on average
<u>Memorials</u>					
Book of Remembrance - Name + 1 line	84.90	5.00%	4.20	89.10	price increased in line with supplier increases
Each additional line in the Book	31.80	5.00%	1.60	33.40	price increased in line with supplier increases
Miniature Book of Remembrance - Name + 1 line	74.30	5.00%	3.70	78.00	price increased in line with supplier increases
Remembrance Card - Name + 1 line	37.20	5.00%	1.90	39.10	price increased in line with supplier increases
Additional lines in miniature and cards	26.60	5.00%	1.30	27.90	price increased in line with supplier increases
Crests - Floral depiction	53.00	5.00%	2.70	55.70	price increased in line with supplier increases
- Badge or other	63.70	5.00%	3.20	66.90	price increased in line with supplier increases
Bench with 10 year lease & top rail engraving (max 40 letters) -	800.00	3.87%	31.00	831.00	lower than rpi increase to ensure rounded charge
Bench with 10 year lease & standard silver plaque (max 60 letters) -	760.00	3.95%	30.00	790.00	higher than rpi increase to ensure rounded charge
Bench replacement plaque - £110.00	110.00	3.65%	4.00	114.00	lower than rpi increase to ensure rounded charge
<u>Wall Plaques – Internal</u>					
Indoor single (12" x 3") - 5 year lease	179.70	5.00%	9.00	188.70	price increased in line with supplier increases
Indoor single (12" x 3") - 10 year lease	285.80	5.00%	14.30	300.10	price increased in line with supplier increases
Indoor single (12" x 3") - 20 year lease	391.90	5.00%	19.60	411.50	price increased in line with supplier increases
Indoor double (12" x 6") - 5 year lease	285.80	5.00%	14.30	300.10	price increased in line with supplier increases

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Indoor double (12" x 6") - 10 year lease	391.90	5.00%	19.60	411.50	price increased in line with supplier increases
Indoor double (12" x 6") - 20 year lease	498.00	5.00%	24.90	522.90	price increased in line with supplier increases
<u>Outdoor Wall Plaques</u>					
5 year lease	201.00	5.00%	10.10	211.10	price increased in line with supplier increases
10 year lease	307.10	5.00%	15.40	322.50	price increased in line with supplier increases
20 year lease	413.10	5.00%	20.70	433.80	price increased in line with supplier increases
Photo or motif	169.10	5.00%	8.50	177.60	price increased in line with supplier increases
<u>Bird Bath Memorial</u>					
5 year lease					
Size 1 - small	191.00	5.00%	9.60	200.60	price increased in line with supplier increases
Size 2	212.20	5.00%	10.60	222.80	price increased in line with supplier increases
Size 3	233.40	5.00%	11.70	245.10	price increased in line with supplier increases
Size 4	254.60	5.00%	12.70	267.30	price increased in line with supplier increases
Size 5 - large	275.80	5.00%	13.80	289.60	price increased in line with supplier increases
10 year lease					
Size 1 - small	297.10	5.00%	14.90	312.00	price increased in line with supplier increases
Size 2	318.30	5.00%	15.90	334.20	price increased in line with supplier increases
Size 3	339.50	5.00%	17.00	356.50	price increased in line with supplier increases
Size 4	360.70	5.00%	18.00	378.70	price increased in line with supplier increases
Size 5 - large	381.90	5.00%	19.10	401.00	price increased in line with supplier increases
20 year lease					
Size 1 - small	403.10	5.00%	20.20	423.30	price increased in line with supplier increases
Size 2	424.40	5.00%	21.20	445.60	price increased in line with supplier increases

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Size 3	445.60	5.00%	22.30	467.90	price increased in line with supplier increases
Size 4	466.80	5.00%	23.30	490.10	price increased in line with supplier increases
Size 5 - large	488.00	5.00%	24.40	512.40	price increased in line with supplier increases
<u>Motif</u>	106.10	5.00%	5.30	111.40	price increased in line with supplier increases
<u>Additional inscription on plaque</u>	132.00	5.00%	6.60	138.60	price increased in line with supplier increases
<u>Memorial Plaque extension fee 5 years ONLY</u>	132.70	5.00%	6.60	139.30	price increased in line with supplier increases
Withdrawn option to extend for 10 and 20 years due to the lack of space and price people will pay					
<u>Indoor Memorial Tree</u>					
Standard Leaf - 3 year lease - new charge					New memorial scheme at Redditch Crematorium to allow families to commemorate loved ones in a low cost and innovative way.
Additional Leaves - new charge				65.00 45.00	
<u>Memorial Vaults - new charges</u>					
Double Unit - 20 year lease including first interment and casket					“New above ground burial option for cremated remains which allows families to inscribe the tablet and add photos and badges were appropriate. Allows an alternative to the standard below ground burial options. Costs include the placing of the remains, supply of the casket, office administration and 20 year maintenance costs.”
2nd interment of remains including casket				1,250.00	
Inscribed tablet upto 80 letters				172.00	
Additional Letters (per letter)				140.00	
Standard Motif				4.00	
Photo of 1 person				100.00	
Photo of 2 people				120.00	
Photo of 3 people				190.00	
				245.00	
Other items are available but will be quoted iindividually				QUOTED INDIVIDUALLY	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Memorial Posts - new charges</u>					
Memorial plaque - 3 year lease				240.00	New memorial scheme at Redditch Crematorium to allow families to place an inscribed memorial plaque on a post within the grounds.
Motif				45.00	
Replacement Plaque				120.00	
<u>Private Memorial Garden -new charge</u>					
Including memorial - 20 year lease				1,600.00	“New memorial scheme to allow families a new and innovative way to personalise a small section of our grounds with family tributes and memorials which can span generations. Costs include the construction of the fence surround, membrane and chippings as well as planting and miniature headstone. The lease also cover the 20 year maintenance.”
<u>Purchase of memorial plaque (bronze)</u>	180.00			180.00	
Road Closures - new charge				85.00	Please note that these charges excludes all orders undertaken relating to remembrance day function which remains free of all charges.
<u>Parking Fines PCN's On Street - statutory Set by Statute</u>					
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

Housing Services

Roundings to the nearest 10p.

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Dispersed Units</u>					
Water charge - per week	4.90	3.90%	0.20	5.10	
Minimum Charge	13.30	3.90%	0.50	13.80	
Maximum Charge	14.30	3.90%	0.60	14.90	
<u>Service Charges</u>					
Three Storey Flats*	7.00	3.90%	0.30	7.30	No change, pending a review of the cleaning service.
Woodrow Estate	3.70	3.90%	0.10	3.80	as above
Evesham Mews	6.10	3.90%	0.20	6.30	as above
St David's House	26.60	3.90%	1.00	27.60	
Queen's Cottages	26.60	3.90%	1.00	27.60	
Replacement Key Fobs (each)	11.10	3.90%	0.40	11.50	
<u>Sheltered Scheme (VAT inclusive)</u>					
Use of washing machines	2.50	3.90%	0.10	2.60	
Use of drying machines					The drying machine increase in 2017 wasn't able to be done due to the necessity to have the coinage system replaced to enable the increase which would be a cost of £2,600. This will still be the position in 2018, however, work is being undertaken to consider replacement of the equipment due to age etc.
	2.10	3.90%	0.10	2.20	
Use of guest bedrooms per night	14.80	3.90%	0.60	15.40	
Use of communal lounge	11.10	3.90%	0.40	11.50	
<u>St David's House</u>					
Heating charge	8.40	3.90%	0.30	8.70	
Water charge	4.20	3.90%	0.20	4.40	
Laundry Charge	6.40	3.90%	0.20	6.60	
<u>Mendip House</u>					
Gas boiler and cooker F1/B3	9.30	3.90%	0.40	9.70	
Gas boiler and cooker F1/1(B)	11.10	3.90%	0.40	11.50	
<u>Bredon House</u>					
Gas boiler and cooker F1/1(A)	8.40	3.90%	0.30	8.70	
Gas boiler and cooker F1/1(B)	8.40	3.90%	0.30	8.70	
Gas boiler and cooker F3/BS	8.40	3.90%	0.30	8.70	
Gas boiler and cooker F1/2P	9.50	3.90%	0.40	9.90	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Malvern House</u> Gas boiler and cooker F1/BS Gas boiler and cooker F1/1 Gas boiler and cooker F1/2 <u>Mendip House</u> Gas boiler & electric cooker F1/B3 Gas boiler & electric cooker F1/1 <u>Bredon House</u> Gas boiler & electric cooker F1/1(A) Gas boiler & electric cooker F1/1(B) Gas boiler & electric cooker F3/BS Gas boiler & electric cooker F1/2P	8.50 9.10 9.60 7.80 9.70 6.00 6.10 6.10 6.90	3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90%	0.30 0.40 0.40 0.30 0.40 0.20 0.20 0.20 0.30	8.80 9.50 10.00 8.10 10.10 6.20 6.30 6.30 7.20	
<u>Malvern House</u> Gas boiler & electric cooker F1/BS Gas boiler & electric c ooker F1/1 Gas boiler & electric cooker F1/2 <u>Garage Rents</u> Garages Car Ports Non Council Tenants plus VAT <u>Rechargeable Repairs</u> Boarding up a domestic property: Minimum charge Maximum charge Glazing: Minimum charge Maximum charge Lock replacement: Minimum charge Maximum charge Larger repairs (eg door, w/c replacement): Minimum charge Maximum charge Out of Hours call out <u>St Davids House Luncheon Club</u> Residents Non Residents (Over 60) (inc VAT) All Others (inc VAT) Drinks	6.20 6.30 7.10 8.40 3.20 10.10 22.90 Full cost 47.80 Full cost 26.60 Full cost One third Full cost 36.00 4.20 5.40 6.50 0.60	3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90% 3.90%	0.20 0.20 0.30 0.30 0.10 0.40 0.90 1.90 1.00 1.40 0.20 0.20 0.30 0.00	6.40 6.50 7.40 8.70 3.30 10.50 23.80 Full cost 49.70 Full cost 27.60 Full cost One third Full cost 37.40 4.40 5.60 6.80 0.60	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Home Support Service</u>					
Weekly well being telephone call	4.00	3.90%	0.20	4.20	
Weekly well being home visit	7.70	3.90%	0.30	8.00	
Weekly Individual Support visiting service	15.30	3.90%	0.60	15.90	
<u>Tenants' Support - St David's House/Queen's Cottages</u>					
Full Charge	38.00	3.90%	1.50	39.50	
<u>Landlords References</u>					
Landlords References	55.20	3.90%	2.20	57.40	

REDDITCH BOROUGH COUNCIL

Legal, Equalities and Democratic Services

Roundings to the nearest 10p.

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Legal Costs</u>					
Mortgage Redemption Fee	62.30	3.90%	2.40	64.70	
Second Mortgage questionnaire	42.70	3.90%	1.70	44.40	
Surrender of Garage Lease	71.10	3.90%	2.80	73.90	
Discount questionnaire	32.40	3.90%	1.30	33.70	
Leasehold Questionnaire	75.00	3.90%	2.90	77.90	
Notice of Postponement during Right to Buy	23.70	3.90%	0.90	24.60	
Notice of Postponement post Right to Buy	32.40	3.90%	1.30	33.70	
Re-mortgage	55.60	3.90%	2.20	57.80	
Consent for alterations to former Council house/flat	144.20	3.90%	5.60	149.80	
Retrospective Consent for alterations to former Council house/flat	180.30	3.90%	7.00	187.30	
Garden licence - initial administration fee (plus annual fee)	100.00	3.90%	3.90	103.90	
WayLeave Agreement	150.00	3.90%	5.90	155.90	
Deed of Grant/Easement	351.20	3.90%	13.70	364.90	
* Licence to Assign	351.20	3.90%	13.70	364.90	
* Rent Deposit Deed	351.20	3.90%	13.70	364.90	
* Authorised Guarantee Agreement	351.20	3.90%	13.70	364.90	
* Licence for Alterations	351.20	3.90%	13.70	364.90	
* Licence to Sub-let	351.20	3.90%	13.70	364.90	
* Deed of Variation	351.20	3.90%	13.70	364.90	
* Grant of Lease	475.00	3.90%	18.50	493.50	
* Extended Lease	475.00	3.90%	18.50	493.50	
* Deed of Surrender	351.20	3.90%	13.70	364.90	
 * Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00					
Tenancy at Will	351.20	3.90%	13.70	364.90	
Renewal of Lease	351.20	3.90%	13.70	364.90	
Minor land sales - legal fees upto the value of £1000	475.00	3.90%	18.50	493.50	
	0.5% of the purchase price, with a minimum charge of £500.00				
Major land sales - legal fees £10000+					
	0.5% of the purchase price, with a minimum charge of £750				
Major land sales - legal fees £50000+					
	0.5% of the release consideration with a minimum of £750				
Deed of release of covenant					
Footpath Diversion Orders	1,936.40	3.90%	75.50	2,011.90	Amend to "Diversion of Footpath under Planning and Highways Acts"
Freehold reversions - admin fee	351.20	3.90%	13.70	364.90	
Copy of lease (up to 25 pages)					
Copies of RTB service charges (up to last three years)					
Extra copies of valuation - S.125 Notice					
<u>Section 106</u>					
Private Owner	481.50	3.90%	18.80	500.30	
Each additional unit added (up to a maximum of £1,500) *	60.30	3.90%	2.40	62.70	
100% Affordable housing schemes	903.80	3.90%	35.20	939.00	
Deed of Variation **	343.50	3.90%	13.40	356.90	
Fee for agreeing a unilateral undertaking	343.50	3.90%	13.40	356.90	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<p>* Please note that for complex 106 agreements charges may be calculated based at the Law Society regional rates for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500 ** This new head of charge is required as variations to S106 agreements were rare but are becoming more frequent and this enables the charge to be published and this enables the charge to be published. The rate is the same as that for a similar type of planning agreement, for consistency.</p> <p><u>LOCAL LAND CHARGES</u></p> <p><u>Search Type</u></p> <p>Official Certificate of Search (LLC1) only</p> <p>CON29R Enquiries of Local Authority (2007)</p> <p>- Residential</p> <p>- Commercial</p> <p>Standard Search Fee: LLC1 and CON 29R combined</p> <p>- Residential</p> <p>- Commercial</p> <p>CON 29O Optional enquiries of Local Authority (2007)</p> <p>(Questions 5,6,8,9,11,15) per question</p> <p>(Questions 7,10,12,13,14,16-21) per question</p> <p>(Question 22)</p> <p>(Question 4)</p> <p>Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)</p> <p>Each additional parcel of land (LLC1 and CON29R)</p> <p>Refresher Search</p> <p>Expedited (within 48 hrs)</p>					
	26.80	2.80%	0.80	27.60	assessed the benchmark and identified that a more commercial approach would be to increase by 2.8%'
	98.50	2.80%	2.80	101.30	
	140.80	2.80%	3.90	144.70	
	125.30	2.80%	3.50	128.80	
	167.60	2.80%	4.70	172.30	
	12.40	2.80%	0.30	12.70	Now 2016 not 2007
	6.20	2.80%	0.20	6.40	Amend to Qs 9, 10, 18 and 19
	24.70	2.80%	0.70	25.40	Amend to Qs 5 - 8, 11 - 17 and 20 - 21
	13.40	2.80%	0.40	13.80	
	48.40	2.80%	1.40	49.80	
	22.70	2.80%	0.60	23.30	
	39.10	2.80%	1.10	40.20	
	30.90	2.80%	0.90	31.80	

REDDITCH BOROUGH COUNCIL

Leisure Services

Roundings are to the nearest 10p.

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Palace Theatre					
<u>The following Palace price proposals are for 2018-2019 as the theatre books a minimum of 12 months in advance</u>					
Main Theatre - Fee Per Hour					
Performance / conference including 1 technician. Full lighting and sound systems available. Please see the current Technical Specification. MINIMUM OF 8.5 HOURS					
Mon - Thurs					
Cost	141.00	3.55%	5.00	146.00	Rate deleted in line with new discounted policy giving local groups the 15% discount if they do not reach 65% ticket sales
Disc. Local Community & charity rate (-15%)	120.00				
Fri - Sat					
Cost	159.00	3.14%	5.00	164.00	Rate deleted in line with new discounted policy giving local groups the 15% discount if they do not reach 65% ticket sales
Disc. Local Community & charity rate (-15%)	136.00				
Sun & Bank Holidays					
Cost	212.00	-9.43%	-20.00	192.00	Rate reduced to promote more hirers performing on Sundays and inline with being more competitive to other venues Rate deleted in line with new discounted policy giving local groups the 15% discount if they do not reach 65% ticket sales
Disc. Local Community & charity rate (-15%)	180.00				
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.	332.00	3.61%	12.00	344.00	
For a public performance add the appropriate hourly rate for technical staff / FOH and additional fees.	442.60	3.03%	13.40	456.00	
Rehearsals/Filming: Min 4 Hours - Sundays with 1 technical staff member	120.00	3.33%	4.00	124.00	
Rehearsals/Filming: Min 4 Hours - Monday to Thursdays with 1 technical staff member	95.00	3.16%	3.00	98.00	
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.					
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.					
Cost Per Week	5,422.00	3.02%	164.00	5,586.00	Rate deleted in line with new discounted policy giving local groups the 15% discount if they do not reach 65% ticket sales
Disc. Local Community & charity rate (-15%)	4,630.00				

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<p>The Room Upstairs and Bar Lounge (room only, for additional facilities available see below)</p> <p>Local Charities and local groups receive the below discount: (The discount will decrease by 1% once sales have reached 65% up to 80% when no discount in the hire fee will be applied. E.g. 76% ticket sales means a 4% discount in the hire fee.)</p> <p>65% and below</p> <p>66% 67% 68% 69% 70% 71% 72% 73% 74% 75% 76% 77% 78% 79%</p> <p>80% and above</p>	<p>15% discount 14% discount 13% discount 12% discount 11% discount 10% discount 9% discount 8% discount 7% discount 6% discount 5% discount 4% discount 3% discount 2% discount 1% discount 0% discount</p>			<p>15% discount 14% discount 13% discount 12% discount 11% discount 10% discount 9% discount 8% discount 7% discount 6% discount 5% discount 4% discount 3% discount 2% discount 1% discount 0% discount</p>	
<p>Notes:</p> <p>1. Promotion and percentage deal splits to be agreed by Committee and Theatre Manager</p> <p>2. Studio and bar hirer must pay a non-refundable payment of 50 % of the hire fee when booking</p> <p>3. For all daytime studio and bar bookings please speak to the box office team on (01527) 65203</p> <p>4. Additional tech staff show call rate, minimum 4Hrs call</p> <p><u>The Room Upstairs Fee Per Hour MINIMUM 4 HOURS</u></p> <p>Space Hirer (studio includes use of the sound system)</p> <p>Studio Performance (Thur, Free and Sat evenings 5pm to 10:30pm) inc brochure listing, use of sound ad lighting systems. Additional perf. At £45 per performance.</p>	<p>16.00</p> <p>96.00</p>	<p>6.25%</p> <p>3.13%</p>	<p>1.00</p> <p>3.00</p>	<p>17.00</p> <p>99.00</p>	
<p>Arts and performance development activity arrangements are also available. Please contact the Theatre Team To Discuss agreements and availability</p> <p>Studio Technician (min 4 hr call)</p> <p>WORKSHOP HIRE - per day (Appropriate certification proof must be shown to use the workshop machinery)</p> <p>Theatre Tours (maximum 25 people per tour) - 1 hour tour</p>	<p>48.00</p> <p>128.00</p> <p>89.00</p>			<p>48.00</p> <p>128.00</p> <p>89.00</p>	
<p>Notes:</p> <p>1. All new hirers must play a non-refundable deposit of 20% of the hire fee when booking</p> <p>2. For all daytime studio and bar bookings please speak to the box office team on (01527) 65203</p> <p>3. Additional tech staff show call rate, minimum 4hrs call</p> <p><u>Additional Charges to all performances</u></p> <p>PRS fees (percentage of Net box office takings), unless written notification is provided from PRS then this will be charged (3%)</p> <p>Credit Card Charges (percentage of Net box office takings) (3%)</p> <p>Customer booking fee at box office (max. of £4 for any one booking)</p>	<p>0.03</p> <p>0.03</p> <p>1.00</p>			<p>0.00</p> <p>0.00</p> <p>1.00</p>	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Additional charges applicable to all hirer performances</u>					
Marketing Bronze Package (see App 5 Publicity & Advertising form for hirers for further info)	140.00			140.00	
Marketing Silver Package (see App 5 Publicity & Advertising form for hirers for further info)	358.00			358.00	
Marketing Gold Package (see App 5 Publicity & Advertising form for hirers for further info)	440.00			440.00	
The Room Upstairs event Listing in the Theatre Brochure for the relevant season, Includes free web site entry on receipt of your marketing	46.00			46.00	
1 month advert on the big screen in the town (subject to availability)	240.10			240.10	
1000 post out mail shot	425.70			425.70	
A0 display front of building per week (max 4 weeks), FCFS	11.20			11.20	
Banner position front of building per week, FCFS	16.40			16.40	
Local press advertisement charged at cost + administration fee at: 10%	0.00			0.00	
Sale of merchandise at Theatre premises. (Percentage taken is gross of merchandise takings) 15 %	0.00			0.00	
Email Marketing to customer email database	30.00			30.00	
<u>Additional Facilities / services available</u>					
Bar Extension after performance	60.00			60.00	
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	20.00			20.00	
Additional cleaning fee where premises are not left in a clean and tidy state. per room	25.00			25.00	
Un-blocking of sinks or toilets (per toilet or sink)	46.00			46.00	
Items hired or purchased from a third party on your behalf (Cost + 10%)	0.00			0.00	
Portable Appliance Testing (PAT), per item	5.00			5.00	
Tea / coffee per head (unlimited drinks per person).	2.00			2.00	
Photo-copying and printing A4 black and white	0.10			0.10	
Photo-copying and printing A4 colour	0.20			0.20	
Additional items available for Hire (please check with the Technical department for availability)					
Star Cloth					
Per Day	76.00			76.00	
Per Week	222.00			222.00	
Black Gauze					
Per Day	39.00			39.00	
Per Week	94.00			94.00	
White Gauze					
Per Day	39.00			39.00	
Per Week	94.00			94.00	
Tab Track					
Per Day	37.00			37.00	
Per Week	91.00			91.00	
Red Tabs					
Per Day	49.00			49.00	
Per Week	149.00			149.00	
Blue Tabs					
Per Day	49.00			49.00	
Per Week	149.00			149.00	
Jem Techno Fog Machine					
Per Day	16.00			16.00	
Per Week	45.00			45.00	
Under-stage Smoke System					
Per Day	42.00			42.00	
Per Week	113.00			113.00	
Haze Machine					

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Per Day	16.00			16.00	
Per Week	45.00			45.00	
Baby Grand Piano tuning (additional tuning charge at cost)					
Per Day	115.00			115.00	
Per Week	330.00	0.00%	0.00	330.00	
Portable digital piano					
Per Day	32.00	0.00%	0.00	32.00	
Per Week	89.00	0.00%	0.00	89.00	
Technics Key Board					
Per Day	0.00	0.00%	0.00	0.00	
Per Week	0.00	0.00%	0.00	0.00	
Small 1600 to 2400 Lumin Video/ Data Projector					
Per Day	30.00	0.00%	0.00	30.00	
Per Week	85.00	0.00%	0.00	85.00	
Large Video Projector 5000 lumin + (main house only)					
Per Day	130.00	0.00%	0.00	130.00	
Per Week	385.00	0.00%	0.00	385.00	
Laptop					
Per Day	30.00	0.00%	0.00	30.00	
Per Week	85.00	0.00%	0.00	85.00	
Overhead projector (OHP)					
Per Day	11.00	0.00%	0.00	11.00	
Per Week	27.00	0.00%	0.00	27.00	
Portable folding projector screen (approx. 5 feet square)					
Per Day	7.00	0.00%	0.00	7.00	
Per Week	20.00	0.00%	0.00	20.00	
Flip chart stand (Paper and pens are not provided)					
Per Day	8.50	0.00%	0.00	8.50	
Per Week	23.40	0.00%	0.00	23.40	
White board					
Per Day	12.80	0.00%	0.00	12.80	
Per Week	38.20	0.00%	0.00	38.20	
Lectern including microphones and lights					
Per Day	52.00	0.00%	0.00	52.00	
Per Week	154.00	0.00%	0.00	154.00	
Radio Mics (Up to 4 handheld & 10 lapels)-per microphone-See note 2					
Per Day	23.00	0.00%	0.00	23.00	
Per Week	67.00	0.00%	0.00	67.00	
Radio Communications packs (up to 3 available) per pack:					
Per Day	5.30	0.00%	0.00	5.30	
Per Week	13.00	0.00%	0.00	13.00	
Music Stands (each) *					
Per Day	4.00	0.00%	0.00	4.00	
Per Week	10.00	0.00%	0.00	10.00	
Conductor music stand *					
Per Day	5.00	0.00%	0.00	5.00	
Per Week	13.00	0.00%	0.00	13.00	
Metro deck staging sections (2 m x 1 m) inc 18" or 1.5m Legs and skirts if requested					
Per Day	12.00	0.00%	0.00	12.00	
Per Week	25.00	0.00%	0.00	25.00	
1 Metre hand rail section for above Rostra (5 available) (each)					
Per Day	7.00	0.00%	0.00	7.00	
Per Week	15.00	0.00%	0.00	15.00	
* Free to use for Disc. Local Community & charity rate hirers					
Consumables					
Gaffa Tape	8.20	0.00%	0.00	8.20	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
LX tape	1.60	0.00%	0.00	1.60	
PP3 Battery (each)	3.10	0.00%	0.00	3.10	
AA battery (each)	1.20	0.00%	0.00	1.20	
Additional Staffing					
Additional technical staff per hour @ O/T rate (minimum 4 hour call)	21.60	0.00%	0.00	21.60	
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.					

BUILDING CONTROL - VAT AT 20%

Explanatory notes:

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

2 The charges are as follows.

Category A: New domestic homes, flats or conversions etc

Category B: Extending or altering existing homes

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

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

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

3 Exemptions and reductions in charges.

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

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

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

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

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

Other information:

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

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

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

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</u> 1,2,3 or More Properties: Application Regularisation	Please Ring for Quote Please Ring for Quote			Please Ring for Quote Please Ring for Quote	
<u>TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING</u> Garage Conversion to habitable room Application Regularisation Additional	Please Contact Us Please Contact Us Please Contact Us			Please Contact Us Please Contact Us Please Contact Us	
Extension project Application Regularisation Additional	Please Contact Us Please Contact Us Please Contact Us			Please Contact Us Please Contact Us Please Contact Us	
All other extensions Loft Conversions Detached garage over	Please Contact Us Please Contact Us			Please Contact Us Please Contact Us	
Electrical works by non-qualified electrician Application Regularisation	Please Contact Us Please Contact Us			Please Contact Us Please Contact Us	
Renovation of thermal element Application	Please Contact Us			Please Contact Us	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
<p>Regularisation</p> <p>Installing steel beam(s) within an existing house</p> <p>Application</p> <p>Regularisation</p> <p>Window replacment</p> <p>Application</p> <p>Regularisation</p> <p>Installing a new boiler or wood burner etc.</p> <p>Application</p> <p>Regularisation</p> <p>TABLE C: ALL OTHER WORKS - ALTERATIONS</p> <p>£0 +</p> <p>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</p> <p>These charges have been set on the following basis:</p> <p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p> <p><u>Building Control – Supplementary Charges</u></p> <p>If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).</p>	<p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p>			<p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p> <p>Please Contact Us</p>	
<p>Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.</p> <p>Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.</p> <p><u>ARCHIVED APPLICATIONS</u></p> <p>Process request to re-open archived building control file, resolve case and issue completion certificate</p> <p>Each visit to site in connection with resolving archived building control cases</p> <p><u>WITHDRAWN APPLICATIONS</u></p> <p>Process request</p> <p>With additional fees of.....</p> <p>Withdraw Building Notice application where no inspections have taken place</p> <p>Withdraw Building Notice application where inspections have taken place</p> <p>Withdrawn Full Plans application without plans being checked or any site inspections being made</p> <p>Withdraw Full Plans application after plan check but before any inspections on site</p>	<p>52.00</p> <p>67.90</p> <p>52.00</p>	<p>0.00%</p> <p>0.00%</p> <p>0.00%</p>	<p>0.00</p> <p>0.00</p> <p>0.00</p>	<p>52.00</p> <p>67.90</p> <p>52.00</p>	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Withdraw Full Plans application after plan check and after site inspections made					
<u>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u> Process request to re-invoice inspection fee to new addressee Optional Consultancy Services	52.00 Please Contact Us	0.00%	0.00 Please Contact Us	52.00 Please Contact Us	
<u>Charges note</u> 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.					
<u>DEVELOPMENT PLAN DOCUMENTS</u>					
<u>Previous Local Plans</u>					
Borough of Redditch Local Plan No.1:					
Written statement and proposals map	10.80	0.00%	0.00	10.80	
Borough of Redditch Local Plan No.2:		0.00%			
Written statement and proposals map	27.90	0.00%	0.00	27.90	
Inspectors Report (1993 & 1995)	6.40	0.00%	0.00	6.40	
<u>Local Development Framework Documents (LDF)</u>					
Borough of Redditch Local Plan No.3:					
Written statement and proposals map	68.30	0.00%	0.00	68.30	
Inspectors Report	33.90	0.00%	0.00	33.90	
Local Development Scheme (LDS)	20.30	0.00%	0.00	20.30	
Statement of Community Involvement (SCI)	20.30	0.00%	0.00	20.30	
Scoping Report for Development Plan Documents	20.30	0.00%	0.00	20.30	
<u>Monitoring Documents</u>					
Housing Commitments in Redditch Borough since 1 April 1996	33.30	0.00%	0.00	33.30	
Housing Completions on Large and Small Sites in Redditch Borough since 1 April 1996	33.30	0.00%	0.00	33.30	
Replacement Dwellings Monitoring since 1 April 1996	33.30	0.00%	0.00	33.30	
Annual Commitments & Completions on Small Windfall Sites since 1 April 1996	33.30	0.00%	0.00	33.30	
Provision of Affordable Housing since 1 April 1996	33.30	0.00%	0.00	33.30	
Employment Land Supply in Redditch Borough since 1 April 1996	33.30	0.00%	0.00	33.30	
Annual Monitoring Report	33.30	0.00%	0.00	33.30	
<u>Other Documents</u>					
Feckenham Housing Needs Assessment	6.60	0.00%	0.00	6.60	
Redditch Housing Needs Assessment	13.30	0.00%	0.00	13.30	
Residential Urban Capacity Study	45.60	0.00%	0.00	45.60	
Open Space Needs Assessment	45.60	0.00%	0.00	45.60	
Schedule of Buildings of Local Interest	32.30	0.00%	0.00	32.30	
North West Redditch Master Plan Documents					
- Report	19.70	0.00%	0.00	19.70	
- Transport Report Appendix	13.30	0.00%	0.00	13.30	
- Landscape Appendix	1.50	0.00%	0.00	1.50	

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments	
<u>Supplementary Planning Documents/ Guidance</u>						
Affordable Housing Provision (2000)	19.70	0.00%	0.00	19.70		
Encouraging Good Design	19.70	0.00%	0.00	19.70		
General Mobility Housing - Design Standards	6.20	0.00%	0.00	6.20		
General Mobility Housing - Needs Assessment	3.30	0.00%	0.00	3.30		
Employment Land Monitoring (SPG)	19.70	0.00%	0.00	19.70		
All new Supplementary Planning Documents (SPD's)	19.70	0.00%	0.00	19.70		
<u>Development Management Charges</u>						
High Hedge Complaints	595.10	0.00%	0.00	595.10		
High Hedge Complaints - concession	237.60	0.00%	0.00	237.60		
<u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u>						
1-4 dwellings / less than 0.5 ha	306.60	0.00%	0.00	0.00	new charging structure below	
Additional Meetings (after first three)	122.10	0.00%	0.00	0.00		
5-9 dwellings / 0.6-0.99ha	616.40	0.00%	0.00	0.00		
Additional Meetings (after first three)	122.10	0.00%	0.00	0.00		
10-49 dwellings / 1.0-1.25ha	1,230.60	0.00%	0.00	0.00		
Additional Meetings (after first three)	615.30	0.00%	0.00	0.00		
50-199 dwellings / 1.26 - 2.0ha	2,461.30	0.00%	0.00	0.00		
Additional Meetings (after first three)	910.20	0.00%	0.00	0.00		
200+ dwellings / more than 2ha	3,690.90	0.00%	0.00	0.00		
Additional Meetings (after first three)	1,230.60	0.00%	0.00	0.00		
<u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u>						
1* Dwelling	0.00	0.00%	200.00	200.00	The Council already charges a pre application fee for residential developments over a certain size. Charging for larger employment pre applications (greater than 1 hectare) would be a more commercial approach for charging.	
2 - 4 Dwellings	0.00	0.00%	300.00	300.00		
5 - 9 Dwellings	0.00	0.00%	600.00	600.00		
10 - 49 Dwellings	0.00	0.00%	1,200.00	1,200.00		
50 - 99 Dwellings	0.00	0.00%	2,200.00	2,200.00		
100 - 199 Dwellings	0.00	0.00%	3,000.00	3,000.00		
200+ Dwellings	0.00	0.00%	4,000.00	4,000.00		
* includes one-for-one replacements						
Non-residential development (floor space)						
Floor area is measured externally						
Less than 500sqm	0.00	0.00%	0.00	0.00	With respect to Changes of Use if the development is a change to create dwellings the charge will be for the number of dwellings created. If the change is to another use the charge will be based on the floor area created or the site area involved if there are no building operations proposed. There is no charge of Advertisement schemes, variation or removal of conditions, car parks & roads or for certificates for lawfulness. All fees are inclusive of VAT. (at 20%)	
500 - 999sqm	0.00	0.00%	500.00	500.00		
1000 - 1999sqm	0.00	0.00%	1,000.00	1,000.00		
2000 - 4999sqm	0.00	0.00%	2,000.00	2,000.00		
5000 - 9999sqm	0.00	0.00%	2,500.00	2,500.00		
10,000sqm or greater	0.00	0.00%	3,000.00	3,000.00		
Non-residential development (site area) where no building operations are proposed						
Less than 0.5ha	0.00	0.00%	300.00	300.00		
0.5 - 0.99ha	0.00	0.00%	600.00	600.00		
1 - 1.25ha	0.00	0.00%	1,000.00	1,000.00		
1.26 - 2ha	0.00	0.00%	2,000.00	2,000.00		
2ha or greater	0.00	0.00%	3,000.00	3,000.00		

Service Category	charge 1st April 2017 £	%change	increase/ decrease £	Proposed charge from 2018 £	Comments
Fee Concessions Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.					
Business Centres Fax - Outgoing UK 0.90 0.00% 0.00 0.90 Europe & Eire 1.80 0.00% 0.00 1.80 North America 2.00 0.00% 0.00 2.00 Other 2.90 0.00% 0.00 2.90 Fax - Incoming 0.60 0.00% 0.00 0.60 Secretarial - minimum charge 10.70 0.00% 0.00 10.70 - charge per hour 13.10 0.00% 0.00 13.10 Postal Address Facility - per month 47.00 0.00% 0.00 47.00 Telephone Divert: Normal - per quarter 120.20 0.00% 0.00 120.20 Gold - per quarter 227.30 0.00% 0.00 227.30 Photocopying: A4 single side 0.10 0.00% 0.00 0.10 A4 double side 0.20 0.00% 0.00 0.20 A3 single side 0.30 0.00% 0.00 0.30 A3 double side 0.30 0.00% 0.00 0.30 Photocopying: A4 single side - non tenants 0.20 0.00% 0.00 0.20 Conference Room (per hour): Rubicon Tenants 10.70 0.00% 0.00 10.70 Rubicon Non Tenants 21.30 0.00% 0.00 21.30 Greenlands Tenants 12.10 0.00% 0.00 12.10 Greenlands Non Tenants 24.00 0.00% 0.00 24.00					

REDDITCH BOROUGH COUNCIL

Regulatory Services

Roundings are to the nearest 10p.

Service Category	charge 1st April 2017 £	%Change	increase/ decrease £	Proposed charge from 2018 £	Comments
TAXI LICENSING					
- Hackney Carriage Vehicle Licence per annum (charge excludes vehicle testing)	258.65	0.00%	0.10	258.70	
- Hackney Carriage Driver's Licence - 1 Year	58.60	0.00%	0.00	58.60	
- Hackney Carriage Driver's Licence - 3 Year	144.00	0.00%	0.00	144.00	
- Private Hire Operator's Licence - 1 Year					
- (1 vehicle)	164.00	0.00%	0.00	164.00	
- per each additional vehicle	16.40	0.00%	0.00	16.40	
- Private Hire Operator's Licence - 3 Year (1 Vehicle)	394.00	0.00%	0.00	394.00	
- Private Hire Operator's Licence - 5 Year (1 Vehicle)	624.00	0.00%	0.00	624.00	
- Private Hire Driver Licence - 1 Year	58.60	0.00%	0.00	58.60	
- Private Hire Driver Licence - 3 Year	144.00	0.00%	0.00	144.00	
- Dual Hackney Carriage and Private Hire Driver's Licence - 1 Year	83.00	0.00%	0.00	83.00	
- Dual Hackney Carriage and Private Hire Driver's Licence - 3 Year	200.00	0.00%	0.00	200.00	
- Knowledge test	20.00	0.00%	0.00	20.00	
- Administration Charge - new applications	35.00	0.00%	0.00	35.00	
- Transfer of plate - per transfer	48.00	0.00%	0.00	48.00	
- Replacement Vehicle Plates	20.00	0.00%	0.00	20.00	
- Replacement Driver's Badge (card)	11.00	0.00%	0.00	11.00	
- Amendment to paper licence - eg change of address	10.50	0.00%	0.00	10.50	
- DVLA Enquiry - Electronic	6.00	0.00%	0.00	6.00	
- DVLA Enquiry - Paper	11.00	0.00%	0.00	11.00	
- CRB Disclosure	53.00	0.00%	0.00	53.00	
GENERAL LICENSING					
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	0.00%	0.00	1,418.00	
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	0.00%	0.00	1,301.00	
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	0.00%	0.00	1,183.00	
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	0.00%	0.00	1,064.00	
- Animal Boarding - Initial	120.00	5.00%	6.00	126.00	To reflect cost increases
- Animal Boarding - Renewal	120.00	5.00%	6.00	126.00	To reflect cost increases
- Animal Boarding - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost	
- Dog Breeding - Initial	120.00	5.00%	6.00	126.00	To reflect cost increases
- Dog Breeding - Renewal	120.00	5.00%	6.00	126.00	To reflect cost increases
- Dog Breeding - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost	
- Dangerous Wild Animals - Initial	190.00	5.00%	9.50	199.50	To reflect cost increases
- Dangerous Wild Animals - Renewal	190.00	5.00%	9.50	199.50	To reflect cost increases
- Dangerous Wild Animals - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost	
- Pet Shops - Initial	120.00	5.00%	6.00	126.00	To reflect cost increases
- Pet Shops - Renewal	120.00	5.00%	6.00	126.00	To reflect cost increases
- Pet Shops - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost	
- Riding Establishments	190.00	5.26%	10.00	200.00	To reflect cost increases
- Riding Establishment - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost	
- Control of Sex Establishments	979.00	0.00%	0.00	979.00	
- Zoo - Initial	120.00	5.00%	6.00	126.00	To reflect cost increases
- Zoo - Renewal	120.00	5.00%	6.00	126.00	To reflect cost increases
- Zoo - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost	
Acupuncture, Tattooing, Ear Piercing and Electrolysis					

Service Category	charge 1st April 2017 £	%Change	increase/ decrease £	Proposed charge from 2018 £	Comments
- Premises	130.00	0.00%	0.00	130.00	
- Practitioners	85.00	0.00%	0.00	85.00	
Scrap Metal Dealers Act 2013					
- Site Licence (New)	290.00	0.00%	0.00	290.00	No increase - Countywide fee
Per Additional Site	150.00	0.00%	0.00	150.00	No increase - Countywide fee
- Collectors Licence (New)	145.00	0.00%	0.00	145.00	No increase - Countywide fee
- Site Licence (Renewal)	240.00	0.00%	0.00	240.00	No increase - Countywide fee
Per Additional Site	150.00	0.00%	0.00	150.00	No increase - Countywide fee
- Collectors Licence (Renewal)	95.00	0.00%	0.00	95.00	No increase - Countywide fee
- Variation of Licence	65.00	0.00%	0.00	65.00	No increase - Countywide fee
- Copy of Licence (if lost or stolen)	25.00	0.00%	0.00	25.00	No increase - Countywide fee
ENVIRONMENTAL HEALTH					
<u>Dog Warden</u>					
- Penalty (statutory fee)	25.00	0.00%	0.00	25.00	
- Kennelling Fee - £13.50 per day or part day	13.50	0.00%	0.00	13.50	
- Kennelling Fee for dangerous dog by breed or behaviour- £20 per day	16.00	25.00%	4.00	20.00	Cost increase to reflect cost recovery charges.
- Admin charge	10.00	50.00%	5.00	15.00	Cost increase to reflect cost recovery charges.
- Levy for out of hours	31.00	12.90%	4.00	35.00	Cost increase to reflect cost recovery charges.
- Repeat offence levy	25.00	0.00%	0.00	25.00	
GAMBLING FEES					
<u>Premises Licence Fees - Discretionary</u>					
<u>Bingo Premises</u>					
- Grant	2,128.00	0.00%	0.00	2,128.00	
- Annual Fee	626.00	0.00%	0.00	626.00	
- Variation	1,064.00	0.00%	0.00	1,064.00	
- Transfer	730.00	0.00%	0.00	730.00	
- Application for Provisional Statement	2,128.00	0.00%	0.00	2,128.00	
- Licence Application (Provisional Statement Holders)	730.00	0.00%	0.00	730.00	
- Copy of Licence	25.00	0.00%	0.00	25.00	Statutory charge - cannot be above £25
- Notification of Change	50.00	0.00%	0.00	50.00	Statutory charge - cannot be above £50
- Re-instatement Fee	730.00	0.00%	0.00	730.00	
<u>Adult Gaming Centre</u>					
- Grant	1,216.00	0.00%	0.00	1,216.00	
- Annual Fee	626.00	0.00%	0.00	626.00	
- Variation	626.00	0.00%	0.00	626.00	
- Transfer	730.00	0.00%	0.00	730.00	
- Application for Provisional Statement	1,216.00	0.00%	0.00	1,216.00	
- Licence Application (Provisional Statement Holders)	730.00	0.00%	0.00	730.00	
- Copy of Licence	25.00	0.00%	0.00	25.00	Statutory charge - cannot be above £25
- Notification of Change	50.00	0.00%	0.00	50.00	Statutory charge - cannot be above £50
- Application by Re-instatement	730.00	0.00%	0.00	730.00	
<u>Family Entertainment Centre</u>					
- Grant	1,216.00	0.00%	0.00	1,216.00	
- Annual Fee	578.00	0.00%	0.00	578.00	
- Variation	626.00	0.00%	0.00	626.00	
- Transfer	608.00	0.00%	0.00	608.00	
- Application for Provisional Statement	1,216.00	0.00%	0.00	1,216.00	
- Licence Application (Provisional Statement Holders)	608.00	0.00%	0.00	608.00	
- Copy of Licence	25.00	0.00%	0.00	25.00	Statutory charge - cannot be above £25
- Notification of Change	50.00	0.00%	0.00	50.00	Statutory charge - cannot be above £50
- Application by Re-instatement	596.00	0.00%	0.00	596.00	

Service Category	charge 1st April 2017 £	%Change	increase/ decrease £	Proposed charge from 2018 £	Comments
<u>Betting Premises (excluding tracks)</u>					
- Grant	1,817.00	0.00%	0.00	1,817.00	
- Annual Fee	364.00	0.00%	0.00	364.00	
- Variation	908.00	0.00%	0.00	908.00	
- Transfer	727.00	0.00%	0.00	727.00	
- Application for Provisional Statement	1,817.00	0.00%	0.00	1,817.00	
- Licence Application (Provisional Statement Holders)	727.00	0.00%	0.00	727.00	
- Copy of Licence	25.00	0.00%	0.00	25.00	Statutory charge - cannot be above £25
- Notification of Change	50.00	0.00%	0.00	50.00	Statutory charge - cannot be above £50
- Application by Re-instatement	730.00	0.00%	0.00	730.00	
<u>Betting Premises (Including Tracks)</u>					
- Grant	1,817.00	0.00%	0.00	1,817.00	
- Annual Fee	364.00	0.00%	0.00	364.00	
- Variation	908.00	0.00%	0.00	908.00	
- Transfer	727.00	0.00%	0.00	727.00	
- Application for Provisional Statement	1,817.00	0.00%	0.00	1,817.00	
- Licence Application (Provisional Statement Holders)	727.00	0.00%	0.00	727.00	
- Copy of Licence	25.00	0.00%	0.00	25.00	Statutory charge - cannot be above £25
- Notification of Change	50.00	0.00%	0.00	50.00	Statutory charge - cannot be above £50
- Application by Re-instatement	730.00	0.00%	0.00	730.00	
<u>Temporary Event Use Notice</u>					
- Grant	304.00	0.00%	0.00	304.00	
- Copy of Licence	15.00	0.00%	0.00	15.00	
GAMBLING ACT PERMIT FEES - STATUTORY					
<u>Licensed Premises Gaming Machine Permit</u>					
- Grant	150.00	0.00%	0.00	150.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Transfer	25.00	0.00%	0.00	25.00	
- Annual Fee	50.00	0.00%	0.00	50.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Licensed Premises Automatic Notification Process</u>					
- Grant	50.00	0.00%	0.00	50.00	
<u>Club Gaming Permits</u>					
- Grant	200.00	0.00%	0.00	200.00	
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Renewal	200.00	0.00%	0.00	200.00	
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Annual Fee	50.00	0.00%	0.00	50.00	
- Change of Name	100.00	0.00%	0.00	100.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Club Machine Permits</u>					
- Grant	200.00	0.00%	0.00	200.00	
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Renewal	200.00	0.00%	0.00	200.00	
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Annual Fee	50.00	0.00%	0.00	50.00	

Service Category	charge 1st April 2017 £	%Change	increase/ decrease £	Proposed charge from 2018 £	Comments
- Copy of Permit	15.00	0.00%	0.00	15.00	
- Change of Name	25.00	0.00%	0.00	25.00	
- Transfer of Permit	25.00	0.00%	0.00	25.00	
<u>Family Entertainment Centre Gaming Machine Permit</u>					
- Grant	300.00	0.00%	0.00	300.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Renewal	300.00	0.00%	0.00	300.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Prize Gaming Permits</u>					
- Grant	300.00	0.00%	0.00	300.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Renewal	300.00	0.00%	0.00	300.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
- Transitional Application Fee	100.00	0.00%	0.00	100.00	
<u>Small Lottery Registration (statutory)</u>					
- Grant	40.00	0.00%	0.00	40.00	
- Annual fee	20.00	0.00%	0.00	20.00	
<u>Premises Licences & Club Premises Certificates Fees - Statutory Licensing Act 2003</u>					
The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed					
<u>Band:</u>					
A (0 - 4,300)					
Initial Fee	100.00	0.00%	0.00	100.00	
Annual Charge	70.00	0.00%	0.00	70.00	
B (4,301 - 33,000)					
Initial Fee	190.00	0.00%	0.00	190.00	
Annual Charge	180.00	0.00%	0.00	180.00	
C (33,001 - 87,000)					
Initial Fee	315.00	0.00%	0.00	315.00	
Annual Charge	295.00	0.00%	0.00	295.00	
D (87,001 - 125,000)					
Initial Fee	450.00	0.00%	0.00	450.00	
Annual Charge	320.00	0.00%	0.00	320.00	
E (125,001 & over)					
Initial Fee	635.00	0.00%	0.00	635.00	
Annual Charge	350.00	0.00%	0.00	350.00	
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.					
For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows					
D(x2) (87,001 - 125,000)					
Initial Fee	900.00	0.00%	0.00	900.00	
Annual Charge	640.00	0.00%	0.00	640.00	
E(x2) (125,001 & over)					
Initial Fee	1,905.00	0.00%	0.00	1,905.00	
Annual Charge	1,050.00	0.00%	0.00	1,050.00	

Service Category	charge 1st April 2017 £	%Change	increase/ decrease £	Proposed charge from 2018 £	Comments
<p>Large Events An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.</p> <p>Personal Licence Temporary Event Notice (Per Notice)</p> <p>Exemptions Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.</p> <p>No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.</p> <p>Application for copy of licence or summary on theft, loss etc. Notification of change of name or address (holder of premises licence) Application to vary the Designated Premises Supervisor Application to transfer a premises licence Interim authority notice following death etc. of licence holder Application for making of a provisional statement Application for copy of certificate or summary on theft, loss etc. Notification of change of name or alteration of club rules Change of relevant registered address of club Temporary Event Notices Application for copy of licence on theft, loss etc. of temporary event notice Application for copy of licence on theft, loss etc. of personal licence Notification of change of name or address (Personal Licence) Notice of interest in any premises Minor variation application</p> <p>Should you need assistance in determining which level of fee you are required to pay, please contact the Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email -wrsenquiries@worcestershire.gov.uk In all cases, cheques must be made payable to 'Redditch Borough Council'</p>	<p>37.00 21.00</p> <p>10.50 10.50 23.00 23.00 23.00 315.00 10.50 10.50 10.50 21.00 10.50 10.50 10.50 21.00 89.00</p>	<p>0.00% 0.00%</p> <p>0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%</p>	<p>0.00 0.00</p> <p>0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00</p>	<p>37.00 21.00</p> <p>10.50 10.50 23.00 23.00 23.00 315.00 10.50 10.50 10.50 21.00 10.50 10.50 10.50 21.00 89.00</p>	

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ACQUISITION AND INVESTMENT STRATEGY

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	
Relevant Head of Service	Jayne Pickering
Wards Affected	All
Ward Councillor Consulted	None specific
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Attached at Appendix 1 is an Acquisition and Investment Strategy. Supporting business is incredibly important for Redditch and through the North Worcestershire Economic Development and Regeneration the Council will continue to support new and established businesses to grow
- 1.2 The Acquisition and Investment Strategy seeks to combine the priorities for economic development with the need for financial stability and income generation. The Strategy will provide a resource to promote economic development and a framework to ensure the resources are allocated prudently based on criteria identified in table 1 of the strategy and commercially based on the rates of return identified in table 2.

2. RECOMMENDATIONS

- 2.1 **The Executive is asked to RECOMMEND to Full Council that:**
 - 2.1.1 **the Acquisition and Investment Strategy be approved;**
 - 2.1.2 **the Corporate Director of Finance and Resources be responsible for identifying suitable opportunities and developing the viability appraisal and business case for the Council; and**
 - 2.1.3 **Executive have delegated powers to approve business cases and complete acquisitions.**

3. KEY ISSUES

Financial Implications

- 3.1 The Acquisitions and Investment Strategy seeks to combine the economic development and commercial approach to generating income to enhance

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business growth in the Borough. This is a key priority to the Council in the support of the Strategic Purpose “Help me run a successful business”. By ensuring the Council has the ability to be proactive in its investments for businesses it will provide greater opportunities to businesses in the future. The approach is similar to that of other authorities that are active in this area and will also provide an income stream to support other council activities.

- 3.2 There is a restriction in the Strategy to limit the investment portfolio to business cases within the Borough or in locations within Districts that are contiguous to the Borough. Some local authorities have widened this to the Local Enterprise Partnership area and there may be merit in considering this in the future if there is evidence that the Council is missing opportunities.
- 3.3 The Strategy also provides criteria to ensure the Council takes a prudent approach to investment and provides limits based on risk on the amount that can be invested in different categories of investment (see table 1 of the Strategy).
- 3.4 In terms of rate of return the Strategy priorities economic development investment and investments with lower risk through a minimum net rate of return (after borrowing and other costs) of 1.25%. Other projects which would need to have a strong business case would require at least a 2% net rate of return. Table 2 of the Strategy illustrates the calculation behind these rates of return and shows a potential return of £250k (1.25% net rate of return) to £400k (2% net rate of return) based on a £20m Investment Portfolio Fund. The likelihood is that there will be a mix of business cases and some will exceed the minimum requirement.

Legal Implications

- 3.5 This report fulfils the Council’s legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.
- 3.6 The use of the General Power of Competence for commercial purpose requires a business case to be developed and approved by the Council. This business case must be a comprehensive statement covering (at least):
 - Business objectives;
 - Investment and other resources required to achieve the objectives;

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- Any risks the business might face and how significant these risks are; and
- The expected financial results and other relevant outcomes the business is expected to achieve.

Service/Operational Issues

- 3.7 The Acquisition and Investment Strategy will complement the priority for business growth in Redditch as well as seek income generation to help balance the Council budget.

Customer/ Equalities and Diversity

- 3.8 None as a direct result of this report.

4. RISK MANAGEMENT

- 4.1 The Strategy includes a section on the key risks and mitigations. The main risks being:-
- Recession
 - Abortive Costs
 - Interest Rate
 - Knowledge of the market
 - Operational
 - Capacity
 - Change of Government Policy

AUTHOR OF REPORT

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Acquisition and Investment Strategy

Background

1. The Council Plan 2017-2020 identifies economic development within the Borough as one of six priorities the Council intend to focus on. Supporting business is incredibly important for Redditch Borough Economic Development and Regeneration the Council will continue to support new and established businesses to grow.
2. The Council Plan also includes a priority for the financial stability of the Council. At a time of reduced Government support it is essential to look for income generation as well as budget savings.
3. The Acquisition and Investment Strategy combines these two priorities to achieve economic development as well as generate income potential achieved through an Investment Portfolio Fund.

The Acquisition and Investment Strategy

4. The purpose of the Acquisition and Investment Strategy is to guide the use of the Investment Portfolio Fund to make commercial property investments to support economic redevelopment or regeneration in the Borough, achieve income generation and in some cases may be complimentary to the delivery of Council services. An Investment Portfolio Fund of £20m has been designated for the years 2018/19 to 2019/20.
5. Commercial property investment opportunities often arise unexpectedly and it is important to be nimble in order to take advantage of opportunities when they arise. The Council's Corporate Director of Finance and Resources will be responsible for identifying suitable opportunities and developing the viability appraisal and business case for the Council to invest; the Acquisition and Investment Strategy is important to provide a framework to guide the Council in identifying appropriate investment opportunities. Examples of where the Council may need to respond without delay include the traditional route of a selling agent and bidding process, through auctions and even "off market" through direct approaches from prospective sellers who want to circumnavigate the formal marketing process in order to save time and risk of abortive costs. Receivers or administrators of distressed sellers may also seek offers for commercial property assets quickly. The Acquisition and Investment Strategy will provide a systematic assessment investment opportunities so that it is able to move quickly when a compelling opportunity arises.
6. At this stage the Acquisition and Investment Strategy is limited to investment propositions that are within the boundary of Redditch Borough Council or investments that are within the area of Districts that are contiguous to the Borough. Other local authorities have widened the area to include the Local Enterprise Partnership (LEP) and there is merit in considering this option where the objective is purely income generation. As the Council becomes more experienced this may become an option.
7. There will projects where there will a strong business case and this will generate private investor interest. Although the Strategy will allow the Council to participate in these transactions it will have more economic development impact on projects that are unlikely to appeal to the private investor because the returns are lower. The principle principal consideration is to support economic regeneration with an essential

requirement that the business case cover the costs of the Council's borrowing and minimum revenue provision and generated a minimum revenue return.

10. Economic development is defined in its widest sense and will include investments in Bromsgrove that create retail, industrial, office and housing assets including working in partnership with other developers.

The Criteria for Investing

11. It is necessary for the Council to take a prudent approach to the management of its financial affairs and when assessing investments the Council will need to carefully consider the balance of risk and reward and in doing so will consider such factors as the security against loss, the liquidity of the investment, the yield, affordability of the loan repayments, change in interest rates and property values, see table 1 below:-

TABLE 1

Criteria	Excellent / very good	Good	Acceptable	Marginal	Unacceptable*
Location	Major prime	Micro prime	Major secondary	Micro secondary	Tertiary
Tenancy strength	Single tenant with strong financial covenant	Single tenant with good financial covenant	Multiple tenants with strong financial covenant	Multiple tenants with good financial covenant	Tenants with poor financial covenant strength
Tenure	Freehold	Lease 125 years plus	Lease between 75 & 125 years	Lease between 10 & 75 years	Lease less than 10 years
Occupiers lease length	Greater than 15 years	Between 10 and 14 years	Between 9 & 6 years	Between 3 & 5 years	Less than 2 years or vacant
Repairing terms*	Full repairing & insuring	Internal repairing - 100% recoverable	Internal repairing - partially recoverable	Internal repairing - non recoverable	Landlord
Building Quality/ Obsolescence	Newly Built	Recently Refurbished	Average condition and likely to continue to be fit for current use for 25+ years	Aged property with redevelopment potential	Nearing end of useful life/ use unlikely to continue when lease expires
Investment size	Between £10m & £15m	Between £5m & £10m	Between £2m & £5m	Between £250k & £2m	Less than £250k

* unless there is an overwhelming case for investment that exceeds the Council's expectations

12. The overall investment value and range of assets acquired needs to represent a good mix and spread of risk, size and location across differing sectors to ensure that the portfolio is resilient to change that might lie outside the Council's control. It is important that the Council maintains an adequate level of reserves and balances to ensure it can manage any down turn in the property market and limit the impact it will have on revenue income.

13. The investment size provides limits on each category with more being allocated to the lower risk categories and lower sums to higher risk categories (but potentially higher yield).

Rate of Return

14. The experience of investment business case development elsewhere indicates that a gross yield of upwards of 5% on the value of the investment will be necessary for the investment to be of interest to the Council, taking into account its borrowing costs and other overheads.

15. The Acquisition and Investment Strategy will require an indicative minimum net return of 1.25%. The minimum rate of return would be limited to business cases meeting the excellent/very good investment criteria in table 1 or having strong economic development grounds and good/acceptable investment criteria. Business cases outside of this will require a net rate of 2% return. These indicative rates are similar to those achieved by the many other Councils with developed property portfolios and whilst modest are thought to be realistic. Officers will continue to modify them based on professional advice and prevailing market conditions. Table 2 illustrates that this could make a contribution towards closing the funding gap of between £250,000 to £400,000 per annum.

16. In considering its costs against a gross return the Council may need to consider any of the following when developing the business case for investing. It is worth noting that they may not all apply to the investment being considered:

- Finders Fees approx. (0.75%)
- Legal Fees approx. (0.5%)
- Survey and Valuation and due diligence fees approx. (0.5%)
- Stamp Duty (5% on freehold purchases over £250K)
- Finance Costs including minimum revenue provision (circa 5%)
- Void Business Rates/Council Tax (tenants should be covering these in occupied units)
- Repairs and maintenance (depending on lease type (probably covered in a service charge)
- Running costs of building, including building management (depending on lease type again probably covered in a service charge)
- Opportunity cost of alternative use or sale of the asset
- Staff Costs to manage the portfolio (non-recoverable)

TABLE 2

Rate of Return Requirement	Minimum 1.25% net rate of return	2% rate of return
Basis Investment before Stamp Duty and costs	£18,735,000	£18,375,000
Acquisition Costs at 6.75%	£1,265,000	£1,265,000
Total Investment Fund	£20,000,000	£20,000,000
Rate of Return Calculation		
Financing Costs – Public Works Loans Board (PWLB) @ 3% annuity	£777,000	£777,000
Annuity includes minimum revenue provision requirement		
Administration Costs	£60,000	£60,000
Total Costs	£837,000	£837,000
Net Rate of Return	£250,000	£400,000
Gross Rate of Return Required	£1,087,000	£1,237,000
Gross rate of return on £20m	5.44%	6.19%
Breakeven rate of return	4.19%	4.19%

17. The Council may hold property assets either directly or indirectly. Direct property investment gives the Council full control over the property and responsibility for its management and the business cases brought forward so far for investment are envisaged to be held in this way. Indirect property investment is where the asset is held through an arm's length trading company and will be necessary where the Council holds investments solely for income generation or where that is the most effective way for the Council to act in the private rented housing market. This commercial activity can be authorised through the General Power of Competence under sections 1 and 4, Localism Act 2011. The power does require the Council to act through a company.

Selection of Investments

18. The Council will select investments for the purpose of income generation, economic development (including housing) or a mixture of both. The Council may acquire and hold properties directly or through a trading company; all of these factors will be determined on a business case by case basis. The Council only invest in projects within Redditch Borough Council. The Council may invest in the development of its own assets or acquire assets for development.

19. Investment property acquisitions need to be subject to the agreed parameters of the Council's Acquisition and Investment Strategy and will be led by the Council's Corporate Director of Finance and Resources in consultation with the Corporate Management Team. The initial selection of an asset will be assessed on two main criteria on a pass or fail basis:

I. The Council will need to ensure a satisfactory level of return on its investments and may decide to evaluate purchases on a balance between income yield and economic redevelopment and regeneration. The minimum rate of return of 1.25% will be limited to

business cases meeting the excellent/very good investment criteria in table 1 or having strong economic development grounds and good/acceptable investment criteria.

Business cases outside of this will require a net rate of 2% return.

ii. Leases should be classified, for accounting purposes, as an operating lease rather than finance lease, to ensure that all rental income can be treated as revenue income (rather than a mix of capital receipt and revenue income). Operating leases are those where the risks and rewards of ownership are retained by the lessor (the Council) and must meet certain criteria. The main criteria being that the lease term should not be for the major part of the property's economic life unless the price paid is underpinned by the sites redevelopment potential and at the start of the lease; the total value of minimum lease payments (rents) should not amount to a significant proportion of the value of the property.

20. Officers will continue to monitor prevailing market conditions to enable the Council to reserve discretion to acquire assets that may fall outside the investment criteria outlined above if a strong case can be made that the investment provides an exceptional opportunity to promote the Council's strategic priorities.

21. For investments that pass the first two criteria, further evaluation will then be undertaken against a comprehensive set of defined property specific criteria as set out in table 2. The Council will consider these criteria and seek to achieve the appropriate balance of risk and reward proportionate to the size of the investment being considered. The ideal property investment would be a freehold in the town centre, let to a tenant with a strong financial covenant for a long term on a full repairing and insuring lease.

22. It is also important that the Council actively manages the investment portfolio... Such work will include issues include rent collection, service charge calculation and collection, building maintenance, security, dealing with tenants, re-letting empty units, negotiating terms of rent reviews, dilapidation claims and the general miscellany of property management. In terms of strategic management this will fall to the Corporate Director of Finance and Resources to ensure that the portfolio is delivering the investment returns that were envisaged and to always act in the interests of the Council's financial interest which will also include appropriate disposal of investments that are underperforming or no longer meet the Council's objectives, as well as acquisition.

23. The Corporate Director of Finance and Resources will also be responsible for providing regular reports on management issues and the performance of the Council's investment portfolio. The Council's Cabinet and Corporate Leadership Team will receive a report from the Corporate Director of Finance and Resources bi-annually which will update on both the individual asset management plans as well as the overall asset investment portfolio against expectations at the time of purchase and performance against prevailing market conditions. These reports can be made available to other meetings of the Council as required.

Risk and Mitigation

24. In terms of management of risk it is understood that there are inherent risks associated with investments and each business case will be required to identify the risks associated with that investment proposal and the Council will need to balance risk and reward proportionate to the scale of the investment proposed. It is to be expected that some of the risks the Council will be expected to consider will be:

Recession Risk

25. There is a risk of the property market going into recession, capital values and rentals can fall as well as rise. Although this not seen as a significant risk at the moment it needs to be factored into long terms decisions. The Acquisitions and Investment Strategy criteria (table 1) will target low risk; low management investments that will better withstand any downturn and remain occupied and attractive to tenants, landlords and investors.

24. Operating as a commercial function will entail making good decisions quickly in order to put offers forward. However, these can be made as conditional offers and contracts for sale need not be exchanged until the full due diligence and the necessary governance procedures have been completed.

Abortive Cost Risk

25. Abortive costs will be incurred in making bids that do not succeed, or from choosing (as a result of due diligence) not to continue to exchange of contract. These costs may include feasibility studies, ground investigations, advisers' costs, legal costs, survey fees and Officer time.

26. This risk is inherent to property investment and the focus will be on ensuring that potential problems are identified at the earliest possible stage of each acquisition.

Interest Rate Risk

27. The PWLB borrowing rates have been consistently below 3% for some time but the market can change. To mitigate his risk of interest rate change the borrowing required for a business case will be undertaken and fixed at the time the scheme is committed.

28. A change in interest rates would require an update of Table 2 on the gross rates of return.

Knowledge of the Market Risk

29. Property investment involves clear risks due to wider economic conditions, which are beyond the control of the Council. However, other property related risks, such as those relating to the condition of the property or complications with leases are more easy to assess and manage.

30. The property market is driven by prompt responses to opportunities that may not be offered on the open market. The Council should be able to increase the potential to be offered access to such opportunities by engaging specialist external advisors. However, the ability to act quickly is critical and the Council will need to use its own knowledge of the Borough, combined with the wider market understanding of (external) specialists, to ensure that it adopts a proactive approach with property owners and specialist property investment agencies.

Operational Risk

31. Property management has many inherent operational risks including:-

- Vacancies (voids) in the portfolio will reduce average yield. As well as lost rental income on vacant units, the Council could find itself liable for a share of on-going costs which a tenant would normally pay such as empty property rates.
- Disputes with tenants. Common disputes include ongoing maintenance and repair costs of buildings and the ability to recover those costs from tenants.
- Tenant default, and that financing costs could rise.

32. These risks will be mitigated through the quality of the property and tenant. The criteria in table 1 will allocate most funds to the excellent/very good category.

Capacity Risk

Operating a dynamic property investment function calls on a knowledge base and skill set which the Council does not currently have. Although some relevant expertise does exist within the Council, existing workloads and ongoing projects make it unlikely that this could be released at the level required to support this type of commercial activity.

Nevertheless, in order for Redditch Borough to successfully implement its property investment strategy, it will need access to the type and level of expertise that can support robust and timely decision-making. It is likely that this will be best achieved by contracting with external property investment advisors who will do the following:

- Identify potential investment opportunities and evaluate values.
- Carry out necessary due diligence and advice on risks.
- Prepare individual business cases.
- Undertake commercial negotiations.
- Manage Freehold and leasing arrangements.
- Evaluate prospects for rental growth and capital appreciation.

This use of external advisors will need to be carefully and consistently managed by the Corporate Director of Finance and Resources.

Change of Government Policy Risk

The Council will use the General Power of Competence to undertake the acquisition and investment strategy. There is a risk that the Government could introduce limits to this power. If this was to happen it would restrict future investment, including business cases in progress but is unlikely to be retrospective.

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

16th January 2018

COUNCIL TAX BASE 2018/19

Relevant Portfolio Holder	Cllr. John Fisher, Corporate Management Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Director of Finance & Resources
Wards Affected	All Wards
Ward Councillor Consulted	Not Applicable
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To enable Members to set the Council Tax Base for 2018/19.

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

- 1) the calculation of the Council's Tax Base for the whole and parts of the area for 2018/19, be approved; and
- 2) in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2018/19 be 26,058.20 and for the parts of the area listed below be:

Parish of Feckenham	372.20
Rest of Redditch	<u>25,686.00</u>
	<u>26,058.20</u>

3. KEY ISSUES**Financial Implications**

- 3.1 With the introduction of the Council Tax Support Scheme, the base has been calculated and adjusted by the estimated amount of Council Tax Support discounts awardable.

Legal Implications

- 3.2 The Local Authorities (Calculation of Tax Base) Regulations 1992 require a billing authority to notify its major precepting bodies (and its Parishes, if required) of the Tax Base, for the whole or part of the area

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****16th January 2018**

for the following financial year. The precepting bodies - Worcestershire County Council, West Mercia Police & Crime Commissioner and Hereford & Worcester Fire & Rescue Authority - need this information in order to calculate and notify the Borough Council of their precept requirements for 2018/19. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2018.

- 3.3 The legislation also requires a billing authority to calculate the tax base for any "special areas" within its boundary. There are no such areas in the Redditch Borough.
- 3.4 It is necessary to outline the method by which these calculations have been carried out so that the Council can formally adopt them for the purposes of the 1992 Regulations.

Service/Operational Implications

- 3.5 In October 2017, form CTB1 was submitted to the Department for Communities and Local Government. This analyses the draft Valuation List of properties into the various bands and then provides further details of those properties which are subject to the full charge, those entitled to discounts and those which are exempt.
- 3.6 This report is a summary of that return updated to include any known changes since November. It also makes provision for anticipated changes which could arise for a variety of reasons such as appeals, new properties or properties falling off the list. An allowance of 1.00% has been made for non-collection of the tax.
- 3.7 The Council is required to set a Council Tax Base each year, this forms part of the process of setting the following year budget. Failure to do so will result in the Council not being a Well Managed Organisation.

Customer / Equalities and Diversity Implications

- 3.8 The Tax Base for 2018/19 has been calculated to be **26,058.20**. Once this has been agreed, the County Council, Police & Crime Commissioner and Fire Authority will be notified and the figures will be used in the setting of the Council Tax to be presented to the Executive Committee and approved by the Council on 19th February 2018.

4. RISK MANAGEMENT

There is no identified risk associated with the proposal contained in this report.

**EXECUTIVE
COMMITTEE**16th January 2018

5. APPENDICES

None

6. BACKGROUND PAPERS

CTB1 (October 2017) Return.

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REDDITCH BOROUGH COUNCIL**EXECUTIVE****16th January 2018****UPDATED CONTRACT AND FINANCIAL PROCEDURE RULES**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Exec Director Finance and Resources
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	Non–Key Decision

1. SUMMARY OF PROPOSALS

- 1.1 To present the contract and financial procedure rules which have been reviewed and updated using best practice templates. The contract procedure rules provide clarity on roles, responsibilities and limits. The financial procedure rules provide certainty on what is permitted and form a key part of the Council's internal control framework.

2. RECOMMENDATIONS

- 2.1 That Executive **RECOMMEND** to Council approval of the updated contract and financial procedure rules which then apply from 29th January 2018.

3. KEY ISSUES**Contract Procedure Rules**

- 3.1 The contract procedure rules are provided at Appendix 1. The rules define the roles, responsibilities and limits which must be followed by the Council.
- 3.2 The procurement limits are summarised on page 3 of Appendix 1 and provided in more detail on page 14. In summary they require:-

Total value	Award procedure
£0.01- £3,000	There must be evidence of competitive enquiries being undertaken with details of final selection criteria recorded and retained for one year from date of purchase (this can be in electronic form e.g. email)
£3,000- £25,000	At least 3 written quotations
£25,000- £50,000	<i>Invitation to quote</i> by advertisement
£50,000 – EU threshold*	<i>Invitation to tender</i> by advertisement
Above EU threshold*	<i>EU procedure</i> or where this does not apply, <i>invitation to tender</i> by advertisement

REDDITCH BOROUGH COUNCIL**EXECUTIVE****16th January 2018**

- 3.3 The European Union thresholds are currently £164,176 for supplies and services and £4,104,394 for works contracts. The majority of the Council contracts are supplies and services. The rules will apply the latest EU thresholds as they are updated.
- 3.4 The £3,000 limit for requiring three written quotes is intentionally low to force the discipline on the majority of the Council transactions.
- 3.5 Also in Appendix 1 there are the following areas of interest:-
- Pages 5 and 6 provide the exemptions where the contract procedures rules will not apply. These would be exceptional circumstances and apply in circumstances such as where there is proprietary goods or services, works with Government bodies, specialist plant and equipment, emergencies involving immediate risk to persons, property or serious disruption to services.
 - Page 7 provides the ability to procure through collaborative and e-procurement arrangements where are ready tendered or jointly procured contracts. The contracts can offer savings in both the cost and time taken to procure the services.
 - Pages 8 onwards provide the requirements to be followed on the procurement of goods and services including appraisal of the proposed purchase, preparation of the tender documents, records, advertising, approved lists and framework agreements.
 - Page 16 outlines the steps required if there is a need for consultants including the justification signed off by a Head of Service.

Financial Procedure Rules

- 3.6 The Financial Procedure Rules are attached at Appendix 2 and provide certainty on what is permitted and are a key part of the Council's internal control framework. There is an important link to the Contract Procedure Rules which is recognised on Page 9 paragraph 6.3 b).
- 3.7 The Financial Procedure Rules cover the key processes – income, ordering, payments, salaries, banking, asset management, audit, budget management and virement, insurance and risk management, treasury management and stores. The Rules also outline the arrangement for preventing financial irregularities and money laundering. In relation to ordering it is a formal requirement to have an order number in place and any invoices received without an order number will be returned to the supplier.
- 3.8 In terms of matters that usually receive most scrutiny the writing off of uncollectable debt is covered on pages 7 and 8 and the budgetary control and virements on page 19 to 21.

REDDITCH BOROUGH COUNCIL**EXECUTIVE****16th January 2018**

- 3.9 The writing off of uncollectable debt limits any write off over £100 to Service Managers (debt £101 to £2,000) and the Section 151/Deputy Section 151, Head of Customer Access and Financial Support and Head of Housing Services (HRA debts) for debts over £2,000.
- 3.10 The budget virement rules allow transfers:-
- up to £20,000 subject to approval by the Head of Service and the Financial Services Manager;
 - £20,000 to £40,000 by the Director of Finance and Resources
 - Over £40,000 by Executive
- 3.11 No transfers are allowed for salary budgets.
- 3.12 Executive Summaries of both the Contract and Financial Procedure Rules will be considered by the Budget Scrutiny Group on 6th December 2017 and a update of their considerations will be provided at Executive.

Financial Implications

- 3.13 As well as proving an internal control framework the Contract and Financial Procedure Rules encourage a process that secures contracts for the goods and services that are required by the Council and the best price. The Efficiency Plan for the Council seeks to deliver savings through procurement.

Legal Implications

- 3.14 The Contract and Financial Procedure Rules are key internal control documents required by the Council under Section 151 of the Local Government Act 1972 for the proper administration of our financial affairs.

Service / Operational Implications

- 3.15 The Contract and Financial Procedure Rules provide clarity of how processes should operate and encourages good decision making which in turn should have a positive impact on services/customers.

Customer / Equalities and Diversity Implications

- 3.16 The Contract Procedure Rules require the advertising of opportunities to encourage interest from potential tenderers.

4. RISK MANAGEMENT

- 4.1 The Contract Procedure Rules provide a requirement for a risk assessments/register for any contracts over the EU thresholds. The Financial Procedure Rules outline the

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requirement for a planned, and systematic approach to the identification, evaluation and control of risk.

5. APPENDICES

Appendix 1 – Contract Procedure Rules

Appendix 2 – Financial Procedure Rules

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Contract Procedure Rules

APPENDIX 1

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INTRODUCTION AND SUMMARY OF ESSENTIAL REQUIREMENTS

A. Introduction

In this document, any words in *italics* are explained in the Definitions Appendix. References to “the Council” includes the Council’s Executive and any other Committee or persons acting in accordance with delegated authority on behalf of the Council, as set out in the Council’s Constitution.

These Contract Procedure Rules exist to ensure that the Council lets contracts in a fair, consistent, honest, legal and transparent manner. There is a statutory basis for the rules which promote good purchasing practice and public accountability. Following the rules is also the best defence against potential allegations that a purchase has been made incorrectly or fraudulently.

All Council staff with financial responsibilities, especially for purchasing, must comply with these Contract Procedure Rules. This includes purchasing on behalf of other organisations and purchasing using external funding e.g. grants. The Contract Procedure Rules lay down the minimum requirements and more rigorous procedures may be appropriate for specific contracts. Exemptions are only to be used in exceptional circumstances as detailed in Section 3. Failure to comply with these Contract Procedure Rules could result in disciplinary action.

This edition of the Procedure Rules will apply from 29th January 2018 and supersedes all previous editions. The Rules are reviewed from time to time and are available on the Council’s Intranet and Website.

B. Summary of essential requirements

- Follow the rules if you have a delegated responsibility to purchase goods or services or order building work.
- Always check with your line manager about your responsibilities and take all necessary legal, financial and professional advice.
- Declare any personal interest in a contract and withdraw from taking part in it. Corruption and or Bribery is a criminal offence.
- Conduct an appraisal of the purchasing need and the requirement to obtain best value for money.
- Check whether there is an existing *corporate or national* contract you can make use of before undergoing a competitive process.
- Allow at least four weeks for submission of bids for high value contracts (not to be submitted by fax or e-mail).
- Keep bids confidential.



- Complete a written contract and have a Council order number in place before the supply or works begin.
- Identify a *contract manager* (on both sides) with responsibility for ensuring the contract delivers as intended.
- Keep records of all dealings with suppliers.
- Ensure that where there is a requirement for communication to be in writing, this includes e-mail and fax transmissions as well as hard copy.
- Assess each contract afterwards to see how well it met the purchasing need and *value for money* requirements.

C. Summary of values and thresholds determining competition requirements

Total value	Award procedure
£0- £3,000	There must be evidence of competitive enquiries being undertaken with details of final selection criteria recorded and retained for one year from date of purchase (this can be in electronic form e.g. email)
£3,001 - £25,000	At least 3 written quotations
£25,001- £50,000	<i>Invitation to quote</i> by advertisement
£50,001 – EU threshold*	<i>Invitation to tender</i> by advertisement
Above EU threshold*	<i>EU procedure</i> or where this does not apply, <i>invitation to tender</i> by advertisement

See CPR 11 for further information.

Values exclude VAT, staff costs and fees.

*EU Threshold as at 1.1.16 (updated every 2 years):

£4,104,394 (works contracts)

£164,176 (supplies and services contracts)

SCOPE OF CONTRACT PROCEDURE RULES

1. BASIC PRINCIPLES

All purchasing and disposal procedures must:

- achieve *best value* for public money spent;
- be consistent with the highest standards of integrity;
- ensure fairness in allocating public contracts;
- comply with all legal requirements;
- ensure that where *non commercial* considerations are discussed in every contracting decision and that these are linked to and support the Councils 'social value' aims as set out in our corporate strategy. No other *non-commercial* considerations should influence any contracting decision;
- support the Council's corporate vision, aims, values and policies;
- comply with the Council's corporate *procurement strategy*.

2. OFFICER RESPONSIBILITIES

2.1 *Service Unit Managers* will ensure that:

- *Authorised Officers* comply with these procedure rules;
- registers are securely maintained of:
 - contracts completed by signature, rather than by the Council's seal (see Rule 16.3)
 - exemptions recorded under Rule 3.1;
 - appropriate training is provided to staff involved in procurement.

2.2 All *Authorised Officers* responsible for purchasing or disposal must comply with these procedure rules, the Council's *Financial Regulations*, and codes of conduct and with all UK and European Union binding legal requirements. *Authorised Officers* must ensure that any agents, consultants and contractual partners acting on their behalf also comply, as if they were an officer of the Council.

2.3 Where the Council is acting jointly with other organisations it shall be a condition of any contribution by the Council that these procedure rules are followed where applicable.

2.4 *Authorised Officers* must:



- have regard to any Council guidance on best practice in purchasing;
- check whether a suitable *corporate or national contract* exists before seeking to let another contract; where a suitable *corporate or national contract* exists, this must be used unless there is an auditable reason not to;
- where appropriate ensure the providers of Council services will comply with the 7 Nolan principles
- comply with the requirements of Government transparency code 2015
- take all necessary legal, financial, audit, procurement and other professional advice.

- 2.5 When any employee (either of the Council or of a service provider) may be affected by any transfer arrangement, *Authorised Officers* must ensure that the Transfer of Undertakings (Protection of Employment) (*TUPE*) *regulations* are considered and obtain legal advice before proceeding with inviting Tenders or Quotations.
- 2.6 Any doubts as to the interpretation of these procedure rules should be referred to the relevant Service Unit Manager in the first instance and if necessary to the Procurement Officer or the Director of Finance & Resources.
- 2.7 Failure to comply with these procedure rules may leave the Council, or individual officers or members, open to the risk of legal challenge. Breaches will be regarded as a serious matter. Any officer becoming aware of any compliance failure should inform the Director of Finance & Resources who will, if necessary, investigate the matter and report to the Executive. Alternatively, matters can be raised through the Council's whistleblowing policy.

3. EXEMPTIONS, COLLABORATIVE AND E-PROCUREMENT ARRANGEMENTS

3.1 Exemptions

3.1.1 In exceptional circumstances, these Contract Procedure Rules will not apply if:

- (i) the appropriate *Service Unit Manager*, in consultation with the Director of Finance & Resources, is satisfied that there is no genuine competition, for example where:
 - (a) the goods or materials are proprietary articles or are sold only at a fixed price and no satisfactory alternative is available;
 - (b) the price of goods, materials or services are wholly controlled by trade organisations or government order;
 - (c) the goods, materials or services are required for repairing or servicing existing specialist plant or equipment;
 - (d) the work is required to be carried out by public service providers.



Where there is no genuine competition, the *Service Unit Manager*, in consultation with the Director of Finance & Resources, will obtain written quotations from the contractor, and where appropriate, will negotiate to obtain best value for money for the Council prior to awarding any contract;

- (ii) the proposed contract for the execution of work forms part of a serial programme, the terms having been negotiated with the contractor on the basis of the rates and prices contained in an initial contract awarded competitively following an invitation to provide a written quotation or tender;
 - (iv) the goods, materials or services are required due to an emergency involving immediate risk to persons, property or serious disruption to Council services;
 - (v) the appropriate *Service Unit Manager* and the *Head of Service* agree that significant financial loss may be incurred if the letting of the contract is delayed;
 - (vi) external/partner funding arrangements require other procedures to be followed;
- 3.1.2 In cases (iv) and (v) above the appropriate *Service Unit Manager* may obtain verbal quotations provided they are subsequently confirmed in writing.
- 3.1.3 If the Director of Finance & Resources, appropriate *Service Unit Manager* or *Authorised Officer* with appropriate authority to deal with a particular contract is of the opinion that any of these procedure rules should not apply to a contract, an appropriate report will be submitted to the Executive at the earliest opportunity. Where the contract is likely to exceed £50,000, the relevant *portfolio holder* must be consulted.
- 3.1.4 Where a proposed contract is likely to exceed the *EU threshold*, a *Service Unit Manager* has no delegated powers and the matter has to be determined by the Executive.
- 3.1.5 Where an exemption is necessary because of an unforeseeable emergency the *Authorised Officer* in conjunction with the Director of Finance & Resources and/or *Head of Service* may jointly approve the exemption but they must prepare a report for the next Executive to support the action taken.
- 3.1.6 All exemptions, and the reasons for them, must be recorded and signed by the *Authorised Officer* and countersigned by the *Service Unit Manager* using a form of waiver then signed by the Head of Service.
- 3.1.7 Where the Council carries out work using a recognised standard form of contract from a professional institution, procedural requirements may differ slightly to those laid down in these Contract Procedure Rules.
- 3.1.8 *Service Unit Managers* will monitor the use of all exemptions.

3.2 Collaborative and E-procurement arrangements

- 3.2.1 In order to secure value for money, the Council may enter into collaborative procurement arrangements, including initiatives such as E-auctions with other Councils. *Authorised Officers* wishing to do this must consult the *Head of Service* and the *Director* of Finance & Resources where the purchase is to be made using collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium.
- 3.2.2 All purchases made via a local authority purchasing and distribution consortium (e.g. ESPO, YPO and CCS) are deemed to comply with these contract procedure rules and no exemption is required. However, purchases above the *EU threshold* must be let under the EU procedure, unless the consortium has satisfied this requirement already by letting their contract in accordance with the EU procedures on behalf of the authority and other consortium members.
- 3.2.3 Any contracts entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed that complies with the contract procedure rules of the leading organisation, will be deemed to comply with these contract procedure rules and no exemption is required. However, advice must be sought from the *Head of Service* and Director of Finance & Resources.
- 3.2.4 The use of e-procurement technology does not negate the requirement to comply with all elements of these contract procedure rules, particularly those relating to competition and value for money.

4. RELEVANT CONTRACTS

- 4.1 All relevant contracts must comply with these contract procedure rules. A relevant contract is any arrangement made by, or on behalf of the Council for the carrying out of works, or for the supply (or disposal) of goods and materials or the carrying out of services. These include arrangements for:
- the supply or disposal of goods;
 - delivery of services, including (but not limited to) those related to:
 - the recruitment of staff;
 - land and property transactions;
 - financial and consultancy services.
- 4.2 *Relevant contracts* do not include:
- contracts of employment which make an individual a direct employee of the authority, or;
 - agreements regarding the acquisition, disposal or transfer of land (for which Financial Regulations shall apply).



COMMON REQUIREMENTS

5. STEPS PRIOR TO PURCHASE

5.1 Pre-commitment appraisal

- 5.1.1 *Authorised Officers* must carry out an appraisal of the proposed purchase, in a manner appropriate to its complexity and value, taking into account any advice and guidance available within the Council. The appraisal should where relevant:
- take into account the requirements from any relevant review;
 - appraise the need for the expenditure and its priority;
 - define the objectives of the purchase;
 - assess the risks associated with the purchase and how to manage them;
 - consider the procurement method most likely to achieve the purchasing objectives, including internal or external sourcing, partnering, packaging strategy and collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium;
 - consult users as appropriate about the proposed procurement method, contract standards and performance and user satisfaction monitoring;
 - draft the terms and conditions that are to apply to the proposed contract;
 - set out these matters in writing if the *total value* of the purchase is High Value i.e. exceeds £50,000.
- 5.1.2 The appraisal must confirm that there is member or delegated approval for the expenditure and the purchase accords with the approved policy framework and scheme of delegation as set out in the *Constitution*. The proposed contract must be provided for in an appropriate budget and a proper financial and technical appraisal must be carried out.
- #### 5.2 Preparation of tender documents
- 5.2.1 Where written quotations or tenders are required, the tender documentation will normally consist of some or all of the following documents:
- (i) instructions to tenderers;
 - (ii) specification;
 - (iii) drawings;
 - (iv) pricing schedule;



- (v) conditions of contract;
- (vi) form of tender.

5.2.2 Other information may need to be made available to ensure that tenderers' bids reflect service requirements and are competitively priced. This may include the following:

- (i) an outline of the tender evaluation criteria;
- (ii) the terms and conditions under which any assets will be made available;
- (iii) workforce information required for assessing any prospective liability in relation to *TUPE legislation*. To ensure consistency of provision of information, this may be provided by the Council's *Authorised Officer* and not by an existing contractor;
- (iv) the amount of work likely to be available under the contract.

5.2.3 The *Authorised Officer* will ensure that:

- (i) ambiguities and contradictions do not occur between documents and information provided;
- (ii) any locally prepared variations to standard documentation are clear and use generally accepted terms;
- (iii) contract conditions and specifications are in the best interests of the Council in respect of quality, cost and performance;
- (iv) independent scrutiny of tender documentation occurs at this stage, as errors may eventually prove costly;
- (v) contracts are sufficiently clear and robust to enable the Council to enforce their fulfilment;
- (vi) potential tenderers understand the implications of the Freedom of Information legislation, in particular that commercial confidentiality cannot be guaranteed.

5.2.4 To ensure consistency and to aid understanding by the tenderer, tender documentation will be collated by an experienced officer who will obtain the advice and approval of the *Director of Finance and Resources*.

5.2.5 For all contracts, sufficient time must be made available at each of the key stages, for example to allow potential contractors to provide a considered response and answer any supplementary questions.

6. RECORDS

6.1 Where the total value is less than £50,000, the following records must be kept:



- invitations to quote and quotations received;
- a record:
 - of any exemptions and the reasons for them;
 - of the reason if the lowest price is not accepted;
 - written records of communications with the successful contractor or an electronic record if a written record of the transaction would normally not be produced.

6.2 Where the total value exceeds £50,000 the *Authorised Officer* must record:

- the method for obtaining bids (see Rule 11.1.1);
- any contracting decision and the reasons for it;
- any exemption under Rule 3 together with the reasons for it;
- the award criteria in descending order of importance;
- tender documents sent to and received from tenderers;
- pre-tender market research;
- clarification and post-tender negotiation (to include minutes of meetings)
- the contract documents;
- post-contract evaluation and monitoring;
- formal communications with tenderers and with the successful contractor throughout the period of the contract.

6.3 Records required by this rule must be kept for six years after the end of the contract. However, written documents which relate to unsuccessful tenderers may be scanned or stored by some other suitable method after 12 months from award of contract, provided there is no challenge to the award.

6.4 *Service Unit Managers* will maintain adequate records in order to produce a register or list of all current contracts, to include the name of the contractor, the work to be done/goods supplied, the contract value, expiry dates and timescales for renewal.

7. ADVERTISING, APPROVED LISTS AND FRAMEWORK AGREEMENTS

7.1 Identifying and assessing potential tenderers

7.1.1 *Authorised Officers* shall ensure that, where proposed contracts, irrespective of their total value, might be of interest to potential tenderers located in other member states of the EU, a sufficiently accessible advertisement is published. Generally, the greater the interest of the contract to potential bidders from other member states, the wider the coverage of the advertisement should be. Examples of where such advertisements may be placed include:

- the Council's website;
- finditinworcestershireshire website
- Contracts finder website
- portal websites specifically created for contract advertisements;
- national official journals, or;
- the Official Journal of the European Union (OJEU)/Tenders Electronic Daily (TED) (even if there is no requirement within the *EU procedure*).

7.1.2 *Authorised Officers* are responsible for ensuring that all potential tenderers for a *relevant contract* are suitably assessed. The assessment process shall establish that *potential tenderers* have sound:

- economic and financial standing;
- technical ability and capacity to fulfil the Council's requirements.

7.2 Framework Agreements

7.2.1 *Authorised Officers* will check whether a suitable framework agreement exists before seeking to let another contract.

Framework Agreements

7.2.2 The term of a Framework Agreement must not exceed four years. An agreement may be entered into with one provider but where an agreement is concluded with several organisations, there must be at least three in number.

7.2.3 Contracts based on Framework Agreements may be awarded by either:-

- Applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without reopening competition; or
- Where terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini competition in



accordance with the following procedure:

- Inviting the organisations with the Framework Agreement that are capable of executing the subject of the contract to submit written tenders;
- Fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract;
- Awarding each contract to the tenderer who has submitted the best tender on the basis of the evaluation criteria set out in the specifications of the Framework Agreement.

8. COMMUNITY RIGHT TO CHALLENGE

8.1 The Community Right to Challenge under Part 5 of the Localism Act allows certain *Relevant Bodies* to submit expressions of interest to deliver council services. The Act states that the Council must consider expressions of interest in respect of relevant services from relevant bodies which include:

- (i) voluntary/community bodies;
- (ii) charities;
- (iii) parish councils;
- (iv) two or more employees of the relevant authority.

8.2 Details of the Statutory Guidance on Community Right to Challenge along with other background information can be found at:
<http://www.communities.gov.uk/documents/localgovernment/pdf/2168126.pdf>

8.3 In order to meet our obligations under the Localism Act the Council will:

- accept informal approaches from all Relevant Bodies;
- prepare and maintain an online 'Contracts Register'* detailing when the window of opportunity to bid for each contract will open and close and setting out the time frame within which:
 - (i) Expressions Of Interest (EOI) will be acknowledged;
 - (ii) a decision will be made;
 - (iii) how soon any procurement process *to include the EOI* will start.

* it will be the relevant *Service Unit Managers* responsibility to update and maintain the register in respect of contracts entered by their section – further information can be obtained from Legal and Support Services.



9. CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS

Please see separate policy. It is a requirement that all contracts let by the Council comply with Construction, Design and Management (CDM) Regulations.

10. PUBLIC SERVICES (SOCIAL VALUE) ACT 2012

10.1 The Public Services (Social Value) Act 2012 requires contracting authorities to consider at the pre-procurement stage of **any** services contract and services framework agreement (including goods and works contracts procured in combination with services) to which the Public Contracts Regulations 2015) apply:

- how the proposed procurement may improve the economic, social and environmental well-being of their areas;
- how the contracting authority may act with a view to securing that improvement in conducting the process of procurement;
- in addition, the contracting authority is required to consider whether to undertake any community consultation on the above matters.

10.2 If you are undertaking a procurement exercise to which you think this Act applies please consult with the Procurement Officer before proceeding.

CONDUCTING PURCHASE AND DISPOSAL

11. COMPETITION REQUIREMENTS FOR PURCHASE, DISPOSAL AND PARTNERSHIP ARRANGEMENTS

The Authorised Officer must calculate the total value of any proposed purchase or disposal. The following procedures apply where there are no other procedures which take precedence. Other procedures may include agency agreements with government. If in doubt, *Authorised Officers* must seek the advice of the *Procurement Officer* and/or the *Director of Finance and Resources*.

11.1 Purchasing: competition requirements

11.1.1 Where the total value for a purchase is within the values in the first column below, the *award procedure* in the second column must be followed.

Purchasing: competition requirements

Total value	Award procedure
£0-£3,000	<ul style="list-style-type: none"> • Must consider using existing corporate contract if there is one or an existing <i>Framework Agreement</i> provided costs are competitive. • There must be evidence of competitive enquiries being undertaken with details of final selection criteria recoded & retained. • The Contractor can be selected on price alone; however if chosen contractor is not the lowest quote, MEAT evaluation should be used to justify choice. • Consider using the Due North Electronic Portal Quick Quote process.
£3,001 - £25,000	<ul style="list-style-type: none"> • Must consider using existing corporate contract if there is one or an existing <i>Framework Agreement</i> provided costs are competitive. • Must obtain at least 3 written quotations • MEAT evaluation criteria must be used to support decision if contract awarded other than on price alone. • Should consider using Tender procedure if appropriate • Consider using the Due North Electronic Portal Quick Quote Process.
£25,001 - £50,000	<ul style="list-style-type: none"> • Must consider using existing corporate contract if there is one or an existing <i>Framework Agreement</i> provided costs are competitive • Must advertise the contract and invite expressions of interest via the Due North Portal. • Must use Council's formal Quotation documents
£50,001 – EU Threshold	<ul style="list-style-type: none"> • Must consider using existing corporate contract if there is one or an existing <i>Framework Agreement</i> provided costs are competitive • Must advertise the contract and invite expressions of interest via the Due North Portal. • Must use Council's formal tender documents
Above EU threshold*	<ul style="list-style-type: none"> • In accordance with <i>EU Procedures</i> and advice from the Procurement Officer and Legal Services

Values exclude VAT, staff costs and fees.

***EU Threshold** as at 1.1.16 (updated every 2 years)

£4,104,394 (works contracts)

£164,176 (supplies and services contracts)

11.1.2 Where it can be demonstrated that there are insufficient suitably qualified *potential tenderers* to meet the competition requirement, all suitably qualified *potential tenderers* must be invited.



- 11.1.3 An *Authorised Officer* must not split orders, enter into separate contracts or select a method of calculating the total value in order to minimise the application of these contract procedure rules.
- 11.1.4 Where the *EU procedure* is required, the *Authorised Officer* shall consult the *Director of Finance and Resources* to determine the method of conducting the purchase.

11.2 Assets for disposal

- 11.2.1 For stocks and stores, *Service Unit Managers* will be responsible for the disposal of surplus assets subject to the agreement of the *Head of Service*. This will be by public auction, competitive tender or by other manner most beneficial to the Council. Any disposal of a single asset valued in excess of £5,000 will be reported to the Executive.
- 11.2.2 For land and property assets, the *Head of Service* in conjunction with the appropriate *Portfolio Holder in accordance with Financial Regulations* will exercise a delegation to deal with disposals up to £50,000. Disposals over £50,000 will require the prior approval of the Executive who will consider a report by the *Head of Service*, which will include the financial, legal and other consequences of the proposed disposal. Disposals over £500,000 also require the approval of full Council.
- 11.2.3 The Localism Act requires the Council to maintain a register of Community assets. The register is maintained and kept by *The Director of Finance & Resources*. If there is interest in the disposal of any asset listed on the Register a set procedure needs to be followed and a full consultation needs to be undertaken. Any approach made to the Council with regards disposal of an asset listed on the register must go to the *Director of Finance & Resources* in the first instance.

11.3 Providing services to external purchasers

- 11.3.1 The *Head of Service* and the *Director of Finance and Resources* must be consulted where it is proposed to do work for organisations other than Redditch Borough Council.

11.4 Collaborative and partnership arrangements

- 11.4.1 Collaborative and partnership arrangements are subject to all UK and EU procurement legislation and must follow these Contract Procedure Rules. If in doubt, *Authorised Officers* must seek the advice of the *Procurement Officer*.

11.5 Appointment of consultants

- 11.5.1 *Consultants* will only be used if in the opinion of the appropriate *Service Unit Manager* in consultation with the *Head of Service* the work cannot be handled by Council employees.
- 11.5.2 If the consultant is to be appointed, a note should be placed on the file stating:
- (i) why it was necessary to use an external consultant;



- (ii) the brief for the project;
- (iii) the brief for selecting the consultant and how this was met;
- (iv) the names of the members and Officers involved in the selection process.
- (vi) Officers should consider any other options for savings before any appointment.

11.5.3 Consultants shall be selected in accordance with table C.

11.5.4 The engagement of a *consultant* shall follow the agreement of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment. The appropriate *Service Unit Manager* will ensure that the requirements of 11.5.5 below are written into the contract and are verified.

11.5.5 Any *consultant* working on behalf of the Council will:

- (i) comply in all respects with the Council's Contract Procedure Rules and Financial Regulations;
- (ii) hold, where appropriate, an adequate level of professional indemnity insurance to cover any loss that may arise;
- (iii) produce all records relating to the contract on request during the currency of the contract;
- (iv) pass all relevant records to the *Service Unit Manager* on completion of the contract, to be maintained in accordance with Rule 6.

11.5.6 There may be instances when the use of these Contract Procedure Rules to appoint a consultant would be inappropriate, for example when engaging a barrister or other consultant where quality of performance is more important than the lowest tender.

11.5.7 For all types of *consultants*, the appropriate *Service Unit Manager* will:

- (i) ensure that consultancies can be properly funded, within an approved budget and expenditure code;
- (ii) consider the type of contract and how payments will be made;
- (iii) draw up a written contract with any *consultants* engaged;
- (iv) appoint a project manager to manage and monitor each consultancy project;
- (v) ensure that all documentation relating to a proposed consultancy is collated by an experienced officer in consultation with the *Director of Finance and Resources* if appropriate.



11.5.8 When grants are awarded to outside bodies to fund *consultants* (for example to carry out feasibility studies) the organisation concerned will be responsible for appointing and monitoring the *consultants*.

11.6 Information Technology

11.6.1 The procurement of information technology should follow all other rules but in addition the following requirements apply.

11.6.2 For all information technology purchases, approval must be sought from the IT Services.

11.6.3 Any extension or additional modules to software may be procured without a Tendering process if:

- (i) the original system was procured through a full Tendering exercise;
- (ii) the contracts for the system and any support and maintenance contracts are still in term;
- (iii) the cost of additional modules does not exceed 25% of the original purchase price;
- (iv) the total cumulative price does not exceed the OJEU Threshold; and
- (v) the proposed purchase has had a technical sign off by the IT Services and the Procurement Officer .

12. PRE-TENDER MARKET RESEARCH AND CONSULTATION

12.1 The *Authorised Officer* responsible for the purchase:

- may consult potential suppliers prior to the issue of the *invitation to tender* in general terms about the nature, level and standard of the supply,
- contract packaging and other relevant matters, provided this does not prejudice any potential supplier or tenderer, but
- must not seek or accept technical advice on the preparation of an *invitation to tender or quotation* from anyone who may have a commercial interest in them, if this may prejudice the equal treatment of all potential suppliers/tenderers or distort competition, and
- should seek advice as appropriate, for example from the Procurement Officer and the Director of Finance and Resources.

13. STANDARDS AND AWARD CRITERIA

13.1 The *Authorised Officer* must ascertain whether there are any relevant British, European or international standards which apply to the subject matter of the contract.



The officer must include those standards which are necessary to properly describe the required quality. *The Director of Finance and Resources* must be consulted if it is proposed to use standards other than European standards.

- 13.2 The *Authorised Officer* must define award criteria that are appropriate to the purchase and designed to secure an outcome giving value for money for the Council. The basic criteria are:

- 'lowest price' where payment is to be made by the Council;
- 'highest price' if payment is to be received; or
- 'most economically advantageous', where considerations other than price also apply.

If the last criterion is adopted, it must be further defined by reference to sub criteria subcriteria which may refer only to relevant considerations. These may include price, cost (including internal and life-cycle costs), service, quality of goods, running costs, cost effectiveness, quality, technical merit, previous experience, delivery date, cost effectiveness, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), accessibility, safety, after-sales services, technical assistance, experience of staff, social and environmental considerations (provided relevant to the contract), trading terms and any other relevant matters.

- 13.3 *Award criteria* must not include:

- *Non-commercial* considerations: (fully explained in definitions appendix);
- matters which discriminate against suppliers from the *European Economic Area* or signatories to the *Government Procurement Agreement*.

14. INVITATIONS TO TENDER/QUOTATIONS

*** please use standard documentation when possible**

- 14.1 All *invitations to tender* must state that no tender will be considered unless it is received by the date, place and time stipulated. Tenders delivered in contravention of this clause will not be considered other than (at the discretion of the Council) in exceptional circumstances, such as a fault in a tendering portal operated by the Council.

- 14.2 All *invitations to tender* shall include the following:

- (i) specification that describes the Council's requirements in sufficient detail to enable the submission of competitive offers;
- (ii) requirement for tenderers to declare that the *tender* content, price or any other figure or particulars concerning the *tender* have not been disclosed by the tenderer to any other party (except where such a disclosure is made in



confidence to subcontractors, insurers and advisers for the purposes of compiling a tender for purpose);

- (iii) requirement for tenderers to complete fully and sign all *tender* documents including a form of *tender* and certificates relating to canvassing and non-collusion;
 - (iv) notification that tenders are submitted to the Council on the basis that they are compiled at the tenderer's expense;
 - (v) a description of the *award procedure* and, unless defined in a prior advertisement, a definition of the award criteria in objective terms with their respective weightings;
 - (vi) notification that no tender will be considered unless it is either (as applicable) submitted via an electronic tendering portal used by the Council or enclosed in a sealed envelope or container which bears the word '*Tender*' followed by the subject to which it relates, but no other name or mark indicating the sender;
 - (vii) a stipulation that any *tenders* submitted by fax or other electronic means (excluding any formal electronic tendering arrangements) shall not be considered;
 - (viii) the method by which any arithmetical errors discovered in the submitted *tenders* will be dealt with, in particular, whether the overall price prevails over the rates in the tender or vice versa.
- 14.3 All invitations to tender or quotations must specify the goods, services and/ or works that are required, together with the full set of contract documents that will apply (see Rule 16).
- 14.4 The invitation to *tender* or *quotation* must state that the Council is not bound to accept any *tender* or *quotation*.
- 14.5 All potential suppliers invited to tender or quote must be issued with the same information at the same time and subject to the same conditions. Any supplementary information must be given on the same basis.

15. SHORTLISTING

- 15.1 Any *shortlisting* must have regard to the financial and technical standards relevant to the contract and the *award criteria*. Special rules apply in respect of the *EU Procedure*.

16. SUBMISSION, RECEIPT AND OPENING OF TENDERS/QUOTATIONS

- 16.1 Potential suppliers must be given an adequate period in which to prepare and submit a proper *quotation* or *tender*, consistent with the complexity of the contract



requirement. Normally at least four weeks should be allowed for submission of tenders. *The EU procedure* lays down specific time periods.

16.2 Receipt and safe custody of tenders

The Council's electronic tendering system will receive, receipt and store (via a secure online portal) all the Council's tenders.

Receipt of tenders will be logged electronically on the system and a full audit trail evidenced, including dates and times of receipt and opening.

16.3 Opening tenders and Register of tenders

- (i) The e-tendering system shall be maintained by the Procurement Department to show for each set of competitive tender invitations despatched:
 - The name of all firms' individuals invited;
 - The names of firms individuals from which tenders have been received;
 - The date the tenders were received and opened;
 - The person(s) opening the 'Tender Box';
 - The price shown on each tender.

17. CLARIFICATION PROCEDURES AND POST-TENDER NEGOTIATION

- 17.1 Providing clarification of an *invitation to tender* to potential or actual tenderers, or seeking clarification of a *tender*, whether in writing or by way of a meeting, is permitted. However, discussions with tenderers after submission of a *tender* and before the award of a contract with a view to obtaining adjustments in price, delivery or content (i.e. post-*tender* negotiations) must be the exception rather than the rule. In particular, they must not be conducted in an *EU procedure* where this might distort competition, especially with regard to price.
- 17.2 If post-tender negotiations are necessary, then such negotiations shall only be undertaken with tenderer(s) identified as having submitted the best *tender(s)*. During negotiations tendered rates and prices shall only be adjusted in respect of a corresponding adjustment in the scope or quantity included in the tender documents. *Authorised Officers* appointed to carry out post-tender negotiations should ensure that there are recorded minutes of all negotiation meetings and that both parties agree actions in writing.
- 17.3 Whenever it is proposed to enter into post-tender negotiation, the *Director of Finance and Resources* must be consulted for advice. Negotiations must be conducted by a team of at least two Officers.



- 17.4 Where post-tender negotiation results in a fundamental change to the specification (or contract terms) the contract must not be awarded but retendered.

18. TENDER EVALUATION, AWARD OF CONTRACT, AND DE-BRIEFING TENDERERS

- 18.1 Apart from the debriefing required or permitted by these contract procedure rules, the confidentiality of quotations, *tenders* and the identity of tenderers must be preserved at all times and information about one tenderer's response must not be given to another tenderer.
- 18.2 Tenderers must complete all tender documentation. Any omissions may render a tender null and void, with no further consideration given.
- 18.3 *Tenders* must be evaluated impartially in accordance with the award criteria. Particular attention will be given to rates and prices, percentage adjustments, balancing items, ambiguities, qualifications and alternative offers. The following must also be included in the evaluation (to the extent that the Council is entitled to consider them, which will not be the case for all of the following on an EU tender process):-
- comparison of submitted *tender* prices with pre-tender estimates, and analysis of any discrepancies;
 - overall *value for money* assessment;
 - quality of performance on any previous Council contracts (applicable only at the selection stage in an EU tender process);
 - previous experience;
 - views of referees (applicable only at the selection stage in an EU tender process and can be based only on factual references without any subjective opinion);
 - financial standing (applicable only at the selection stage in an EU tender process);
 - capability of EU compliance, where appropriate;
 - proposals for health and safety, equality and diversity, and dealing with complaints;
 - any significant environmental features of goods and services such as life expectancy, energy efficiency, recyclability.
 - Contribution to delivering the priorities and goals in our corporate strategy (whether relevant to the subject matter of the tender in an EU tender process).



- 18.4 Compliant *tenders* must be checked for arithmetic accuracy, including the correct extension and summation of rates tendered in the bill of quantities. If arithmetical errors are found they should be notified to the tenderer, who should be requested to confirm or withdraw their *tender*. Alternatively, if the rates in the tender, rather than the overall price, were stated within the *tender* invitation as being dominant, an amended tender price may be requested to accord with the rates given by the tenderer.
- 18.5 No amendments to *tender* rates after submission of tenders will be permitted. If a tenderer withdraws or the revised tender is no longer the most competitive, the next most competitive will be examined and dealt with in the same way.
- 18.6 *Authorised Officers* may accept quotations and tenders received in respect of proposed contracts, provided they are within the approved estimate and have been sought and evaluated fully in accordance with these contract procedure rules. In respect of proposed High Value and EU contracts, the approval of the relevant *Head of Service* will be obtained, and the awarding of the contract will be reported to the next Executive and minuted.
- 18.7 For EU contracts, the *Authorised Officer* must notify all tenderers simultaneously and as soon as possible of the intention to award the contract to the successful tenderer. The *Authorised Officer* must provide unsuccessful tenderers with a period of at least ten calendar days (Standstill Period) in which to challenge the decision before awarding the contract. If the decision is challenged by an unsuccessful tenderer then the *Authorised Officer* shall not award the contract and shall immediately seek the advice of the *Director of Finance and Resources*.
- 18.8 Once the contract has been let, all unsuccessful tenderers will be notified of the results, and may be informed of the successful price on request. The letter of acceptance will not seek to qualify the terms and amounts previously tendered by the contractor.
- 18.9 If a tenderer requests in writing the reasons for a contracting decision, the *Authorised Officer* must give the reasons in writing within reasonable time frame of the request.

CONTRACT AND OTHER FORMALITIES

19. CONTRACT DOCUMENTS

19.1 Relevant contracts

19.1.1 All *relevant contracts* that exceed the High Value threshold shall be in writing.

19.1.2 All *relevant contracts*, irrespective of value, shall clearly specify:

- what is to be supplied (i.e. the work, goods, materials or services to be delivered or undertaken);

- a defined quality of provision, requiring where appropriate that all works carried out or goods supplied will conform to current British Standards or Codes of Practice;
- the provisions for payment (i.e. the price to be paid and when, including details of any discounts or deductions, and where appropriate a means of defining price adjustments for any subsequent amendment of requirements);
- the time, or times, within which the contract is to be performed, and any other conditions and terms as may be agreed between the parties;
- the provisions for the Council to terminate the contract.

19.1.3 The Council's ordering procedures, as laid down in Financial Regulations, must be used wherever possible.

19.1.4 The formal advice of the *Director of Finance and Resources* must be sought in the following instances:

- where the *total value* exceeds £50,000;
- those involving leasing arrangements;
- where it is proposed to use a supplier's own terms;
- those that are complex in any way.

19.1.5 Every relevant contract over the High Value threshold must, where applicable, also state clearly:

- any insurance requirements. This will include, where appropriate, Professional Indemnity insurance, which will protect the Council's interests and cover any potential losses. An adequate level of insurance will be determined in consultation with the Council's insurers;
- health and safety requirements;
- performance and complaints monitoring requirements;
- data protection requirements, if relevant;
- any professional, quality or EU standards that must be met;
- any Council expectations regarding environmentally sustainable working practices;
- equalities and diversity requirements;
- freedom of information requirements;

- that when *agents* are used to let contracts, they must comply with the Council's contract procedure rules;
- a right of access to relevant documentation and records of the contractor for monitoring and audit purposes;
- that the contractor may not assign or sub-contract without prior written consent from the Council's *Authorised Officer*.

19.2 Contract formalities

19.2.1 Agreements shall be completed by the following as a minimum:

Total Value (Rule 11.1.1)	Method of Completion	By
Low value	Signature	Authorised Officer
Medium value	Signature	Service Unit Manager
High value	Signature/Sealing	See Rule 19.3.1

19.2.2 The contract letting process must allow sufficient time for the legal documentation to be completed prior to the start of the contract. All contracts should be concluded in writing before the supply, service or construction work begins, except in exceptional circumstances where it is essential that the contract starts before formal contract signing. In such cases reasons will be clearly noted on the contract file.

19.2.3 The *Authorised Officer* responsible for securing signature of the contract must ensure that the person signing for the other contracting party has authority to bind it.

19.3 Sealing

19.3.1 Where it is appropriate for contract documents to be sealed by the Council, this will be done in accordance with the Council's constitution.

19.3.2 Copies all contracts entered should be stored with the Legal Section.

19.3.3 Details of all contracts should be added to and maintained on the Contracts Register maintained by the Legal Section.

20. BONDS, PARENT COMPANY GUARANTEES AND LIQUIDATED DAMAGES

20.1 *Authorised Officers* must consult the *Head of Service* about whether a parent company guarantee is necessary when it is proposed to appoint a contractor who is a subsidiary of a parent company and:

- the *total value* of the proposed contract exceeds £1 million; or
- award is based on evaluation of the parent company; or
- there is concern about the stability of the contractor.

20.2 *Authorised Officers* must consult the *Head of Service* about whether a bond is needed:

- where the total value of the proposed contract exceeds £1 million; or
- where it is proposed to make stage or other payments in advance of receiving the whole of the subject matter of the contract and there is concern about the stability of the contractor.

20.3 If a *bond* is deemed necessary, the amount will be at least 10% of the contract sum (or its annual value where the contract relates to continuing service). Any decision not to require a bond will be recorded on the appropriate file.

20.4 Provision should be made for liquidated damages to be paid by the contractor if the contract is not completed within the time specified. This will normally be the case for contracts over £500,000 but may also be appropriate for lesser value contracts. The amount of liquidated damages will be determined by the appropriate *Service Unit Manager* in consultation with the *Head of Service*.

20.5 In certain circumstances, both a *parent company guarantee* and a *bond* may be required.

21. PREVENTION OF CORRUPTION

21.1 Officers and Members must not invite or accept any gift or reward in respect of the award or performance of any contract. High standards of conduct are obligatory. Corrupt behaviour will lead to dismissal in the case of Officers and a reference to the Standards Committee in the case of Members. Where appropriate a matter may be referred to the Police.

21.2 The following clause must be put in every written Council contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone acting on the Contractor’s behalf do any of the following things:

- (i) offers, gives or agrees to give to anyone any inducement or reward in respect of this or any other Council contract (even if the Contractor does not know what has been done); or
- (ii) commits an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) of the Local Government Act 1972; or
- (iii) commits any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, contractors or employees.

Any clause limiting the Contractor’s liability shall not apply to this clause.”

22. BRIBERY ACT 2010



- 22.1 The Bribery Act 2010 sets out a number of prohibited acts which, if committed, carry criminal sanctions. Specifically the Council is covered by the offences in the following sections of the Act:
- Section 1: the offence of bribing another person;
 - Section 2: the offences relating to being bribed;
 - Section 6: the offence of bribing a foreign public official.
- 22.2 Government guidance highlights as the main example of how an employee of a public authority may commit an offence under the Act is if they accept a payment in return for manipulating the process or outcome of a public procurement in favour of a particular bidder.
- 22.3 The Council has an overriding duty to prevent and eliminate bribery not only in the way that it affects employees but also by ensuring that no contractors have been involved in any bribery offences. A conviction for an offence under the Bribery Act 2010 will trigger mandatory exclusion from competing for public contracts under regulation 57(1)(d) of the Public Contracts Regulations 2015.
- 22.4 If you have any concerns in respect of bribery by another *officer* and/or a contractor/tenderer then please inform *Head of Service* or the *Director of Finance and Resources* immediately. Failure to do so could result in criminal proceedings against you personally.

23. DECLARATION OF INTERESTS

- 23.1 Officers and Members must have regard to their relevant codes of conduct.
- 23.2 Officers must declare to their *Service Unit Manager* any interests which could bring about conflict with the Council's interests.
- 23.3 Members must disclose all relevant interests on their register of interest forms, and at any meetings they attend.

CONTRACT MANAGEMENT

24. MANAGING CONTRACTS

- 24.1 All contracts must have a named Council *contract manager* for the entirety of the contract. This will normally be the appropriate *Service Unit Manager* or a named deputy.
- 24.2 All contract managers will comply with these *Contract Procedure Rules* and any associated Council guidance.

25. RISK ASSESSMENT AND CONTINGENCY PLANNING



- 25.1 A business case must be prepared for all procurements with a potential value over the *EU threshold*. Provision for resources for the management of the contract, for its entirety, must be identified in the business case.
- 25.2 For all High Value contracts, contract managers must:
- maintain a risk register during the contract period;
 - undertake appropriate risk assessments;
 - for identified risks, ensure contingency measures are in place;
 - undertake and record such checks as are necessary to ensure that the contractor's insurance policies remain in force for the duration of the contract.

26. CONTRACT MONITORING, EVALUATION AND REVIEW

- 26.1 During the life of a contract, the *contract manager* must monitor the contractor in respect of:
- performance;
 - risk management;
 - compliance with specification and contract;
 - cost;
 - any value for money requirements;
 - user satisfaction.
- 26.2 In the case of High Value contracts, the *Head of Service* will be responsible for budget monitoring and reporting any particular areas of concern to the Senior Management Team and the appropriate Executive member.

**DEFINITIONS****APPENDIX****Agent**

A person or organisation acting on behalf of the Council, or on behalf of another organisation.

Approved list

A list drawn up in accordance with Rule 7.2.

Authorised Officer

The Officer designated to deal with the contract in question. This is usually the Service Unit Manager or their nominated deputy.

Award criteria

The criteria by which the successful quotation or tender is to be selected (see Rules 10 and 11.2e).

Award procedure

The procedure for awarding a contract as specified in Rules 8, 10 and 15.

Best value

The duty, which Part I of the Local Government Act 1999 places on local authorities, to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness as implemented by the Council.

This terminology has now in many instances been superseded by value for money.

Bond

An insurance policy intended to protect the Council against a level of cost arising from the contractor's failure. If a contractor does not fulfil their contractual obligations, the Council can claim the sum of money specified in the bond (often 10% of the contract value).

Chief Finance Officer

The Head of Service or such other Officer as may be designated by him.

Chief Officer

The Officers defined as such in the constitution.

Code of conduct



The code regulating conduct of Officers. See Council Personnel Policy C4 on the Council Intranet. A national code of conduct is also in the course of preparation.

Committee

A Committee which has power to make decisions for the Council, for example a joint Committee with another local authority, but not a Scrutiny Committee.

Constitution

The constitutional document approved by the Council which:

- allocates powers and responsibility within the Council and between it and others;
- delegates authority to the Executive, Committees, Portfolio Holders and Officers;
- regulates the behaviour of individuals and groups through rules of procedure, codes and protocols.

Consultant

Someone engaged for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role, and where the Council has no ready access to employees with the skills, experience or capacity to undertake the work.

Contract Manager

The named Council officer, usually a Service Unit Manager, who is responsible for sponsoring a contract from inception to completion.

Contracting decision

Any of the following decisions:

- composition of approved lists;
- withdrawal of invitation to tender;
- whom to invite to submit a quotation or tender;
- Shortlisting;
- award of contract;
- any decision to terminate a contract.

Corporate contract

A contract let to benefit all sections of the Council, to support the Council's aim of achieving value for money.

**Head of Service**

As defined in the constitution.

EU procedure

The procedure required by the EU where the total value exceeds the EU threshold.

EU threshold

The contract value at which the EU public procurement directives apply. The values usually change every 2 years. As at 1.1.16 these were:

£4,104,394 (works contracts)

£164,176 (supplies and services contracts)

European Economic Area

(EEA) provides for the free movement of persons, goods, services and capital through three of the four member states of the European Free Trade Association (EFTA) – Iceland, Liechtenstein and Norway – and 27 of the 28 member states of the European Union (EU).

Executive

The Council's Executive as defined in the constitution.

Financial Regulations

The financial regulations outlining Officer responsibilities for financial matters issued by the Head of Service in accordance with the constitution.

Framework Agreement

An agreement between one or more authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.

Government Procurement Agreement

The successor agreement to the General Agreement on Trade and Tariffs. The main signatories other than those in the European Economic Area are the USA, Canada, Japan, Israel, South Korea, Switzerland, Norway, Aruba, Hong Kong, China, Liechtenstein and Singapore.

Director of Finance and Resources

As identified in the constitution.

High profile



A high-profile purchase is one that could have an impact on functions integral to Council service delivery should it fail or go wrong.

High risk

A high-risk purchase is one which presents the potential for substantial exposure on the Council's part should it fail or go wrong.

High Value contract

Where the value exceeds the threshold as stated in the summary of essential requirements in the introduction to these contract procedure rules. Formal written tenders are required. See also EU threshold.

Invitation to tender

Invitation to tender documents in the form required by these contract procedure rules.

Key decision

Decisions that are defined as key decisions in the constitution.

Line Manager

The Officer's immediate superior or the Officer designated by the Service Unit Manager to exercise the role reserved to the line manager by these contract procedure rules.

Low Value contract

As defined in the summary of essential requirements in the introduction to these contract procedure rules. Verbal estimates are required, confirmed in writing over a particular value.

Managing Director

The Council's Chief Executive Officer, as defined in the constitution.

MEA

Most Economically Advantageous.

Medium Value contract

As defined in the summary of essential requirements in the introduction to these contract procedure rules. Written quotations are required.

Nominated suppliers and sub-contractors

Those persons specified in a main contract for the discharge of any part of that contract.

Non-commercial considerations



- (a) The terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer or training of or the other opportunities afforded to, their workforces ('workforce matters').
- (b) Whether the terms on which contractors contract with their sub-contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self-employed persons of their services only.
- (c) Any involvement of the business activities or interests of contractors with irrelevant fields of government policy.
- (d) The conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ('industrial disputes').
- (e) The country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors.
- (f) Any political, industrial or sectarian affiliations or interests of contractors or their directors, partners or employees.
- (g) Financial support or lack of financial support by contractors for any institution to or from which the authority gives or withholds support.
- (h) Use or non-use by contractors of technical or professional services provided by the authority under the Building Act 1984.

Workforce matters and industrial disputes, as defined in paragraphs (a) and (d), cease to be non-commercial considerations to the extent necessary or expedient to comply with best value; or where there is a transfer of staff to which the Transfer of undertakings (Protection of Employment) Regulations 1981 (TUPE) may apply.

Parent company guarantee

A contract which binds the parent of a subsidiary company as follows: if the subsidiary company fails in its contractual obligations, the Council can require the parent company to rectify the situation.

Portfolio Holder

A member of the Executive to whom political responsibility is allocated in respect of specified functions.

Potential Tenderer

Any person who asks or is invited to submit a quotation or tender.

Priority services

Those services required to be tendered as defined in the EU public procurement directives.

Procurement strategy

The document setting out the Council's approach to procurement and key priorities for the next few years.

Quotation

A quotation of price and any other relevant matter (without the formal issue of an invitation to tender).

Relevant contract

Contracts to which these contract procedure rules apply (see Rule 4).

Senior Management Team

Collective name for Managing Director and Heads of Service.

Service Unit Manager

Heads of Service who report directly to the Managing Director, collectively known as the Senior Management Team.

Shortlisting

The process of selecting potential suppliers or contractors who are to be invited to quote or bid or to proceed to final evaluation.

Statutory basis

The Local Government Act 1972 (section 135) requires Local Authorities to introduce and implement standing orders (procedure rules) for contracts made "by them or on their behalf for the supply of goods and materials or for the execution of works".

The Local Government Act 1988 (Part II) lays down general rules as to contracting practice. All contracts let by the Council will comply with these rules.

The Local Government Act 1999 and associated guidance requires local authorities to make arrangements to secure best value and continuous improvement in exercising current functions and also when considering procurement options for future service delivery.

Tender

A formal proposal submitted in response to an invitation to tender.

Tenderer

Any person who submits a formal quotation or tender in response to an invitation to tender.

Tender register

The register kept by the Director of Finance and Resources to record details of tenders (see Rule 16.5).

Total value

The whole of the value or estimated value (in money or equivalent value) for a single purchase or disposal calculated as follows:

- (a) where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the period;
- (b) where the purchase involves recurrent transactions for the same type of item, by aggregating the value of those transactions in the coming 12 months;
- (c) where the contract is for an uncertain duration, by multiplying the monthly payment by 48;
- (d) for feasibility studies, the value of the scheme or contracts which may be awarded as a result;
- (e) for nominated suppliers and sub-contractors, the total value shall be the value of that part of the main contract to be fulfilled by the nominated supplier or sub-contractor.

TUPE

Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006 No. 246)

Subject to certain conditions, these regulations apply where responsibility for the delivery of works or services for the authority is transferred from one organisation (e.g. private contractor, local authority in-house team) to another (e.g. following a contracting-out or competitive tendering process) and where the individuals involved in carrying out the work are transferred to the new employer. These regulations seek to protect the rights of employees in such transfers, enabling them to enjoy the same terms and conditions, with continuity of employment, as existed with their former employer. Broadly, TUPE regulations ensure that the rights of employees are transferred along with the business.

Value for Money

Value for money is not just the lowest possible price: it combines goods or services that fully meet your needs, with the level of quality required, delivery at the required time, and at an appropriate price.



Section 1 - Financial Procedure Rules APPENDIX 2

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PART A FINANCIAL REGULATION POLICY (1.0)

Background

- 1.1 Section 151 of the Local Government Act 1972 requires that *“Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs”*.
- 1.2 The person with overall responsibility for Redditch Borough Council financial affairs under the act, the Chief Financial Officer (CFO) or Section 151 Officer is the Director of Finance and Resources. Redditch Borough Council uses the Chartered Institute of Public Finance (CIPFA) guidance in defining the role of their Director of Finance and Resources:
- is a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority’s strategic objectives sustainably and in the public interest;
 - must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority’s financial strategy; and
 - must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- 1.3 To deliver these responsibilities the Director of Finance and Resources:
- must lead and direct a finance function that is resourced to be fit for purpose; and
 - must be professionally qualified and suitably experienced.
- 1.4 Under section 114(6) of the Local Government Finance Act 1988 the chief financial officer (the S151 officer) can nominate a member of staff to perform the duties of S151 officer should the chief financial officer be unable to act owing to absence or illness. The person filling the role of Financial Services Manager is nominated to perform the duties of S151 Officer in these circumstances and shall also be known as the Deputy S151 Officer.
- 1.6 The Financial Procedure Rules apply to every Member and Officer of the Council and anyone acting on its behalf.

Purpose

- 1.7 The purpose of the Financial Procedures Rules are:
- Promote best value and improve service delivery;



- Set out procedures for employees and members to meet the Council's expected standards;
- Demonstrate that controls are in place.

Controls

- 1.8 The Financial Procedure Rules consist of this policy, the Financial Regulations and the financial guidance. All employees and Members are required at all times when engaged on Council activities to comply with these documents as applicable.

PART B FINANCIAL REGULATIONS (2.0)

- 2.1 All Members and Officers must comply with these Financial Procedure Rules all times as applicable.
- 2.2 All Members and Officers must at all times when engaged on Council activities act in the interest of the Council.
- 2.3 All activities must comply with legislation, approved service plans and other Council policies or procedure documents.
- 2.4 All activities must seek to achieve value for money.
- 2.5 Managers must ensure that there are controls in place for every system under their management.
- 2.6 Adequate records must be kept for all transactions in all systems.
- 2.7 Members and Officers have a general responsibility for taking reasonable action to provide for the security of assets under their control and for ensuring that the use of these resources is legal, properly authorised, provide value for money and achieves best value.
- 2.8 The Chief Executive, Directors, Auditors and other Officers designated by them should have unrestricted access to all assets and records held on behalf of the Council.
- 2.9 Members, Officers and others acting on behalf of the Council are required to have proper regard to the advice and guidance issued by the Director of Finance and Resources on the Financial Procedure Rules.
- 2.10 Every report to Members requires approval by the Director of Finance and Resources, or a nominee designated by the Director of Finance and Resources, setting out the financial implications of the recommendation(s) proposed.
- 2.11 The Council's expectation of propriety and accountability is that Members and staff at all levels shall lead by example in ensuring adherence to financial and legal requirements, rules, procedures and practices.
- 2.12 Members and staff at all levels shall act in accordance with the Council's anti-fraud and anti-corruption policies.
- 2.13 The Council also expects that individuals and organisations (e.g. suppliers, contractors, service providers) that it comes into contact with, shall act towards the Council with integrity and without thought or actions involving fraud or corruption.
- 2.14 The Council's Scheme of Delegation is the formal record of delegation of financial decision making.

PART C FINANCIAL GUIDANCE

3.0 Urgent decisions

- 3.1 In accordance with the Council's Scheme of Delegation to Officers the Chief Executive and in his absence the Directors, are empowered to take all necessary decisions in cases of emergency.
- 3.2 Any decisions made under the 'urgent decision' arrangements shall be reported to Council.
- 3.3 Nothing in these finance procedure rules shall prevent expenditure required to meet immediate needs caused by a sudden emergency to which the Civil Contingencies Act 2004 applies, provided that such expenditure shall be reported as soon as possible to the appropriate Executive member and the Executive.

4.0 Income charging policy

- 4.1 Local authorities have a wide discretion to levy charges for services. Where charges can be set at the discretion of the Council, Directors should comply with the income and charging principles, including:
- a) The Council should aim to charge for all services where it is appropriate to do so, unless there are conflicting policies or legal reasons not to do so.
 - b) The Council should (subject to market conditions) aim to maximise income from fees and charges by ensuring that the full cost of provision and enforcement is recovered, unless there are contrary policies, legal or contractual reasons.
 - c) Decisions to subsidise services, or to not make a charge for a service should be clearly linked to Council objectives, and the potential income that is not earned must be a consideration in the decision.
 - d) Where the Council continues to subsidise the cost of services provided to customers, the level of subsidy should be clearly understood by the Service unit.
 - e) Charges must be linked to both service and strategic objectives and must be clearly understood.
 - f) The direct implications of charging for residents, and the indirect implications for public, private and voluntary sector partners should be clearly understood.
 - g) Any concessionary scheme should be based on ability to pay and be applied in a consistent and transparent approach across all Council services.
 - h) Where appropriate annual inflationary uplifts will be applied through the budget setting process, this will be agreed by Members as part of the budget setting process.

5.0 Income collection

5.1 The Director of Finance and Resources shall agree arrangements for the collection of all income and approve procedures and systems. In order to achieve this, the following controls must be followed:

- a) All income due to the Council is identified, charged correctly and billed promptly.
- b) All money received by an employee on behalf of the Council is paid without delay to the Director of Finance and Resources or to a nominated Officer or into the Council's specified bank account and is properly recorded.
- c) All receipts given for money should be on an official receipt form.
- d) All income is collected from the correct person, at the right time using the correct procedures and appropriate stationery and effective recovery action to pursue outstanding sums is taken within defined timescales.
- e) A formal approval process for write-offs of uncollectable debts should be followed using the criteria detailed below.
- f) Personal cheques shall not be cashed out of money held on behalf of the Council.
- g) All income received shall be receipted immediately.
- h) Officers shall record all cash received immediately; its use for either personal or official purposes is strictly forbidden.
- i) All paying in records shall be retained securely in line with the Council's policies on the retention of documents.

5.2 The Director of Finance and Resources has determined the following authorisations for writing off uncollectable debt:

Value	Recommendation	Examined/ Approved	Authorised
Credit balances	Income Officer Rent & Welfare Officer Locality Officer Housing Database Officer Revenue Officer Benefits Overpayments Officer	Appropriate Service Supervisors/ Team Leaders	Appropriate Service Managers
Debts up to £100	Income Officer Rent & Welfare Officer Locality Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Supervisors/ Team Leaders.

Value	Recommendation	Examined/ Approved	Authorised
£101 - £2,000	Income Officer Rent & Welfare Officer Locality Officer Revenue Officer Benefits Overpayments Officers	N/A	Appropriate Service Managers
Debts over £2,000	Income Officer Rent & Welfare Officer Locality Officer Revenue Officer Benefits Overpayments Officers	Service Managers	Executive Director (Finance and Corporate Resources) - Section 151 Officer Financial Services Manager (Deputy Section 151 Officer). Head of Customer Access and Financial Support Head of Housing Services (HRA debt only)
Debts remitted by Magistrates or where a term of imprisonment has been served	Income Officer Rent & Welfare Officer Locality Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Managers
Insolvency proceedings Administratio n Order (where claim has been formally acknowledge d	Income Officer Rent & Welfare Officer Locality Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Managers
Debtor is deceased no prospect of dividend from estate	Income Officer Rent & Welfare Officer Locality Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Managers
Debt matching agreements	Appropriate Service Managers		Director of Finance and Corporate Resources
Cases of hardship or discretionary write offs	Appropriate Service Managers		Director of Finance and Corporate Resources in conjunction with the Portfolio Holder for Finance and Enabling.

6.0 Orders for goods, works and services

- 6.1 Orders shall not be issued for goods, work or services unless the cost is covered by an approved budget. No payment will be made without an authorised order, unless otherwise agreed by the Director of Finance and Resources or Financial Services Manager.
- 6.2 All orders given on behalf of the Council shall be approved in electronic or written form in accordance with signatory limits. All orders are to be authorised by Officers nominated by the appropriate Head of Service who shall be responsible for official orders issued from his or her Service.
- 6.3 The key controls for ordering and paying for work, goods and services are:
- a) All works, goods and services are ordered only by appropriate persons and recorded. An order number MUST be in place for all goods and services or the supplier will not be paid. Any changes to this must be approved by the Director of Finance or the Financial Services Manager.
 - b) All works, goods and services shall be ordered in accordance with the Contracts Procedure Rules unless they are transferred from other parts of the Council. A full schedule of payment terms must be agreed with the supplier.
 - c) Works, goods and services received are checked to ensure they are in accordance with the order.
 - d) Payments are authorised by Officers who can certify that goods have been received to price, quantity and quality.
 - e) All payments are made to the correct person, for the correct amount and are properly recorded, regardless of the payment method.
 - f) All appropriate payment documents are retained and stored for the defined period in accordance with the Redditch Borough Council Records Management Policy'.
 - g) All expenditure is accurately recorded against the right budget and any exceptions corrected.
 - h) That processes are in place to maintain the security and integrity of data for transacting business electronically.

7.0 Payments

- 7.1 Individual Officers shall ensure that payments are authorised by appropriate Officers who can certify that goods and services have been received and that price, quantity and quality are in accordance with the initial order.
- 7.2 Heads of Service shall maintain for their area a list of Authorised Officers showing their signing levels with specimen signatures, this is to be held on the Council

intranet. This list should be reviewed at intervals to ensure it is up to date and accurate and any changes being reported promptly.

- 7.3 Where an electronic file contains multiple payments, an Officer may authorise the whole file with one signature if his or her authorised limit is at least the value of the highest individual amount within that file.
- 7.4 References to certification and authorisation are deemed to include those made online within a system where the identity of the user is verified using the system's identification protocols.
- 7.5 Once certified, all accounts paid through the centralised payment system must be passed to the Payments Section that shall ensure that the required payment is made to the correct person by the agreed method of payment and that all expenditure including VAT is accurately recorded against the correct budget.
- 7.6 Requests for payment shall be rejected by the Senior Payments Officer unless certified by an Officer who has the appropriate level of authority.
- 7.7 The use of feeder systems to generate payments will only be allowed if the Director of Finance and Resources is satisfied that the data integrity of the corporate financial system would not be compromised and that the feeder system works in accordance with these financial procedures.
- 7.8 Invoices do not need specific authorisation for payment in an electronic system where the invoice matches the authorised order and goods receipt, and all three are correctly entered into the system.
- 7.9 In accordance with the Public Contract Regulations 2015, Regulation 113 and the Late Payment of Commercial Debts Regulations 2013, and to maximise performance under the contract; the Council has to consider and verify all invoices in a timely fashion and pay all undisputed invoices within 30 days of the date on which the relevant invoice is regarded as valid and undisputed. All Council contracts shall contain provisions to this effect. All accounts received must be date stamped with the day of receipt. In the event of a claim for damages/interest for late payment, the amount will be charged to the budget of the Directorate responsible.
- 7.10 Regulation 113 of the Public Contracts Regulations 2015 also requires the Council to include provisions in all contracts requiring the contractor to consider and verify all invoices from subcontractors in a timely fashion and pay undisputed invoices within 30 days of the date on which the relevant invoice is regarded as valid and undisputed. Council contracts shall require contractors to include provisions to this effect in their contracts with subcontractors, and also to require the subcontractors to cascade these provisions down the supply chain.
- 7.11 The Director of Finance and Resources shall ensure that all appropriate payment documentation is retained for the required period of time in accordance with the Redditch Borough Council Records Management Policy.

8.0 Salaries, wages, pensions, travel and subsistence

- 8.1 Heads of Service shall maintain for their area a list of Authorised Officers showing their signing levels with specimen signatures, this is to be held on the Council intranet. This list should be reviewed at intervals to ensure is up to date and accurate and any changes being reported promptly.
- 8.2 All claims for payment of allowances, subsistence, travelling and expenses must be submitted within two months of the period they relate to on the approved form, duly certified in a form approved by the Director of Finance and Resources with all required supporting evidence including receipts for expenses where appropriate. Any exceptions shall require individual certification by both the Director and the Head of Service.
- 8.3 The certification of claims by or on behalf of a Director or Head of Service shall be taken to mean that the Certifying Officer is satisfied that the journeys and the expenses incurred were necessary and authorised as being in line with the council's policies on travel and subsistence claims.
- 8.4 The Senior Payroll Officer shall ensure that all appropriate payroll documents are retained for the required period of time in accordance with the Council Records Management Policy.

9.0 Imprest accounts

- 9.1 The Financial Services Manager will authorise provision of a cash or bank imprest account to meet minor expenditure on behalf of the Council.
- 9.2 The Financial Services Manager will maintain a record of all advances made and reconcile to the Council's main financial system.

In summary Officers operating an imprest account will comply with the following procedures:

- a) Obtain and retain vouchers to support each payment from the imprest account including official VAT receipts where appropriate.
- b) Make adequate arrangements in their office for the safe custody of the account including vouchers and any other supporting documentation.
- c) Produce upon demand by the Financial Services Manager cash and all vouchers to the total value of the imprest account.
- d) Record transactions promptly.
- e) Reconcile and balance the account at least monthly with reconciliation sheets to be signed and retained by the imprest holder.
- f) Provide the Financial Services Manager with a certificate of the value of the account held at 31st March each year.
- g) Ensure that the imprest is never used to cash personal cheques or to make personal loans.

- h) Ensure that the only payments into the account are the reimbursement payments and any notes/coinage relating to purchases made by a cash advance from the imprest account.
- i) Ensure income due to the Council is collected and banked as provided in accordance with the Council's Financial Procedure Rules and not through an imprest account.
- j) On leaving the Council's employment, ceasing to be entitled to hold an imprest advance or no longer requiring an imprest advance, Officers must request that the Financial Services Manager close the account. All funds and account documentation should be returned to the Financial Services Manager.
- k) A bank imprest account cannot become overdrawn.
- l) Submit a claim for reimbursement at least monthly or return a nil claim.

10.0 Banking arrangements and Government Procurement cards

- 10.1 All arrangements with the Council's bank concerning the Council's bank accounts and for the ordering and issue of cheques shall be made by, or under arrangements approved by, the Director of Finance and Resources. The Director of Finance and Resources shall be authorised to open and operate such banking accounts, as he or she may consider necessary. This authority shall include the power to give the necessary directions to the bank as to signatures for withdrawals.
- 10.2 Apart from payments from Government Procurement cards, petty cash, imprest accounts, the normal method of payment due from the Council shall be by BACS or cheque. Direct debit and periodical payment arrangements shall require the prior agreement and authorisation of the Director of Finance and Resources.
- 10.3 All cheques and cheque stationery shall be ordered only on the authority of the Director of Finance and Resources who shall be satisfied that proper arrangements are in place for their safe custody. Where the signature is printed on the cheque by a Council system, the signature shall be that of the Director of Finance and Resources.
- 10.4 The Director of Finance and Resources shall be responsible for authorising the issue of Government Procurement cards and determining spending limits. Cardholders are required to comply with the policy issued by the Director of Finance and Resources regulating the use of corporate credit cards as shown in Appendix B. Purchases must be made in accordance with the Contract Procedure rules. This policy will include the requirement for cardholders to provide the Senior Payments Officer with a receipt and complete the online system with details of all items purchased including the general ledger code this is due by 17th of each month.

11.0 Preventing financial irregularities

- 11.1 All Officers are required under their contractual obligation to report financial irregularities at the earliest opportunity to their Manager or Director of Finance and Resources. The Director of Finance and Resources will report financial irregularities to the Chief Executive, Executive and the Audit, Governance and Standards



Committee. Providers of services are required to highlight financial irregularities immediately as stipulated under the Contract Procedure Rules.

- 11.2 The Director of Finance and Resources, in conjunction with audit, will determine the scope of any internal enquiries or investigations, subject to consultation with the relevant member of the Management Team.
- 11.3 The Director of Finance and Resources, in consultation with the relevant member of the Management Team, will decide whether any matter under investigation should be referred for Police investigation and take recovery action as appropriate on such matters.
- 11.4 The Director of Finance and Resources will inform the Chief Executive and Monitoring Officer if a suspected irregularity occurs involving staff who are his or her responsibility.
- 11.5 All staff and members must report financial irregularities to the Director of Finance and Resources.
- 11.6 The Director of Finance and Resources will advise the relevant Director if the outcome of an audit investigation indicates improper behaviour by a member of staff; or the Monitoring Officer if the outcome of an audit investigation indicates improper behaviour by an Elected Member. The Director or Monitoring Officer will then instigate the relevant disciplinary/standards procedure.

12.0 Money laundering

- 12.1 The Director of Finance and Resources is appointed as the Money Laundering Reporting Officer (MLRO). This Officer shall ensure that all staff likely to receive payments from the public, businesses or professions are aware of the authority's responsibilities under the Proceeds of Crime Act 2002, the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) 2017 and any other relevant acts and regulations, such as the Terrorism Act 2000 and Anti-terrorism, Crime and Security Act 2001 and any updates of them.
- 12.2 The MLRO shall receive reports from staff about suspicious payments of any value for any purpose and payments in cash in excess of £10,000 including in aggregate.
- 12.3 The MLRO shall report any instance of suspected money laundering to the serious organised crime agency.

13.0 Asset management

Introduction

- 13.1 The asset management section of the Council's Financial Procedure Rules provides a framework of principles, minimum requirements, levels of authority and delegations to ensure that the Council's asset portfolio is managed effectively to achieve maximum value for money.

Overarching principles



13.2 A set of overarching principles govern the operation of this section of the Council's Financial Procedure Rules.

13.3 These are:

Property

- a) All property owned or leased by Redditch Borough Council is held corporately.
- b) All property held by the Council must be held for specific statutory purposes and the Council's records must identify the purposes for which land is held. These purposes include:
 - housing purposes;
 - planning purposes; and
 - general purposes.
- c) The Director of Finance and Resources, in conjunction with the applicable Service Director, is responsible for ensuring that the occupation of all Redditch Borough Council property by Directorates or other tenants is in the interests of the Council as a whole.
- d) The Director of Finance and Resources has the authority to intervene in property matters to protect Redditch Borough Council's overall interests.
- e) Resolution of disputes on property matters is overseen by the Chief Executive.
- f) All property transactions [including proposed appropriations] should be referred to the Director of Finance and Resources who shall seek the comments of all interested parties, including relevant Executive members, Directorates and local members, before the decision is taken to proceed. All decisions must be taken in accordance with the delegations set out in this section of the Council's Financial Procedure Rules, the functions scheme, and the decision making procedures set out in the Council's Constitution.
- g) Mandatory training on health and safety legislation applying to property occupation must be provided to employees occupying property as part of their work for the Council.

General

- g) Capital investment on assets must be linked to priorities identified through the corporate planning process using a clear and objective prioritisation policy.
- h) Capital investment must be directed to obtain maximum benefit from available resources, taking account of economy, efficiency and effectiveness.
- i) Revenue implications of capital investment must be considered, including the revenue costs of any borrowing required, and spend to save funding may be available to pump prime investment that can demonstrate a clear financial pay back.

Acquisitions and improvements to assets

- 13.4 Before an asset is acquired or improved the need for investment must be clearly identified and appraised.
- 13.5 Prior to allocation of resources a business case must be prepared and approved by the relevant Director.
- 13.6 The Director of Finance and Resources will present the business case to the Management Team. Where the acquisition proposed is part of the annual budget setting process the Management Team will make recommendations to Executive for inclusion in the Medium Term Financial Strategy. Where the proposal is outside of the budget setting process the approval will follow the Council's virement procedures provided that the capital budget approved by Council is not exceeded.
- 13.7 The use of compulsory purchase powers must be approved by Executive.

Property

- 13.8 Property is to be used efficiently, effectively and economically with due regard to legislative requirements.
- 13.9 The Director of Finance and Resources must approve all material changes to properties occupied and used by a Directorate, including change of use, appropriations, granting/taking of interests, alterations or additions. Such changes must then be reported to the Financial Services Manager for correct accounting treatment and apportionment of charges.
- 13.10 The Director of Finance and Resources has the authority to undertake reviews of the property portfolio, or parts of it, to determine if it is optimised in terms of its utilisation, cost and value and within this to challenge the retention or use of existing properties occupied by Directorates or other tenants.

Disposals

- 13.11 Land, property and any other assets which are surplus to operational need are either to be reallocated to meet alternative needs or disposed of in line with statutory requirements and/or Redditch Borough Council policies.
- 13.12 Directorates shall notify the Director of Finance and Resources of:
- a) Any property (or part) that is:
- Vacant.
 - Held against a future operational need.
 - Not used for the principal purpose for which it is held.
 - Likely to be surplus to requirements (with estimated timescale).



- b) Any statutory/process issues relevant to its disposal (e.g. prescribed consultation processes, reference to the Secretary of State, etc.).
- c) Any other issues which need to be considered prior to disposal.

13.13 The Executive must be informed of any surplus property to enable it to declare as surplus, and further agree to the marketing of any surplus assets.

Treatment of capital receipts

13.14 All capital receipts from disposals are deemed to be a corporate capital resource available for allocation in line with corporate priorities.

Financial Procedure Rules

13.15 All of the protocols set out in the Council's Financial Procedure Rules and the Financial Guidance (Part 3) and Chief Executive Schemes of Delegation must be adhered to. No transaction should be approved unless specific budgetary provision is identified, except where the purchase is approved under the authority given in Paragraph 3.0 for urgent decisions.

14.0 Audit

14.1 The Director of Finance and Resources has responsibility for maintaining an adequate and effective internal audit service. This service has been delegated to the Worcestershire Internal Audit Shared Services (WIASS).

14.2 The Director of Finance and Resources shall maintain strategic and annual audit plans that take account of the relative risks of the activities involved. He/she shall liaise with the Management Team on the audit strategy and plan.

14.3 WIASS is responsible for providing the Audit, Standards and Governance Committee with regular assurance reports that highlight any areas of concern regarding the effectiveness or level of compliance with agreed systems of internal control.

14.4 WIASS shall submit an annual report to the Audit, Governance and Standards and Standards Committee detailing internal audit activity for the previous year and reporting significant findings and areas of concern.

14.5 WIASS shall provide a regular summary to the Leader, Chairman of Audit, Governance and Standards Committee and relevant Executive Member(s) of audit review reports following sharing of the detailed reports with Directors before hand.

14.5 The Director of Finance and Resources is responsible for producing an Annual Governance Statement for inclusion with the annual Statement of Accounts based on assurances provided by WIASS and also on risks and areas for improvement identified by Management Team.

14.7 Officers shall ensure that internal and external auditors are provided with:

- a) Access at reasonable times to premises or land used by the Council.



- b) Access at reasonable times to any employee or employees.
 - c) Access to all assets, records, documents, correspondence and control systems relating to any matter or business of the Council.
 - d) Any information and explanation considered necessary concerning any matter under examination.
- 14.8 Officers must account for cash, stores or any other Council property under their control and produce such items for inspection if required by WIASS.
- 14.9 Officers are required to consider and respond to audit reports and audit recommendations within two weeks.
- 14.10 Officers must ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient manner.
- 14.11 Where an appropriate response to audit recommendations has not been made within the agreed period, the Director of Finance and Resources shall refer the matter to the Chief Executive and/or the Audit, Governance and Standards Committee.
- 14.12 Officers are responsible for notifying the Director of Finance and Resources or WIASS immediately in writing/electronic medium of any suspected or alleged fraud, theft, irregularity, improper use or misappropriation of Council property or resources including any breach of these Financial Procedure Rules or the Contract Procedure Rules. Pending investigation, all necessary steps should be taken to prevent further loss and secure records and documents against removal, destruction or alterations.
- 14.13 The Director of Finance and Resources is to investigate promptly all apparent, suspected or reported irregularity or fraud he/she becomes aware of. He/she shall report his/her findings to the Chief Executive to discuss and agree appropriate legal proceedings and/or disciplinary action, consulting with the relevant member(s) of the Management Team as appropriate.
- 14.14 Officers are responsible for ensuring that new systems for maintaining financial records, or records of assets, or changes to such systems are discussed and agreed with the Director of Finance and Resources prior to implementation.
- 14.15 Officers are responsible for ensuring that all paperwork and systems are up to date, kept securely and are made available for inspection by audit.
- 14.16 Officers shall ensure that all fundamental systems and other financial systems are reconciled on a regular basis and that records are up to date and available for audit inspection when required.

15.0 Revenue budget management

- 15.1 The Financial Services Manager shall prepare and review annually a long term financial plan and strategy to provide an estimate of resources available to the Council and identify budget pressures.



- 15.2 Proposed budgets over periods of one year or longer shall be prepared by Directors, in consultation with the Director of Finance and Resources, for consideration by the Executive, having regard to the views of the Overview and Scrutiny Committees, before submission to Council.
- 15.3 The Executive shall recommend an annual budget to Council that includes the following:
- a) Annual capital and revenue budget.
 - b) Proposed contingencies, general reserves and specific reserves.
 - c) Council Tax requirement.
 - d) Treasury Management Policy and borrowing limits.
 - e) The Director of Finance and Resources statutory declaration on budget setting.
- 15.4 Budget management ensures that resources allocated by Members are used for their intended purposes and that these resources are properly accounted for. Budgetary control is a continual process enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism to call to account Managers responsible for defined elements of the budget.
- 15.5 The structure and format of the revenue budget should be sufficient to permit effective financial management.
- 15.6 The overall budget setting process for both revenue and capital is controlled by the Director of Finance and Resources.
- 15.7 Budgets will be distributed to budget holders for consultation. Budget holders will work with Finance staff to prepare detailed income and expenditure estimates for the forthcoming year taking into account known service level changes, contractual commitments and financial constraints.
- 15.8 Budget holders should provide information on any legislative changes, statutory duties, demographic changes, which impact upon service trends and activity levels to inform the financial planning and budget setting process.

16.0 Capital budget management

- 16.1 The Executive shall, following the submission of proposals by the Management Team, recommend to Council:
- a) A capital programme for each financial year.
 - b) A future indication of a capital programme over a four-year period.
 - c) The recommended funding method for each capital project (including the use of prudential borrowing, capital receipts, revenue or other financing methods).

- 16.2 Following the approval of a capital programme, and subject to any conditions specified in that programme, or specified by the relevant Executive member, the relevant Director shall take all appropriate action to carry into effect the approved schemes, within the budget and timescale agreed in the capital programme. Any material variation in cost or timescale shall be reported to the Executive.
- 16.3 Executive Members will monitor capital expenditure once budgets are approved by Council.
- 16.4 If a project has not started within the specified timeframe, being two years behind the intended start date it will require resubmitting before proceeding.
- 16.5 Any report for a project or policy of a capital nature shall include details of:
- a) The estimated cost of the proposal.
 - b) Any phasing of the capital expenditure.
 - c) The proposed method of financing, whether by loan, revenue or otherwise.
 - d) The effect on the revenue estimates in the first and subsequent years.
 - e) The additional staff and grades required both initially and ultimately.
 - f) An assessment and measurement of the need for the scheme and the benefits it will produce.
 - g) A technical and financial appraisal of the alternative approaches to meeting the need. (larger projects only)

17.0 Budgetary Control

- 17.1 Each Director shall be responsible for monitoring the revenue and any capital budget relevant to his/her Directorate to ensure that such budgets are properly spent and not exceeded.
- 17.2 Any new proposal or variation which would materially affect the finances of the Council shall require approval by the Executive. Any budget virements must comply with the Council's scheme of budget virement
- 17.3 The Council operates within an overall annual cash limit. As a result all individual budgets are cash limited. Each budget holder is required to operate within the cash limit.
- 17.4 Directors shall monitor spend and income against budgets monthly and ensure, so far as practicable, that expenditure in excess of their net approved budgets is not incurred without prior approval. If actual income is expected to be below budget, this must also be actively managed.



- 17.5 If it appears to a Director that his/her overall cash limited budget may be exceeded, he/she shall report the details as soon as practicable and identify mitigating action. The overall position is then reported to the Executive.
- 17.6 Action plans must be put in place by each Directorate at an early stage in the financial year in order to manage potential overspendings (e.g. due to additional spending or below target income). Directors must ensure Officers adhere to the savings targets and take mitigating action if delivery is deemed to be at risk.
- 17.7 It is the duty of Directors to ensure that responsibility for budgetary control is clearly allocated to appropriate Officers in their Directorates. Directors shall nominate a Budget Manager for each cost centre. As a general principle budget responsibility should be aligned as closely as possible to the decision-making processes that commits expenditure.
- 17.8 Budget Managers are accountable for their budgets and the level of service to be delivered and must understand their financial responsibilities. Budget Managers should be responsible only for income and expenditure that they can influence.
- 17.9 Budget Managers are required to;
- a) Follow an approved process for all expenditure.
 - b) Ensure that income and expenditure are properly recorded and accounted for.
 - c) Ensure that expenditure is committed only against an appropriate budget head.
 - d) Monitor performance levels/levels of service in conjunction with the budget and necessary action is taken to align service outputs and budget.
 - e) Monitor and control the gross expenditure budget position.
 - f) Investigate and report significant variances from approved budgets.
- 17.10 The Director of Finance and Resources shall establish an appropriate framework of budgetary control, monitored and reported through the financial system.
- 17.11 The Director of Finance and Resources shall provide Directors, budget holders and Executive members with monthly financial management information reports in line with the Forward Plan.
- 17.12 The Director of Finance and Resources shall ensure that each Director has available timely information on receipts and payments on each budget which is sufficiently detailed to enable managers to fulfil their budgetary responsibilities.
- 17.13 The head of management accounts and corporate finance shall provide financial management training courses that all budget managers must attend.

18.0 Virement



- 18.1 The Council operates a scheme of budget virement. This enables budget holders to manage budgets with a degree of flexibility within the overall policy framework determined by the Council.
- 18.2 Head of Service have authority to vire expenditure between individual budget heads in accordance with the virement policy.
- 18.3 Key controls for the virement policy are:
- a) Any variation from this policy requires the approval of Council.
 - b) That the overall budget is developed by Executive and approved by Council. Directors and budget holders are authorised to incur expenditure in accordance with the estimates contained within the annual budget. The rules below cover virement; that is switching resources between budget heads. For the purposes of these rules a budget head is considered to be the standard service sub-division as defined by CIPFA. The scheme applies equally to a reduction in income as to an increase in expenditure.
- 18.4 All virements must be entered onto the finance system for approval by an authorised Officer. There will be no virements below £5,000 unless authorised by the Director of Finance and Resources or Financial Services Manager.
- 18.5 All virements below £20,000 and within a single Executive Member Portfolio and a single Directorate budget must be approved by the Head of Service and the Financial Services Manager. Capital and corporate budgets up to £20,000 will require the approval of the Financial Services Manager. All virements above £20,000 and up to £40,000 must be approved by the Director of Finance and Resources following consultation with the relevant Director and Portfolio Executive Member. All virements of above £40,000 shall be reported in the budget monitoring report provided to Executive.
- 18.6 There will be no virements from salary budget to other types of expenditure without approval from Executive.
- 19.0 Insurance and risk management**
- 19.1 All organisations, whether they are in the private or public sector, face risks to people, property and continued operations. Risk is defined as the chance or possibility of loss, damage or injury caused by an unwanted or uncertain action or event. Risk management is the planned and systematic approach to the identification, evaluation and control of risk.
- 19.3 Insurance has been the traditional means of protecting against loss, but this cannot be seen as the complete answer. By reducing or even preventing the incidence of losses (whether they result from crime or accident), the Council shall benefit from reduced costs of providing insurance cover and shall also avoid the disruption and wasted time caused by losses and insurance claims.
- 19.3 Through half yearly performance monitoring Audit, Governance and Standards Committee should be kept informed of items listed on the corporate risk registers



19.4 The key controls for risk management and insurance are:

- a) Robust systems are in place to identify, assess, prevent or contain significant operational risks on an integrated basis and these systems are promoted throughout the organisation.
- b) Acceptable levels of retained risk are identified and evaluated and arrangements are in place for their funding, either by internal provision or external insurance as appropriate.
- c) Managers know that they are responsible for managing relevant risks and are provided with appropriate and timely information on claims experience and risk management initiatives relating to their areas of responsibility.
- d) Procedures are in place to investigate and process claims within required timescales.
- e) A monitoring process is in place to review regularly the effectiveness of risk reduction strategies and the operation of these controls. The risk management process should be conducted on a continuing basis.

19.5 The Director of Finance and Resources shall effect all insurance cover and negotiate all claims in consultation with the relevant Officer where appropriate.

19.6 Heads of Service shall give prompt notification to the Director of Finance and Resources of all new risks, properties, vehicles and other assets that are required to be insured or any alterations affecting existing insurances.

19.7 Heads of Service shall promptly notify the Director of Finance and Resources in writing of any actual or potential loss, liability or damage or any event likely to lead to an insurance claim by or against the Council.

20.0 Loans, leasing and investments

20.1 The Director of Finance and Resources shall report to Executive, on an annual basis, with recommendations to Council to determine the limits for the borrowing of monies.

20.2 The Director of Finance and Resources shall borrow as necessary to finance the approved capital programme and deal with all matters in connection with the raising or repayment of loans and is authorised to borrow for meeting expenses pending the receipt of revenues.

20.3 All investments and all borrowing shall be made in the name of the Council.

20.4 Directors/Heads of Service shall not enter into financial leasing arrangements except with the consent of the Director of Finance and Resources. Before entering into any lease agreement Directors shall submit details to the Financial Services Manager to enable a financial appraisal to be undertaken, including alternative financing options and implications for accounting treatment.

20.5 Loans to third parties will only be made in exceptional circumstances, and having followed the Council's decision making process.



- 20.6 The Director of Finance and Resources shall arrange the borrowing and investment activities of the Council in such a manner as to comply with the CIPFA Code of Practice on Treasury Management and the authority's Treasury Management Policy Statement.
- 20.7 The Director of Finance and Resources shall prepare an annual strategy with regard to investments, borrowing and the repayment of external debt. These are set out in the Treasury Management Strategy approved by full Council before the start of the new financial year.
- 20.8 The Treasury Management Strategy will include the following:
- Prospects for the economy and for interest rates;
 - Borrowing requirement and strategy;
 - Investment policy and strategy;
 - MRP statement;
 - Prudential indicators for the next three years providing assurance that the Council's capital plans are affordable, prudent and sustainable; and
 - The Treasury Management Policy Statement.
- 20.9 In addition, Executive will receive an annual treasury management report after the end of the financial year and will recommend to full Council for approval.
- 20.10 Executive will also receive treasury management reports as part of the budget monitoring updates.

21.0 Trust funds

- 21.1 The Director of Finance and Resources shall:

- a) Arrange for all trust funds to be held wherever possible in the name of the authority. All Officers acting as trustees by virtue of their official position, as declared in register of interest, shall deposit securities, etc. relating to the trust with the Director of Finance and Resources unless the deed otherwise provides.
- b) Arrange where funds are held on behalf of third parties for their secure administration approved by the Director of Finance and Resources and to maintain written records of all transactions.
- c) Ensure that trust funds are operated within any relevant legislation and the specific requirement for each trust.

22.0 Inventories and stocks and stores

22.1 The Director of Finance and Resources shall:

- a) Advise on the form, layout and content of inventory records to be maintained by the Council.
- b) Advise on the arrangements for the care and custody of stocks and stores in Directorates.

22.2 Heads of Service shall:

- a) Maintain inventories in a form approved by the Director of Finance and Resources to adequately record and describe all furniture, fittings and equipment, plant and machinery under their control.
- b) Carry out an annual check of all items on the inventory in order to verify location, review condition, ensure insurance cover is adequately provided and to take action in relation to surpluses or deficiencies.
- c) Ensure attractive and portable items, such as computers, cameras and mobile technology devices are identified with security markings as belonging to the Council and appropriately controlled and secured.
- d) Make sure that property is only used in the course of the Council's business unless the Director concerned has given permission otherwise.
- e) Make arrangements for the care, custody and recording of stocks and stores in Directorates.
- f) Ensure that assets are identified, their location recorded and that they are appropriately marked and insured.
- g) Ensure stocks are maintained at reasonable levels and subject to a regular independent physical check. All discrepancies should be investigated and pursued to a satisfactory conclusion.
- h) Write-off discrepancies of up to £5,000 and seek advice from audit on discrepancies above this limit.
- i) Record the reasons for the chosen method of disposing of redundant stocks and equipment if not by competitive quotation or auction.

22.3 Directors have discretion to write off redundant equipment up to the value of £5,000, but must seek Executive member approval for write-offs in excess of £5,000. Directors shall seek independent quotations where it is not immediately obvious what the market value of the redundant item is.

23.0 Working for third parties

23.1 Current legislation enables the Council to provide a range of services to certain other bodies. Such work may enable the Directorate to maintain economies of scale and existing expertise. Arrangements must be in place to ensure that any risk associated with this work is minimised.



- 23.2 All proposals for the Council to undertake work for a third party shall be properly costed in accordance with guidance provided by the Director of Finance and Resources. Financial advice should be obtained from the Financial Services Manager on the cost of providing the service.
- 23.3 All decisions for the Council to undertake work for a third party shall be made in accordance with the Council's formal decision making processes and as set out in the Council's functions scheme and before any negotiations to work for third parties are concluded.
- 23.4 Officers must obtain legal advice on the implications of providing the proposed service to the third party. All contracts for providing work for a third party shall be drawn up using guidance provided by the Council's Legal Services team.
- 23.5 Officers shall ensure that:
- a) All contracts are properly documented and a register of all contracts to supply works, goods and/or services to third parties is maintained by each Directorate.
 - b) Appropriate identity checks on the third party are carried out in accordance with the Council's Anti-Money Laundering Policy and Guidance.
 - c) Appropriate insurance arrangements are in place for the third party work.
 - d) The Council is not put at any risk of bad debts as a result of any third party work.
 - e) Wherever possible, payment is received in advance of the delivery of the service under a third party contract.

Appendix A

Responsibilities under the Financial Procedure Rules

This Appendix provides details of responsibilities under the Financial Procedure Rules. It lists in a single place responsibilities that would otherwise be repeated in various sections of the Financial Procedure Rules. It confirms the overall responsibilities of the Council's Director of Finance and Resources, the Audit, Governance and Standards Committee and Members of the Management Team within the Financial Procedure Rules.

A1 Audit, Governance and Standards Committee responsibilities

- A1.1 Day to day responsibility for the Council's finances rests with Directors and their Managers as set out in these Financial Procedure Rules with some functions delegated to the Audit, Governance and Standards Committee.
- A1.2 Audit, Governance and Standards Committee shall oversee compliance with the Council's Financial Procedure Rules for those functions within their Terms of Reference. Management Team are responsible for ensuring those functions within their Terms of Reference operate within the Council's Financial Procedure Rules.

A2 Chief Financial Officer (Director of Finance and Resources) responsibilities

- A2.1 The Director of Finance and Resources has been appointed under Section 151 of the Local Government Act 1972 as the Officer with responsibility for the proper administration of the Council's financial affairs.
- A2.2 Reference in these Financial Procedure Rules to the Director of Finance and Resources shall be taken to include any Officer nominated by the Director of Finance and Resources to act on his/her behalf.
- A2.3 The Director of Finance and Resources shall be entitled to attend a meeting of any body on which Members are represented where matters affecting the financial affairs of the Council are being discussed.
- A2.4 The Director of Finance and Resources, under the general direction of Executive, is responsible for determining the basis for all accounting procedures and financial records for the Council and for exercising a check over all financial matters.
- A2.5 The Director of Finance and Resources is responsible for maintaining a continuous review of the Financial Procedure Rules and advising the Audit & Governance Committee and Council of any additions or changes necessary.
- A2.6 The Director of Finance and Resources is responsible for reporting, where appropriate, breaches of the Financial Procedure Rules or any other element of the Constitution that relates to the proper administration of the Council's financial affairs to the Council and/or Audit, Governance and Standards Committee.



- A2.7 The Director of Finance and Resources is responsible for issuing advice and guidance to underpin the Financial Procedure Rules.
- A2.8 The Director of Finance and Resources is responsible for maintaining adequate and effective audit arrangements for the Council and for ensuring that audit services complies with the public sector internal audit standards.
- A2.9 The Director of Finance and Resources is responsible for ensuring, in conjunction with the relevant member of the Management Team, that the Council's disciplinary procedures are followed where the outcome of an audit or other investigation indicates fraud or irregularity.
- A2.10 The Director of Finance and Resources is responsible for ensuring that any case of fraud or loss or financial irregularity or bribery or corruption discovered or suspected to exist which involves the Council's interest shall be dealt with in accordance with the Council's Anti-Fraud and Anti-Corruption Policy.
- A2.11 The Director of Finance and Resources is responsible for appointing Senior Officers to be the Council's Money Laundering Reporting Officer and Deputy to the Council's Money Laundering Reporting Officer.
- A2.12 The Director of Finance and Resources has overall responsibility for making payments on behalf of the Council.
- A2.13 The Director of Finance and Resources has overall responsibility for the Council's income and collection functions although this will be carried out by Hoople Ltd who will ensure the effective collection and recording of all monies due to the Council.
- A2.14 The Director of Finance and Resources is responsible for making payments to employees, former employees and Members on behalf of the Council.

A3 Corporate Management Team responsibilities

- A3.1 Members of the Management Team are responsible for ensuring that all employees are aware of the content of the Financial Procedure Rules and other internal regulatory documents and that they are complied with.
- A3.2 Members of the Management Team are responsible for consulting with the Director of Finance and Resources on any matter within their area of responsibility that is liable to materially affect the finances of the Council before any provisional or other commitment is incurred or before reporting the matter to a Executive member.
- A3.3 Members of the Management Team are responsible for supplying the Director of Finance and Resources with all information necessary for the proper administration of the Council's affairs.
- A3.4 Members of the Management Team shall allow the Director of Finance and Resources and his/her authorised representatives access to all documents and records on demand.



- A3.5 Members of the Management Team shall maintain a sound system of internal control.
- A3.6 Members of the Management Team are responsible for ensuring those functions within their Terms of Reference operate within the Council's Financial Procedure Rules.
- A3.7 Members of the Management Team are responsible for informing Executive members promptly if the Council's Financial Procedure Rules are not being complied with.



Appendix B

GOVERNMENT PROCUREMENT CARDS (GPC)

GUIDANCE FOR CARDHOLDERS

Contact Details

RBS Cardholder Helpline

Telephone: 0870 909 3702
Mon - Fri 8.00 a.m. - 6.00 p.m.
Sat 9.00 a.m. - 1.00 p.m.

Fax: 01702 278312

Lost or Stolen Cards

The Royal Bank of Scotland Card Loss Centre

Telephone: 0870 6000 459

Open 24 hours, 7 days a week.

Introduction

You have been selected to participate in the Government Procurement Card scheme (GPC). This scheme is designed to make it easier and more cost effective for employees to make low value purchases of goods and services for Council use. A low value purchase is not likely to exceed £250 and is likely to be substantially less. Using GPC you can purchase goods and services from suppliers who accept Mastercard.

We are implementing this new purchasing concept for lower value purchases because we feel it will help you to more quickly and easily obtain the goods and services you need to get your job done. It will reduce paperwork associated with the traditional purchase order process resulting in cost savings for the Council and a saving in time for you.

Your feedback will help us to fine-tune the scheme as we integrate it into our purchasing processes. If you have any comments or questions about the GPC scheme, please contact your Administrator who is:

Jordan Smith on 01527 64252 ext 2161
or
Payments on 01527 64252

You should contact immediately if your card is

- **Lost or Stolen**
- **Changes to current limits required**
- **Changes to Merchant Category Codes**
- **You are leaving us**
- **You Change your name or address**
- **You have a change of job**
- **You no longer require a GPC Card**

If your card is lost or stolen please also contact:

The Royal Bank of Scotland Card Loss Centre
Telephone: 0870 6000 459
24 hours, 7 days a week

What We Expect From You

- Your Purchasing Card is personal to you, no one else is authorised to use your card. Do not allow any other employee to use your card or quote its number when ordering.
- The card number should always be kept confidential.
- Do not share your PIN number with anyone.
- The card must be used in accordance with this user/procedure guide, and the Employee Agreement.
- It is to be used for business related purchases only, where there is not a more cost-effective way of making the purchase.
- The types and values of purchases must be within the limits set. You are responsible for achieving best value for money.
- You are responsible for ensuring the security of the card.
- The card must not be used to obtain cash back facilities offered when making authorised purchases.
- You are responsible for reporting its loss, theft or misuse to The Royal Bank of Scotland Card Loss Centre Telephone 0870 6000 459 and your Administrator as soon as you notice your card is missing.
- You will be asked to sign an Employee Agreement to this effect.
- Misuse of the card as determined by non-compliance with this cardholder guide may result in action being taken under the Council's disciplinary procedures. In such circumstances the Card Administrator has authorisation to cancel your card without further notice.
- Under no circumstance must the Card be used for paying an invoice.
- You will be responsible for keeping a record and receipts for all your transactions these must be entered onto the online system each time you use your card completing all of the fields including the Cost Centre and Account Code information. Failure to complete this will result in your card being cancelled.
- Full training and a user name password will be given to you so that you can use the online system to record any purchases you make utilising the card. If you forget your password please contact the Card Administrator.



What is a Purchasing card?

GPC cards is an alternative method to the current buying process of paying for low value, high volume goods or services. By simplifying transaction processing it assists purchasing efficiency and will save RBC time and money. The current indicated savings from the Audit Office equate to £28 per transaction however this does not include the paper and other associated print/environmental savings when the need not to produce orders, delivery note and invoices is taken into account.

The Purchasing card looks like any normal debit/credit card, but is a procurement card, which means your total balance on your monthly statement must be settled in full.

It also means that the supplier is paid much more quickly (typically 3 to 5 days) rather than waiting for us to settle their invoice.

The card can be used at any establishment displaying the Mastercard symbol, in the UK. But we are looking for you to use suppliers who are capable of providing VAT reporting to level 3, this to facilitate further efficiency savings as the banks monthly returns of purchases made can be used to reclaim VAT from HMC&R. We are currently working with the Bank and the Suppliers we most commonly use to increase their VAT reporting capabilities to level 3. Embossed on the card is the following:

Redditch Borough Council
Your Name
Expiry Date
Card Number

Your Purchasing card offers the opportunity to improve both the focus and flexibility of purchasing procedures whilst reducing the volume of purchase orders, invoices and associated paperwork for small value purchases, improving the cost effectiveness of processing these types of transactions.

Your card is to be used for business expenditure only.

Controls

Each card has a maximum monthly expenditure limit and individual transaction limit.

Monthly Expenditure limit

The total amount you can spend on your card each month.

Transaction Limit

The total amount you can spend on any single purchase.

Both of these limits are inclusive of VAT and any carriage.

The limits were set on your card application form based upon your estimated spend pattern.

Merchant Category Group code blocking

A further control has been applied to your Purchasing card.

Each supplier capable of accepting your GPC card will be classified by a certain Merchant Category Group code. By the way of an additional control, any number of these codes can be blocked or left unblocked to ensure compliance with business policies and to mirror each cardholder's buying profile.

Please make a note of these limits/controls.

If you try to purchase goods and services that are outside of these limits, your transaction will be declined and could lead to embarrassment. If you can prove that your limits are unrealistic to your work or the purchases you have to regularly make using the card please discuss with your line manager prior to requesting any increase in same

As detailed above, if you try to use your card with a supplier whose Merchant Category Group code has been blocked on your Purchasing card, this will also lead to your card being declined.

If this occurs, please contact the Administrator immediately to discuss how your card can be updated to reflect your requirements.



Queries on Goods

Faulty or damaged goods supplied

If the cardholder rejects the goods purchased as unsatisfactory he/she should inform the supplier immediately, and try to reach an agreement to return the goods and obtain a refund. The Royal Bank of Scotland is unable to become involved in any disputes between purchaser and supplier over the quality or suitability of goods purchased.

The supplier should arrange for a credit (refund) to be made to The Royal Bank of Scotland Purchasing Card Account which will then appear on a subsequent statement. To aid reconciliation, we suggest the cardholder retains a record of the credit at the time the goods are returned, rather than waiting for the statement to arrive.

Please note that refunds from abroad may vary from the original transaction amount due to exchange rates.

Goods not supplied/wrong goods supplied

If an item is charged to the cardholder's account but the goods or services ordered have not been received or are incorrect, the cardholder should contact the supplier to confirm that the goods have been supplied or the correct goods are being despatched.

A refund can be claimed from the supplier only after allowing 60 days from the transaction date for delivery of the correct goods.



APPENDIX 1

Employee Agreement

- a) I, Hereby accept a Purchasing Card. As a cardholder I agree to comply with the terms of the attached policy regarding my use of the Card.
- b) I have received and understood that I am being entrusted with a corporate charge card and will be making financial commitments on behalf of the company. I understand that the RBC is liable to the card provider for all the charges made on the card.
- c) I agree to use this card for business purchases only and agree not to charge personal purchases. I understand that the RBC will audit the use of this card and report and take appropriate action on any discrepancies.
- d) I will follow the established procedures for the use of the card. Failure to do so will result in cancellation of my card and disciplinary actions, including termination of employment.
- e) I have been given a copy of the Purchasing Card Policy and User Guide and understand the requirements for the Card's use.
- f) I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organisational change, which cause my purchasing requirements to change, I agree to return my card and arrange for a new one, if appropriate.
- g) If the card is lost or stolen I agree to notify Royal Bank of Scotland immediately by telephone and the Card Administrator as soon as possible thereafter.

Employees Signature.....

Date.....

Card Number.....

Card Administrators Signature.....

Date.....

Appendix C

Glossary of terms

In the Financial Procedure Rules the words and phrases in the left hand column have the meaning given in the right hand column;

Appropriation	Land held by the Council for one statutory purpose being held for a different statutory purpose.
Asset	Something the Council owns that has value, such as premises, vehicles, equipment or cash.
Audit	A specialist team that examines, evaluates and reports on the adequacy of internal control systems.
Budget	A statement of the authority's plans for revenue and capital expenditure and income over a specified period of time.
Capital	Spending, usually on major assets like a building, where the benefit of the asset lasts for more than one year.
Capital Programme	A budget generally covering a 3-5 year period relating to items of capital expenditure.
Capital receipts	Proceeds from the sale of fixed assets, such as land or buildings.
Cash Limit	The most that can be spent in an area in one year.
CIPFA	The Chartered Institute of Public Finance and Accountancy is the leading professional accountancy body for public services in the UK. CIPFA has responsibility for setting good practice accounting standards for local government.
Gross Expenditure	The total cost of providing the Council's services before taking into account income from government grants and fees and charges for services.
Imprests	Bank and petty cash floats.
Internal Control	The systems of control that help ensure the Council's objectives are achieved in an economical, efficient and effective way and consistent with safeguarding the Council's assets.
Inventory	A list of equipment and furniture.
Money Laundering	The practice of engaging in financial transactions in order to conceal the identity, source, and/or destination of money.
Officer	A person employed or appointed as a member of staff.
Revenue budget	Budget relating to the day-to-day expenses associated with the provision of services.
Treasury Management	Management of the Council's cash balances on a daily basis, to obtain the best return while maintaining an acceptable level of risk.
Treasury Management	A document stating how the Council plans to borrow and optimise its return on its cash and investments in the coming financial year whilst

Strategy	ensuring the over-riding criterion of security of public money.
Virement	Transfers of budgets between one area and another.

Clarification of Post titles

Chief Executive	The Council's Head of Paid Service
Director of Finance and Resources	The Council's Chief Financial Officer (CFO) or Section 151 Officer
Financial Services Manager	The Council's Deputy Section 151 Officer

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EXECUTIVE COMMITTEE

16th January 2018

Finance Monitoring Quarter 2 2017/18

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non Key Decision	

1. Purpose and summary

This report details the Council's final financial position for General Fund Revenue, Capital and Housing Revenue Account (HRA) for the period April – September 2017 (Quarter 2 2017/18).

2. Recommendations

The Executive Committee is asked to

RESOLVE that

- 2.1 **That Executive Committee note the current financial positions for the quarter April – September 2017 as detailed in the report.**

RECOMMEND that

- 2.2 **The virement of £104k from Customer Access and Financial Services Public Capital Building project to Environmental Services Capital Crematorium project. This is due to part of the public buildings contract now being included as part of the bigger crematorium project to minimise disruption.**

3. Revenue budgets

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members have relevant information to consider the overall financial position of the Council. The report reflects the finances across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas and how this compares to budget. The summary at 3.4 shows the financial position for revenue funding for the period April – September 2017. A year end forecast is in Quarter 2 to ensure budget holders can assess the financial position of their service areas with as much information as possible.
- 3.2 Financial reports are sent to budget holders on a monthly basis and a detailed review is undertaken with financial support to ensure that all issues are considered and significant savings or cost pressures addressed. This report aims to focus on the key variances to budgets to ensure a focus is undertaken during the year on areas where there are significant savings or additional costs.
- 3.3 The £11.012m original budget as included in the table below is made up of the budget approved in February 2017 of £ 11.113m which is then adjusted to reflect capital charges and interest of £1.5m offset by the savings and additional income of £1.6m.

EXECUTIVE COMMITTEE

16th January 2018

In addition the Latest Budget 2017/18 shown includes the net transfers from reserves of £406k.
Appendix 2 shows the movement in reserves of £406k as noted above.

**Revenue Budget Summary – Overall Council
Financial Year 2017/18**

Please note figures have been rounded

Strategic Purpose	Original Budget 2017/18 £'000	Latest budget 2017/18 £'000	Budget to date April – Sept 2017/18 £'000	Actuals to date April – Sept 2017/18 £'000	Variance to date April – Sept 2017/18 £'000	Projected outturn 2017-18 £'000	Projected variance 2017/18 £'000
Keep my place safe and looking good	4,340	4,650	2,486	2,440	-47	4,516	-134
Help me run a successful business	-88	-88	-52	-51	1	-39	50
Help me be financially independent	491	410	21	19	-2	410	0
Help me to live my life independently	121	121	-96	-66	30	199	78
Help me find somewhere to live in my locality	1,240	1,241	620	459	-161	942	-299
Provide Good things for me to see, do and visit	1,123	1,386	661	689	28	1,452	66
Enable others to work/do what they need to do (to meet their purpose)	7,132	7,045	4,679	5,011	333	7,409	364
HRA Recharge	-4,680	-4,680	-2,340	-2,340	0	-4,680	0
Capital	1,333	1,333	667	667	0	1,333	0
Totals	11,012	11,418	6,645	6,828	182	11,542	124
Corporate Financing	-9,679	-10,085	3,822	4,171	349	-9,749	336
Capital (Corporate)	-1,333	-1,333	-667	-667	0	-1,333	0
Grand Total	0	0	9,800	10,332	531	459	459

Financial Commentary:

There are a number of significant variances in Quarter 2 across the strategic purposes. The summary above shows the overall position for the Council and the main variations are as a result of:

Keep my place safe and looking good

EXECUTIVE COMMITTEE**16th January 2018**

These budgets include those relating mainly to environmental services, planning, lifeline, CCTV and other activities to deliver against the purpose to ensuring an area is a safe and attractive place for the community.

Having reviewed the variance position and focusing on the variances that are above £50k the following comments detail the nature of the variances. The overall variance for the quarter and the year will also include other pressures and savings to budget that are under £50k.

The variances to report are :

There is a variance in the second quarter due to some of the following variances:

- Savings found within CCTV on telephones and accommodation which is projected to rise to **£73k** by year end.
- Environmental services have also delivered some savings on repairs and maintenance of vehicles and other general supplies with a projection of **£50k** by the year end.
- These savings will be offset against a shortfall in income within Development management of **£42k** due to a low number of applications being received which in turn is unlikely to increase by the year end and therefore projected a shortfall amounting to **£86k**.

Help me run a successful business

The budgets within the strategic purpose include economic development, all licenses and costs associated with the town and other Properties within the Borough.

- There is a projected shortfall in income by the year end of **£50k** as there is a void property which results in a reduction in income received. There is also an expected increase in rents payable within the Councils business centres.

Help me be financially independent

The strategic purpose includes all costs relating to the support of benefits and the administration and delivery of Council Tax services in the Borough.

- There are no variances over £50k to report in the second quarter.
- Officers are currently reviewing the monitoring of benefits subsidy through the returns submitted to ensure an informed financial position can be reported prior to year-end.

Help me to live my life independently

There are a number of budgets relating to the delivery of the strategic purpose including; Lifeline and Community Transport.

- The variance within this strategic purpose relates to shopmobility and dial a ride. This is due to savings not being delivered by quarter 2. The manager is currently reviewing the financial position. The dial a ride service has seen an increase in repairs and maintenance expenditure on the vehicles while they are waiting on a delivery of two new vehicles.

Help me find somewhere to live in my locality

The costs associated with homeless prevention, housing strategy and land charges are all included in this strategic purpose. It is worth noting that these costs solely relate to those charged to the General Fund not the Housing Revenue Account

- The variance shown in this strategic purpose is due to salary savings pending a staffing review.

EXECUTIVE COMMITTEE**16th January 2018****Provide Good things for me to see, do and visit**

The majority of budgets within this purpose relate to Leisure and culture services.

- The variance is due to additional costs incurred in the closing down of the dual usage sites and income generated was lower than anticipated during the period prior to closure, however income at the Abbey stadium continues to improve and membership numbers are continuing to increase.
- There has also been some additional costs within Leisure on staffing pay appeals.

Enable others to work/do what they need to do (to meet their purpose)

All support services and corporate overheads are held within the enabling purpose. These include; IT, HR, Finance, Management team and other support costs.

- The variance within enabling is made up of a saving realised from paying the pension deficit to the County (relating to previous years) in advance and this has resulted in a saving within 2017/18 of **£153k**.
- This is offset by the unidentified corporate savings which are not allocated to individual service areas. Heads of Services are currently working to identify all savings and additional income from 2016/17 that can be delivered in 2017/18 to enable the savings to be achieved.
- There is an underspend also within ICT on software licences following a full review of all expenditure required to meet licencing costs. This is projected to be **£140k** by the end of the financial year.

HRA Recharge

- Work is being undertaken to ensure that any shortfall in general fund income is offset by identified savings. This will be reported when the full analysis has been undertaken.

Corporate Financing

- Following the external audit it was noted that the charge to capital from revenue did not reflect the level of resource required to carry out the capital programme. Therefore a full review has had to be undertaken, resulting in a reduction in the charge to capital by £200k.
- There is also a shortfall due to not achieving the expected growth within business rates. This is being monitored by officers to ensure growth is encouraged.

4. Efficiency Plan

The efficiency plan was presented to Council in October 2016. Appendix 2 reflects the efficiency plan compared with the current delivery of savings as identified in the Medium Term Financial Plan along with the additional savings that have been projected to be delivered in 2017/18. This now shows a shortfall of £172k to the initially estimated savings plan and therefore officers will be required to identify further savings.

Risks of delivery

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- 4.2 There are a number of savings/ efficiencies that will be identified as part of the current work on analysing the 2016/17 outturn position. Heads of Service are working with the Directors as the strategic purpose leads to undertake a detailed review of all cost heads to understand the cost recovery on all areas and the nature of the savings from 2016/17 to enable these to be given up for 2017/18 to meet the efficiency plan targets. In addition savings from vacancies are to be released from individual service budgets and used to offset the savings plans for 2017/18.

5. Cash Management

- 5.2 The cash position of this Council at the start of the financial year and the expected end of year cash positions for the coming financial years is shown in the table below.

Date	£m	Position
As at 31 st March 2017 (Actual)	1.78	Borrowing
As at 31 st March 2018 (Forecast)	8.54	Borrowing

The forecast cash balances at 31st March reflects the borrowing to fund the advance payment of pension contributions.

6. Borrowing and investments

Borrowing

- 6.1 Outstanding as at the 30th September 2017 are £7m in short term borrowing with associated borrowing costs within the quarter of £11k and £103.929m in long term borrowing with associated costs in the quarter of £1.658m. All long term borrowing costs relate to the HRA.

The projections for the forthcoming year are to refinance existing short term borrowing. Overall the borrowing is predicted to reduce by the 31st March 2018.

- 6.2 An interest payable budget has been set of £17k for 2017/18 due to expenditure relating to current capital projects.

Investments

- 6.3 At 30th September 2017 there were no short term investments held.
- 6.4 An investment income target of £5k has been set for 2017/18 using a projected rate of return of 0.25%

EXECUTIVE COMMITTEE16th January 2018**7. Capital Budgets**

Capital Budget Summary – Overall Council Financial Year 2017/18

7.1

Please note figures have been rounded

Strategic Purpose	Revised Budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected outturn 2017-18 £'000	Projected variance 2017/18 £'000
Keep my place safe and looking good	2,817	1,409	1,325	-84	2,766	-51
Help me to live my life independently	967	484	414	-70	803	-164
Provide Good things for me to see, do and visit	725	406	413	7	720	-5
Enable others to work/do what they need to do (to meet their purpose)	140	20	20	0	140	0
Totals	4,649	2,319	2,171	-147	4,429	-220

Financial Commentary:**Keep my place safe and looking good**

The majority of the projects are all in progress however there is an underspend on small area improvements project due to the work being on an ad-hoc basis.

Help me to live my life independently

There is a variance due to some of the projects being delayed and therefore starting later in 2017/18. Due to this it is likely that a request will be made to roll the underspend into 2018/19.

Provide Good things for me to see, do and visit

There are no variances to report in the second quarter. It is predicted that majority of projects will be completed by the year end.

Enable others to work/do what they need to do (to meet their purpose)

There are no variances to report in the second quarter. All projects are expected to be completed by the year end.

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16th January 2018

8. Housing Revenue Account

- 8.1 Appendix 1 details the financial position for the Housing Revenue Account (HRA) for the period April – September 2017.

The underspend on Repairs and maintenance (R&M) is due to fluctuations in the level of responsive repairs in the quarter which by their nature do not follow a set pattern together with external supplier invoices being received after the quarter end date.

The underspend on Supervision & Management is due to vacant post salary savings pending a structure review.

9. Earmarked Reserves

- 9.1 The projected position at the start and end of next financial year is shown in Appendix 2. The balances on earmarked reserves are reviewed at the financial year end

10. General Fund Balances

- 10.1 The General Fund Balance as at the 31st March 2017 is £1.895m. A balanced budget was approved in February 2017 to include identified savings which have been built into individual budget allocations and also a planned use of balances for 2017-18 of £103k. The forecast General fund balances as at the 31st March 2018 is £1.792m.

11. Legal Implications

No Legal implications have been identified.

12. Service/Operational Implications

Managers meet with finance officers on a monthly basis to consider the current financial position and to ensure actions are in place to mitigate any overspends.

13. Customer / Equalities and Diversity Implications

No direct implications as a result of this report.

14. Risk Management

The financial monitoring is included in the corporate risk register for the authority.

APPENDICES

Appendix 1 – HRA Monitoring April – September 2017-18

Appendix 2 – Earmarked Reserves

Appendix 3 – Savings and efficiency plan

AUTHOR OF REPORT

Name: Kate Goldey

EXECUTIVE COMMITTEE

16th January 2018

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Tel: (01527) 881208

HOUSING REVENUE ACCOUNT (HRA)**REVENUE 2017/18 Quarter 2**

	2017/18 Approved YTD Budget £'000	2017/18 Actuals YTD £'000	Variance YTD £'000
<u>INCOME</u>			
Dwelling Rents	12,181	11,974	207
Non-Dwelling Rents	409	408	1
Tenants' Charges for Services & Facilities	325	314	11
Contributions towards Expenditure	27	27	0
Total Income	12,942	12,723	219

EXPENDITURE

Repairs & Maintenance	2,412	2,241	-171
Supervision & Management	1,349	1,232	-117
Rent, Rates, Taxes & Other Charges	95	41	-54
Provision for Bad Debts	0	0	0
Depreciation & Impairment of Fixed Assets	0	0	0
Interest Payable & Debt Management Costs	0	0	0
Total Expenditure	3,856	3,514	-342
Net cost of Services	-9,087	-9,209	-123
Provision for Job Evaluation	0	0	0
Net Operating Expenditure	-9,087	-9,209	-123
Interest Receivable	0	0	0
Revenue Contribution to Capital Outlay	0	0	0
Transfer to Earmarked Reserves	0	0	0
(Surplus)/Deficit on Services	-9,087	-9,209	-123

HRA CAPITAL 2017/18 Quarter 2**Strategic Purpose****Help Me to Find Somewhere to Live in my Locality**

	Original Budget £'000	YTD Budget £'000	YTD Actuals £'000	YTD Variance £'000
Total Capital programme	7,586	3,793	2,451	-1,342

Financial Commentary:

The projects form the basis of the HRA 30 year capital improvement plan and are currently moving forward within the plan. The plan is reviewed periodically to ensure the correct budgets are in place to meet the improvement plan targets.

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Description	Balance b/fwd 1/4/2017	Transfers in existing reserve 2017/18	Transfers out existing reserve 2017/18	New Reserve 2017/18	C/fwd 31/3/2018	Comment
GF Earmarked Reserves	£	£	£	£	£	
Business Rates Grants	-7,406	0	0	0	-7,406	Small Business Rate Relief - Ringfenced grant
Commercialism	-50,000	0	0	0	-50,000	To help fund costs in relation to commercialism projects
Community Development	-18,535	0	0	0	-18,535	To support the costs associated with community projects
Community Safety	-356,735	0	356,735	0	0	External grant funding to be released over a number of years on Community Safety Projects ongoing
Corporate Services	-150,000	0	0	0	-150,000	Funding for Locality Enhancements
Customer Services	-12,000	0	0	0	-12,000	Contribution to WCC for an open portal
DWP Feris	-27,983	0	0	0	-27,983	Funding for new system
Electoral Services	-127,095	0	0	0	-127,095	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
Environmental Services	-38,500	0	0	0	-38,500	To fund tree works within the Borough and funding towards a new system
Equalities	-11,250	0	0	0	-11,250	To fund licence fees
Equipment Replacement	-100,000	0	7,850	0	-92,150	ICT equipment reserve
Housing Benefits Implementation	-26,731	0	0	0	-26,731	Specific welfare reform grant received
Housing Support	-504,469	0	0	-57,742	-562,211	Government Specific Grant - annual funding
Land charges	-9,137	0	0	0	-9,137	To fund potential litigation in relation to Land Charges
Land Drainage	-220,445	0	54,020	0	-166,425	To support costs associated with health and safety issues within the environment
Lifeline	-4,200	0	4,200	0	0	To support the costs associated with community projects
Mercury Emissions	-33,886	0	0	0	-33,886	To be used to re line the cremators
Public Donations	-19,767	0	0	0	-19,767	Accumulated donations for designated projects.
Sports Development	-40,617	0	40,617	0	0	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
Town Centre	-43,682	0	0	0	-43,682	To support improvements in the Town Centre High Street
Warmer Homes	-11,580	0	0	0	-11,580	To support the costs associated with community projects (repair)
Totals	-1,814,018	0	463,422	-57,742	-1,408,338	
Place Partnership	-2,000	0	2,000	0	0	RBC share of place Partnership Balances
Totals	-2,000	0	2,000	0	0	
HRA Earmarked Reserves						
Supporting People(HRA)	-38,342	0	0	0	-38,342	Funding for post not all used in year
Community Care Prev Grant	-3,795	0	0	0	-3,795	Ongoing Older People's Project Funding (HRA)
Totals	-42,137	0	0	0	-42,137	
HRA Capital Reserve						
Capital Reserve-HRA	-19,468,926	0	0	0	-19,468,926	Reserve to enable the debt repayment on HRA, and future repairs and maintenance along with support for the Housing Growth Programme.
Totals	-19,468,926	0	0	0	-19,468,926	

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SAVINGS TO DELIVER THE EFFICIENCY PLAN 2017/18

Area	Cost reduction / Additional income growth/ Alternative Service Delivery	2017/18	Income projection 2017/18	Projected Variance	Comments April - September
		£'000	£'000	£'000	
Cross Organisational	Increases in income and growth (including compliance in relation to Council Tax)	300	525	-225	Additional income was identified to deliver the figure included in the efficiency plan. The income projections were approved as part of the MTFP which superceeded the efficiency plan.
Cross Organisational	Alternative Models of Service Delivery - Reviewing the provision of services with the aim to redesign and work with other partners to deliver savings	300	0	300	The commercial work that is being undertaken by officers will not deliver additional income or savings in 2017/18. Other savings have been achieved to ensure that the shortfall on income is mitigated
Customer Access & Financial Support	Improved efficiencies by moving to a new system for Revenues and Benefits	80	63	17	Savings to be achieved as identified within the shared service and migration to one system across both Councils.
Cross Organisational	Organisational Management Review	135	27	108	A number of service reviews have delivered management savings. Further savings to be realised from a wider management review
Cross Organisational	Reduce waste in system	175	257	-82	Additional savings were included in the MTFP in relation to reducing waste from processes and systems. These saving projections were approved as part of the MTFP which superceeded the efficiency plan.
Cross Organisational	Reset budget from baseline of 2015/16	200	425	-225	Additional savings were included in the MTFP in relation to resetting the budget from previous years. These saving projections were approved as part of the MTFP which superceeded the efficiency plan.
Additional Business Rate Growth	Based on assumptions of additional growth from sites across the District – regeneration of the town centre	50	0	50	The additional business rate take is not yet known and will be reviewed when the formal return is submitted to Government in December. A prudent approach has been taken at quarter 2 to show no growth for 2017/18
Balances	Additional use of balances	332	103	229	
TOTAL NEW SAVINGS / USE OF BALANCES /		1,572	1,400	172	

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EXECUTIVE

16th January 2018

CONFIDENTIAL REPORTING CODE (Whistleblowing)

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	
Relevant Head of Service for Overview and Scrutiny	Jayne Pickering – Executive Director, Finance and Resources
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To present to Executive the updated Confidential Reporting Code for the Council.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND to Council that the Confidential Reporting Code (Whistleblowing) be approved.

3. KEY ISSUES

- 3.1 Redditch Borough Council, like every Local Authority, is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Council expects workers and others that it deals with, who have serious concerns about any aspect of the Council's work to come forward and voice those concerns.
- 3.2 This code makes it clear that workers can do so without fear of victimisation, subsequent discrimination or disadvantage. It is intended to encourage and enable workers to raise concerns or make allegations within the Council rather than overlooking a problem or "blowing the whilst" outside.
- 3.3 This code is in addition to the Council's Code of conduct, Local Disciplinary Procedure, Grievance Procedure, Harrassment Policy, Complaints Process and other policies and procedures.

Legal Implications

- 3.4 The Public Interest Disclosure Act 1998, called the "Whistleblowers Act" provides protection for workers who disclose information that might otherwise be regarded as confidential. The Act provides that employers should not victimise any worker who blows the whilst in one of the ways set out in the legislation.

EXECUTIVE

16th January 2018

Service/Operational Implications

- 3.5 The code will apply to concerns arising from any service undertaken by the Council.

Customer / Equalities and Diversity Implications

- 3.6 The code will ensure that an opportunity is available to all members of the community and staff to raise concerns regarding council activities.

4. RISK MANAGEMENT

- 4.1 The code ensures the council has a mechanism to address concerns and issues raised relating to service delivery.

5. APPENDICES

Appendix 1 – Confidential Report Code (Whistleblowing)

AUTHORS OF REPORT

Name: Jayne Pickering – Executive Director Finance and Resources
Email: j.pickering@bromsgroveandredditch.gov.uk
Tel: (01527) 881400

Confidential Reporting Code (Whistleblowing)

Confidential Reporting Code

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Introduction

This Policy relates to 'Whistleblowing', which is a popular term used when someone who works in or for an organisation raises concern over a possible fraud, crime, danger or other serious risk that could threaten customers, colleagues, the public or the organisations own reputation.

Whistleblowing can alert employers to:

- a danger in the workplace
- fraud in, on or by the organisation
- offering, selling or taking of bribes
- misreporting performance data

By taking such reports seriously, Redditch Borough Council will be able to:

- deter wrongdoing
- pick up potential problems early
- address the issue
- demonstrate that it is accountable and well managed
- create a culture of openness and honesty
- minimise costs and compensation from accidents, investigations and inspections
- maintain and build on its reputation

This Code of Confidentiality applies to all staff working for the Council, full and part time, temporary and casual and it also covers agency and contractor staff. Reference to workers within this Code covers all of these categories.

Although not covered by the Public Interest Disclosure Act 1998, Members are also encouraged to use this Code to raise concerns to ensure a consistent protocol is applied.

Workers are often the first to realise that there may be something wrong within the Council. However, they may not express their concerns or make allegations because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect workers and others that we deal with, who have serious concerns about any aspect of the Council's work to come forward and voice those concerns.

This Code makes it clear that workers can do so without fear of victimisation, subsequent discrimination or disadvantage. This Code is intended to encourage and enable workers to raise concerns or make allegations within the Council rather than

overlooking a problem or 'blowing the whistle' outside. Anyone responsible for victimising a worker who uses this Code will be subject to disciplinary action.

This Code, when applicable, also applies to suppliers and those providing services under a contract with the Council.

This Code is in addition to the Council's Code of Conduct, Local Disciplinary Procedure, Grievance Procedure, Harassment Policy, Complaints Process and other policies and procedures.

This Code has previously been discussed with the relevant trade unions and has their support.

Aims and Scope of the Code

This Code aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues for you to raise those concerns or make allegations and receive feedback on any action taken;
- ensure that you receive a response to your concerns or allegations and that you are aware of how to pursue them if you are not satisfied;
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

This Code is not intended to cover concerns that can be progressed under existing Human Resource procedures. There are existing procedures in place for workers to legitimately complain about harassment, violence and aggression, discrimination and instances where they feel they have a grievance. The Confidential Reporting Code is intended to cover concerns or allegations that fall outside the scope of other procedures. These concerns or allegations include:

- conduct which is an offence or a breach of law;
- disclosures related to miscarriages of justice;
- health and safety risks, including risks to the public as well as other workers;
- damage to the working environment;
- the unauthorised use of public funds;
- misappropriation of money, materials and equipment, or other irregularities;
- possible fraud and corruption;
- sexual or physical abuse of clients; or
- other unethical conduct.

The above does not represent an exhaustive list of areas covered by this Code.

Any serious concern that you have about any aspect of service provision or the conduct of officers or Members of the Council or others acting on behalf of the Council can be reported, together with any allegations that you may wish to make, under the Code. This may be about something that:

- makes you feel uncomfortable in terms of known standards, your experience, or the standards that you believe the Council subscribes to;
- is against the Council's Financial Standing Orders, Financial Regulations, Contracts Procedure Rules or general procurement procedures;
- falls below established standards of practice; or
- amounts to improper conduct.

This Code does not replace the Corporate Complaints Procedure.

The Public Interest Disclosure Act 1998

The Public Interest Disclosure Act 1998, called the "Whistleblowers Act" provides protection for workers who disclose information that might otherwise be regarded as confidential. The Act provides that employers should not victimise any worker who blows the whistle in one of the ways set out in the legislation.

The Act makes it clear that where the nature of such a disclosure falls into one of six categories detailed below and the manner of the disclosure is one permitted by the Act; workers will have protection in law from detrimental action by the employer. The six categories are:

1. a criminal offence has been, is being, or is about to be committed;
2. the employer is failing to comply with legal obligations;
3. a miscarriage of justice has happened or is likely to happen;
4. an individual's health and safety is being jeopardised;
5. the environment is, or is likely to be damaged; or
6. information falling into one of the above categories which has been, is being or is likely to be, deliberately concealed.

A worker does not have to show that, for example, a criminal offence has been committed. He or she has to have a reasonable belief that this is the case. It will be for an employment tribunal to decide whether or not such a belief was reasonable.

The Act gives protection to workers who make disclosures to specified persons in various circumstances. Protection applies where a disclosure is made:

- to the employer or to another responsible person provided the worker acts in good faith;
- in the course of obtaining legal advice; or
- to a person or body prescribed by the Secretary of State, provided the worker acts in good faith and reasonably believes the information falls within the potentially protected categories and is substantially true.

The Act also gives protection to workers who make "external" disclosures to persons other than listed above. Workers however will only be protected under this general category if they have previously disclosed the matter to the employer or a prescribed body or have not done so because they reasonably believe they would have been victimised or evidence would have been concealed or destroyed. They must also:

- make the disclosure in good faith;

- reasonably believe that the information, and any associated allegation, are substantially true;
- not act for personal gain; and
- act reasonably.

In deciding whether a worker has acted reasonably, all the circumstances will be taken into account but in particular:

- the identity of the person to whom the disclosure is made;
- the seriousness of the relevant offence;
- whether the offence is continuing or is likely to occur in the future;
- whether the disclosure is made in breach of a duty of confidentiality owed by the employer to any other person;
- any action the employer or prescribed person might reasonably be expected to take as a result of a previous disclosure; and
- whether in making the disclosure to the employer the worker complied with any procedure approved by the employer.

In disclosing “exceptionally serious” breaches, i.e. where the subject of the disclosure is sufficiently serious to disclose it to persons other than detailed in paragraph 3.3, the worker will be protected as long as:

- the disclosure is made in good faith;
- the worker believes that the information disclosed and any associated allegation are substantially true;
- the disclosure is not made for personal gain;
- the matter disclosed is of an exceptionally serious nature; and
- in all the circumstances it is reasonable for the worker to make the disclosure.

Safeguards

a) Harassment or Victimisation of Workers

The Council is committed to good practice and high standards and wants to be supportive of workers.

The Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The Council will not tolerate any harassment or victimisation (including informal pressures), and will take appropriate action, including the application of the Disciplinary Procedure, to protect a worker who raises a concern or makes an allegation in good faith.

In accordance with the Public Interest Disclosure Act 1998 a worker cannot be dismissed or selected for redundancy as a result of making a disclosure. In addition an employer cannot withhold a pay rise, object to a promotion or not give training.

This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of Whistleblowing.

b) Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish.

At appropriate times, however, you may need to come forward as a witness. If whistleblowers are required to give evidence in criminal or disciplinary proceedings, the Council will arrange for them to receive advice and support.

c) Anonymous Allegations

This Code encourages you to put your name to your allegation. Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Council.

In exercising this discretion the factors to be taken into account would include the:

- seriousness of the issues raised;
- credibility of the concern or allegation; and
- likelihood of confirming them from attributable sources.

d) Rights and Responsibilities of Workers

All workers are required to report any issue of concern regarding the provision of services or management of those services. In the majority of cases, this will be done through the usual line management channels.

Workers are expected to report concerns as soon they arise and avoid any unnecessary delay in doing so.

Other than raising concerns in good faith, workers are not required to 'prove' the truth of any allegation. However, a complainant will need to demonstrate that there are reasonable grounds for the concern, and will be expected to co-operate with any investigation that takes place.

When any meeting or interview is arranged, workers may, if they so wish, be accompanied by a trade union official or a workplace colleague.

e) Untrue Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. However, if you make malicious or vexatious allegations, disciplinary action may be taken against you.

How to Raise a Concern

As a first step, you should normally raise concerns with your immediate line manager or their superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. If you have any concerns about raising the issue with your line manager then you should initially approach:

- HR Manager

Alternatively, you can approach:

- The Chief Executive;
- Section 151 Officer (Executive Director of Finance and Resources);
- Monitoring Officer (Head of Legal, Equality and Democratic Services);
- Internal Audit Section;

who will liaise with the HR Manager as necessary.

Where concerns are raised with Line Management, Managers can get help or can refer such concerns to the HR Manager. Managers should:

- listen carefully
- avoid pre-judging
- consider whether it is a Whistleblowing concern
- consider how serious and urgent the risk is
- consider whether it needs referring the Internal Audit for further investigation.
- Establish if the employee is anxious about reprisals
- Establish where the concern first arose and, where relevant, what is prompting the decision to speak up now
- Whether the information is first hand or hearsay
- Whether confidentiality is sought
- Is there is anything else relevant that the employee should mention?

These issues are guidance and should not be seen as a definitive list. However the Line Manager should not investigate the concern themselves unless it can be treated as information that could improve system weaknesses or practical procedures and can be resolved easily. If this is the case, the employee should be informed.

Where confidentiality has been requested, this should be respected.

Where specific enquiries need to be made in an area in which the whistleblower works, they should be forewarned so that he/she is prepared to answer questions along with everyone else.

Concerns or allegations may be raised verbally or in writing. Staff who wish to make a written report are invited to use either the form held by the HR Manager on the intranet or using the online referral form on the Redditch Borough Council website providing:

- the background and history of the concern (giving relevant dates); and
- the reason why you are particularly concerned about the situation.

The earlier you express the concern, the easier it is to take action.

Although you are not expected to prove the truth of your concern or allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern or allegation.

You may invite your trade union representative, professional association representative or a friend to be present during any meetings or interviews in connection with the concerns you have raised or allegations that you have made.

Workers can obtain advice and guidance on how matters of concern may be pursued from:

- Monitoring Officer (Head of Legal and Democratic Services);
- The Human Resources and Organisational Development section.
- Internal Audit

The Council has also introduced a telephone line for workers to report concerns. There are two options for workers:

- If you want to remain anonymous when reporting a concern, use the full external number xxx; or
- If you are comfortable with your identify being known, use the short internal number on extension xxx

All calls go direct to the Council's HT Team for action.

How the Council Will Respond

The action taken by the Council will depend on the nature of the concern. The matters raised may:

- be investigated internally (Internal Audit or other officer) ;
- be referred to the Police;
- be referred to the Council's external auditor; or
- form the subject of an independent enquiry.

In order to protect individuals, the Council and those accused of misdeed or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle that the Council will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures will normally be referred for consideration under those procedures.

Some concerns or allegations may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

Once a concern or allegation has been received, the Council will write to you:

- acknowledging that the concern has been received;
- indicating how it proposes to deal with the matter;
- giving an estimate of how long it will take to provide a final response; and
- inform you whether any initial enquiries have been made and whether or not further investigations will take place.

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Council will seek further information from you.

Where any meeting is arranged, off-site if you so wish, you can be accompanied by a trade union or professional association representative or a friend.

The Council will take steps to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Council will arrange for you to receive advice about the procedure.

The persons investigating the concerns will produce a written report that:

- outlines the concern / allegation;
- details the investigation process;
- gives the outcome of the investigation; and
- details recommendations where appropriate.

The Council accepts that the worker needs to be assured that the matter has been properly addressed. Thus, subject to legal constraints, they will be informed of the outcome of any investigation.

If the person who expressed the concern is not satisfied with the outcome then they have the right to take matters further as detailed below in Section 8.

Investigations will not discriminate or condone unacceptable behaviour, in relation to race, colour, nationality, national or ethnic origin, sexual orientation, gender, gender re-assignment, religion, age, disability, income group, marital status or geographical location.

The Responsible Officer

The Council's Monitoring Officer (Head of Legal, Equality and Democratic Services) has overall responsibility for the maintenance and operation of this Code. The Head of Legal, Equality and Democratic Services will report as necessary on the operation of the Code, but not on individual cases, to the Council's Audit & Governance Committee.

How the Matter Can Be Taken Further

This Code is intended to provide you with an avenue to raise concerns within the Council and the Council hopes you will be satisfied. If you are not, and if you feel it is right to take the matter outside the Council, the list below shows possible contact points:

- The Council's External Auditor.
- Audit Commission (Public Interest Disclosure Line 0845 052 2646).
- Trade Unions;
- Professional Bodies; or
- Police.

If a worker is unsure whether or how to raise a concern or wants confidential and independent advice, contact can be made with the independent charity “Public Concern at Work”:

Public Concern at Work
Suite 301
16 Baldwins Gardens
London
EC1N 7RJ

Telephone (general enquiries and helpline): 020 7404 6609
Fax: 020 7404 6576

E-mail: helpline@pcaw.co.uk.

Their lawyers can provide free confidential advice on how to raise a concern about serious malpractice at work.

If concerns are raised through Trade Unions or Professional Bodies then it is expected that the Trade Union / Professional Body representative will act in accordance with this Code and with the Public Interest Disclosure Act 1998 with regard to the information disclosed. Such a disclosure made by a worker will not be treated as grounds for disciplinary action.

If workers do take the matter outside the Council, you should take into consideration the requirements in relation to the disclosure of confidential information as set out in this Code. Additionally, workers should be aware of the relevant Acts when reporting concerns, specifically:

- Public Interest Disclosure Act 1998.
- Human Rights Act 1998.
- Data Protection 1998.
- Fraud Act 2006
- Regulation of Investigatory Powers Act 2000 (RIPA)

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Licensing Committee

Monday, 6 November 2017

MINUTES

Present:

Councillor Pat Witherspoon (Chair), Councillor Andrew Fry (Vice-Chair) and Councillors Tom Baker-Price, Roger Bennett, Natalie Brookes, Anita Clayton, Pattie Hill, Antonia Pulsford and Jennifer Wheeler

Also Present:

Jill Action – Young Solutions Worcestershire (for Minute No.11)
Debbie Roberts – Young Solutions Worcestershire (for Minute No.11)
Detective Inspector Mark Roberts – Worcestershire Vulnerability, West Mercia Police (for Minute No.11)

(A taxi driver was also present for the first part of the meeting)

Officers:

Timothy Bishop and Dave Etheridge

Democratic Services Officer:

Debbie Parker-Jones

8. APOLOGIES

An apology for absence was received from Councillor Gay Hopkins.

9. DECLARATIONS OF INTEREST

There were no declarations of interest.

10. MINUTES

RESOLVED that

the minutes of the meeting of the Licensing Committee held on 17th July 2017 be confirmed as a correct record and signed by the Chair.

.....
Chair

Licensing Committee

Monday, 6 November 2017

11. CHILD SEXUAL EXPLOITATION TRAINING - VERBAL UPDATE

The Senior Practitioner (Licensing) ('SPL'), Worcestershire Regulatory Services (WRS), introduced this item and reminded Members that the issue of Child Exploitation had previously been discussed by the Committee, with leaflets on this having been circulated to taxi drivers 2 years prior.

WRS were working in partnership with West Mercia Police and Young Solutions Worcestershire ('YSW') on child exploitation matters. Detective Inspector Mark Roberts of Worcestershire Vulnerability, West Mercia Police, and Ms Jill Action and Ms Debbie Roberts of YSG, were in attendance at the meeting to provide Members with a verbal update on the Child Sexual Exploitation training which was being rolled out across the county.

Ms Roberts spoke on the training which YSG, a Worcester based charity, would be running on behalf of the Police and Crime Commissioner (PCC). The training would be tailored to add value to existing initiatives which were in place, and would extend to taxi drivers, hotels, bed and breakfast establishments and staff working in the night-time economy. In light of the large number of taxi drivers in Redditch, training would begin at the Town Hall in Redditch in January 2018, and would be rolled out to the other districts thereafter.

The training, which would not be mandatory in Worcestershire (initially at least), would last an hour and be delivered face-to-face. Taxi drivers were the eyes and ears of the community and the training would define child sexual exploitation, explain the legal aspects of this, and outline scenarios for drivers. A certificate of attendance would be given to drivers who completed the training. Drivers could work in partnership with the authorities for the protection of the community and the training would also help protect drivers. Detective Inspector Roberts stated that it was important for the Police to work collaboratively with partners to tackle child sexual exploitation in the county.

The SPL stated that WRS would look to encourage drivers to attend the training and would monitor attendance at this. Should attendance be low Officers might look to bring a report back to the Committee on this, which could result in training being made mandatory, which could ultimately result in a cost implication for drivers should the PCC not fund this in the future. Drivers would therefore be encouraged to attend the training whilst this was free.

Members thanks the SPL, Detective Inspector Roberts, Ms Action and Ms Roberts for the update and welcomed the Child Sexual Exploitation training.

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Monday, 6 November 2017

12. APPROVAL OF THE REVISED HACKNEY CARRIAGE AND PRIVATE HIRE POLICIES

The Licensing Committee was asked to consider a report which set out revisions to the Council's Hackney Carriage and Private Hire Vehicle and Driver Policies. This followed decisions taken at the last meeting of the Committee in response to the Overview and Scrutiny Committee's "Improving Access for People with Disabilities to Redditch Taxi Fleets" Short, Sharp Review.

The Senior Practitioner (Licensing), Worcestershire Regulatory Services, presented the report and explained the proposed amendments, which would take effect from 1st December 2017.

The Driver Licensing Policy contained changes in relation to holders of driver licences having to undertake refresher training in disability awareness, and the requirement to pass a Driving Assessment test with Worcestershire County Council at least every three years.

The Hackney Carriage Licensing Policy included a change where applications for additional licences for Hackney Carriages would be granted only to approved vehicles which were less than 6 years old (72 months), which met European "M1" safety standards, and which had facilities for carrying a disabled person in a wheelchair within the vehicle.

A member queried whether applicants for licences had to be over 21 years of age throughout the county, which Officers agreed to check and advise Members on.

RESOLVED that

- 1) the revised Driver Licensing Policy at Appendix 1 to the report be approved and take effect on 1st December 2017; and
- 2) the revised Hackney Carriage Licensing Policy at Appendix 2 to the report be approved and take effect on 1st December 2017.

13. DRAFT REVISED STREET TRADING POLICY

The Licensing Committee was asked to consider a report which presented a draft revised Street Trading Policy ('the Policy'), for the purpose of consultation with relevant parties. It was noted that the current policy had been in place since July 2012, with it being considered best practice for a Council to adopt such a policy to encourage consistency and transparency in the way that its

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functions were carried out, and to review any adopted policy from time to time.

The Senior Practitioner (Licensing) ('SPL'), Worcestershire Regulatory Services ('WRS'), explained the key changes in the revised Policy. Members were advised that this was more comprehensive than the existing Policy and also brought together various related documentation.

The new Policy was based on a template which WRS were looking to introduce across the whole of the county. Whilst there would no doubt still be some specifics for individual authorities it was hoped that this would allow for certain consistencies across the board, which would be helpful to Officers.

The SPL responded to Members' questions and highlighted the Key Considerations when granting or renewing a Street Trading Consent detailed in the report, with road safety being a primary issue. It was hoped that the new Policy would be sufficiently robust to ensure that no inappropriate applications were granted.

A Member queried the position in relation to street trading where premises used the adjoining street/pavement to display goods, and whether this might be deemed as causing an 'obstruction' with the police/highways, and if any issues with this would be picked up as part of the planning process. The Legal Advisor present stated that the position could be looked into and the SPL stated that he understood there to be legislation which addressed this.

Members approved the Policy for the purpose of consultation, and in doing requested that any relevant child employment agencies also be consulted on this.

RESOLVED that

the draft revised Street Trading Policy at Appendix 2 to the report be approved for the purpose of consultation with relevant parties.

14. STREET TRADING - DESIGNATION OF STREETS

Further to the previous agenda item which asked the Licensing Committee to approve consultation on a draft revised Street Trading Policy, the Committee was also asked to give approval to the advertisement of a proposal to designate all streets in the Borough as 'consent streets' (streets in which street trading was prohibited without the consent of the Borough Council), for the purposes of controlling street trading.

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The Senior Practitioner (Licensing) ('SPL'), Worcestershire Regulatory Services, advised that he appreciated there were arguments on both sides of the divide. In response to Members' questions he confirmed that no complaints had been received in relation to streets which were currently designated as prohibited. Members were advised what their involvement would be in the process should all streets be designated as consent streets.

The rationale behind Officers' request to designate all streets in the Borough as consent streets and remove any prohibited streets (a street in which street trading is prohibited), was that this would allow every application to be considered on its merits and would enable street trading permitted in what were currently prohibited streets, where this was felt appropriate. This could be, for example, to facilitate a short-term community event or other similar event where the ability to allow street trading would enhance the event and provide a benefit to the wider community. Additionally, Officers felt that the draft revised Street Trading Policy would, if adopted, put in place a robust framework for consultation and consideration of all applications received on their own merits. Therefore the need to designate any street as prohibited streets would be diminished.

During the course of the debate on this Members expressed varying viewpoints. In response to Members' concerns the SPL made clear that there would still be the ability, in appropriate circumstances, for a consent which had been given to be referred to the Committee for consideration, which the Committee could revoke should there be genuine reason(s) for this. Members noted that as only approximately 5 licences had been granted under the Street Trading Policy (which did not include market traders, which were separate) there was capacity for the Committee to deal with any issues should these arise.

The SPL set out the broad approach behind recommendation 2.1 of the report, and how this would work. Members felt that Officers should first consult on the Council's intention to rescind all existing designations of streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, rather than publishing its intention to do so. Any relevant responses received to the consultation on this, which would link in with the consultation on the Street Trading Policy discussed under the previous agenda item, could then be considered by the Committee, as necessary.

RESOLVED that

Officers be authorised to consult with relevant parties on the Council's intention to pass resolutions which would take effect on 1st September 2018 and which would rescind all existing designations of streets under Schedule 4 of the Local

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Government (Miscellaneous Provisions) Act 1982, and designate all streets in the Borough (as existing at the time of the making of the resolution and in the future) as consent streets.

15. FURTHER CONSIDERATION OF A PENALTY POINT SCHEME FOR HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE HOLDERS

The Licensing Committee was asked to give further consideration to implementing a penalty points scheme for hackney carriage and private hire licence holders to help deal with minor offences and acts of non-compliance with licensing requirements.

The Senior Practitioner (Licensing) ('SPL'), Worcestershire Regulatory Services ('WRS'), reminded Members that during 2016 the Council carried out a consultation on introducing a penalty points scheme. The consultation results had been considered by the Committee in July 2016, at which point it was decided to defer the implementation of a penalty points scheme to allow the Redditch Taxi Association to undertake a period of self-regulation to see if this could achieve the aims of the penalty points scheme by improving compliance with licensing requirements.

In March 2017 the Committee considered an update report on this matter and were provided with an overview of the complaints received about hackney carriage and private hire vehicles during the periods 1st February 2016 to 31st July 2016 and 1st August 2016 to 31st January 2017. As the figures had shown a reduction in the number of complaints received it was agreed that WRS should continue to monitor the number of complaints received to see if these continued to reduce.

Members were now asked to consider a summary of the complaints received about hackney carriage and private hire vehicles, operators and drivers during the period 1st February 2017 and 31st July 2017.

It was noted that there had been an increase in the number of complaints during the six month period. Some of the complaints were about matters covered by the proposed penalty points scheme, whilst others were not covered by this. The SPL advised that there were a lot of poor driving complaints throughout the county, which the penalty points scheme would not address. Other complaints fell within the bracket of criminal offences, which the police would address. He added that in the context of taxi driver numbers it was only a very small minority of drivers who were giving the trade a bad name, with it being those drivers who were the main

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offenders and which the proposed penalty points scheme would aim to address.

Members were disappointed to see that complaint numbers had increased and felt that the introduction of a penalty points scheme would provide greater protection for the public. They were also disappointed to see that nobody from the Redditch Taxi Association was present to hear the discussion on this item. Members also wished to see greater communication in the media regarding what actions the Council was taking to address such issues.

A Member raised the issue of the “fit and proper person” test for drivers, which the SPL advised would still apply. Drivers would continue to be called before Members where offences were of a sufficiently serious nature, with the general threshold for referral of penalty points to Members under the proposed scheme being 12 points over a rolling 2-year period.

RESOLVED that

Officers be directed to take steps to implement a penalty points scheme for hackney carriage and private hire licence holders.

16. LICENSING COMMITTEE WORK PROGRAMME

The Committee considered its Work Programme for the remainder of the 2017/18 Municipal Year.

In relation to the Redditch Taxi Association (‘the Association’) issue raised under the previous agenda item, a Member queried whether this might be assisted by the introduction of a ‘public participation’ section at the start of Committee meetings, which it was noted would require a constitutional change. The Chair stated that the Committee could think about this in the future if necessary, and that having worked hard to reinstate the Association it was hoped there would be more engagement with them following the meeting that evening. The Senior Practitioner (Licensing) (‘SPL’), Worcestershire Regulatory Services), stated that Officers would do as much as possible to communicate the introduction of the penalty points scheme to drivers and the Association.

The Legal Advisor updated Members on the position with the taxi rank sign at the bus station in the centre of town, which had not been working for some time. Officers had persuaded the County Council Highways Department that the sign was their responsibility, and Highways had advised him that they were currently looking into funding to make the necessary repairs to this. It was agreed that

Licensing Committee

Monday, 6 November 2017

Councillor Bennett, as a county councillor, would pursue with matter with them.

Councillor Bennett went on to raise the issue of ex-London wheelchair accessible cabs which were less than 6 years old which were currently on sale on eBay for reasonable prices. The SPL agreed to include an update on the position with wheelchair accessible vehicles on the Work Programme for a future meeting.

RESOLVED that

the Licensing Committee Work Programme 2017/2018, and the additional updates detailed in the preamble above, be noted.

The Meeting commenced at 7.03 pm
and closed at 8.35 pm



Planning Committee

Wednesday, 15 November 2017

MINUTES

Present:

Councillor Andrew Fry (Chair), Councillor Yvonne Smith (Vice-Chair) and Councillors Roger Bennett, Natalie Brookes, Michael Chalk, Matthew Dormer, Gareth Prosser, Jennifer Wheeler and Nina Wood-Ford

Officers:

Emily Farmer, Claire Gilbert, Helena Plant and Amar Hussain

Democratic Services Officers:

Debbie Parker-Jones and Jan Smyth

35. APOLOGIES

An apology for absence was received on behalf of Councillor Wanda King, who was substituted by Councillor Natalie Brookes.

36. DECLARATIONS OF INTEREST

Councillor Bennett advised that, in respect of Application 2017/01021/FUL (Unit 30, Hunt End Industrial Estate, Dunlop Road, Redditch), whilst he did not believe he had a declarable interests in the matter, for clarity he wished it to be noted that he lived opposite Dunlop Road.

37. CONFIRMATION OF MINUTES - 11TH OCTOBER 2017

RESOLVED that

the minutes of the meeting of the Planning Committee held on 11th October 2017 be confirmed as a correct record and signed by the Chair, subject to the correction of two typographical errors in Minute 33 – Application 2017/00764/FUL (Mercian Square, Market Place, Town Centre, Redditch), in relation to the description of the proposed development plan, which should have read as follows:

.....
Chair

Planning

Committee

Wednesday, 15 November 2017

**“Public Artwork to celebrate the life and works of John Bonham,
Son of Redditch and drummer with Led Zeppelin –
31st May 1948 to 25th September 1980.”**

38. UPDATE REPORTS

The Committee noted that there were no published Update Reports for the two applications to be considered, but that there would be a verbal update from Officers later in the meeting in relation to one of the applications.

39. APPLICATION 2017/00973/OUT - FIELD 2865, MOORS LANE, FECKENHAM, WORCESTERSHIRE - MR GERRY EOST

Change of use of a field (currently used for grazing sheep) into a cricket pitch, to be used by Feckenham Cricket Club for 3rd-team and junior games. No building work is proposed.

Mr Bob Gordon, on behalf of the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be REFUSED, for the reasons set out on pages 10 to 11 of the main agenda report.

(Members noted an oral update by Officers in relation to a late representation received in support of the proposal, which Officers advised raised no new material considerations.)

40. APPLICATION 2017/01021/FUL - UNIT 30, HUNT END INDUSTRIAL ESTATE, DUNLOP ROAD, REDDITCH - MS RACHEL PRICE-WHITTLE

Change of use of industrial unit to a mixed use health complex which encompasses: fitness studios, personal training studios, massage therapy room, functional gym space, café, retail shop and education centre.

Ms Rachel Price-Whittle, the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be REFUSED, for the reasons set out on pages 19 to 20 of the main agenda report.

Planning

Committee

Wednesday, 15 November 2017

41. PLANNING APPEAL OUTCOMES - INFORMATION REPORT

Members received and noted a report that detailed the outcomes of three recent planning appeal decisions. Officers provided clarification on various matters, particularly in relation to the split appeal decision for Planning Application 2016/225/FUL – Astwood Bank Park, on which Officers agreed to forward to the Committee Members the Planning Inspectorate's full Decision Notice. Members also noted that costs had been granted against the Council on one of the Applications, which were currently being negotiated with the Applicant.

RESOLVED that

the Information Report be noted.

42. JAN SMYTH

The Chair and Committee members expressed their sincere thanks to Jan Smyth, Democratic Services Officer, who after working at the Council for almost 30 years, many of which had been spent supporting the Planning Committee, would shortly be leaving.

Members noted the excellent work and service provided by Mrs Smyth during her time at the Council and wished her well for the future.

The Meeting commenced at 7.00 pm
and closed at 8.04 pm

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Planning Committee

Wednesday, 13 December 2017

MINUTES

Present:

Councillor Andrew Fry (Chair), Councillor Yvonne Smith (Vice-Chair) and Councillors Roger Bennett, Michael Chalk, Matthew Dormer, Gareth Prosser (during Minute No.'s 43 to 46, part of Minute No. 47 and Minute No.'s 48 and 49), Jennifer Wheeler, Pat Witherspoon and Nina Wood-Ford

Also Present:

Steven Hawley – Worcestershire County Council Highways Authority
Ben Simm – Warwickshire County Council Highways Authority

Officers:

Ruth Bamford, Simon Jones, Sarah Hazlewood, Helena Plant and Amar Hussain

Democratic Services Officer:

Debbie Parker-Jones

43. APOLOGIES

An apology for absence was received on behalf of Councillor Wanda King, who was substituted by Councillor Pat Witherspoon.

44. DECLARATIONS OF INTEREST

Councillor Gareth Prosser sought advice from Officers on whether he should declare an interest in respect of Application 2017/00700/OUT (Redditch Gateway Land Adjacent to the A4023, Coventry Highway, Redditch), as he lived in Winyates Green, in close proximity to the land which was the subject of the application. Officers advised that it was for Councillor Prosser to decide whether he had an open mind in relation to the application and whether he felt he could therefore consider this. Councillor Prosser stated that he felt he could consider this and that he did not have an interest to

.....
Chair

Planning

Committee

Wednesday, 13 December 2017

declare. However, later in the proceedings during the consideration of the application it was noted that Councillor Prosser may have signed the petition in objection to the application referred to in the report. On noting this Councillor Prosser duly declared an Other Disclosable Interest and withdrew from the room and took no further part in the consideration of the application, as detailed in Minute 47 below.

45. CONFIRMATION OF THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 15TH NOVEMBER 2017

RESOLVED that

the minutes of the meeting of the Planning Committee held on 15th November 2017 be confirmed as a correct record and signed by the Chair.

46. UPDATE REPORTS

The published Updates for the various Applications to be considered were noted.

47. APPLICATION 2017/00700/OUT - REDDITCH GATEWAY LAND ADJACENT TO THE A4023, COVENTRY HIGHWAY, REDDITCH - REDDITCH GATEWAY INFRASTRUCTURE LTD

Hybrid application comprising: Outline planning application (with matters of appearance, landscaping, layout, scale and details of internal circulation routes reserved) for the development on a phased basis of 32ha of employment land for business/industrial uses (Use Classes B1, B2, B8). The development shall include: landscaping, parking, associated infrastructure, utilities, drainage (including SUDS) and ground engineering works; and Full planning application for Phase 1 Ground Engineering works, and details of means of access to the site from the A4023.

The following people addressed the Committee under the Council's public speaking rules:

Mr Leslie Clarke – objector

Mr Leonard Quartly – speaking on behalf of himself and Mr

Christopher Eden – objectors

Mr James Cull – objector

Mr Rob Wells – agent for the applicant (accompanied by Mr Alex Morgan and Mr David Brown, co-applicants)

RESOLVED that

having regard to the Development Plan and to all other material considerations, authority be delegated to the Head of Planning

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Committee

Wednesday, 13 December 2017

and Regeneration, following consultation with the Chair of the Planning Committee, to GRANT planning permission subject to:

- a) the satisfactory completion of a S106 planning obligation ensuring that:
 - i) £200,000.00 to be paid on first occupation and held for a period of 15 years from its receipt in the form of a bond and management arrangement to support HGV routing; and
 - ii) Biodiversity offset scheme for each phase of development and biodiversity monitoring contribution; and
- b) the conditions summarised on pages 54 to 57 of the main agenda report, as amended by the Update Report.

(Officers provided updates on the respective outcomes following Bromsgrove District Council's and Stratford-on-Avon District Council's considerations of the application, Additional Conditions, Procedure, additional comments received from Warwickshire County Council Ecology, a representation received from Councillor A Pulsford (Winyates Ward Councillor), a representation received from Beoley Parish Council and further Officer Comments, as detailed in the published Update Report, copies of which were provided to the Committee and public gallery prior to the commencement of the meeting. The Recommendation remained as detailed on page 54 of the Committee Report, with an amendment to section b) to read Conditions as summarised on pages 54 to 57 of the main report and as detailed in the Update Report. On this occasion the conditions had been presented in a summarised form, to adjust the final wording to ensure compatibility across the three Local Authorities and to take into account phasing requirements of the scheme.

Officers explained that whilst the hybrid application was being detailed in its entirety, each of the three authorities were being asked to consider their own administrative area and jurisdiction. The proposed development included land with three Local Planning Authority (LPA) boundaries. Whilst some of the recommended conditions would be common to all three areas, each authority would be responsible for enforcement of any planning conditions imposed that related to specific areas of the development or issues which were confined or unique to particular parts of the site within the particular LPA, should planning permission be granted by each LPA.

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The Committee considered the application which Officers had recommended for approval. It was noted that building heights would be restricted to between 9m and 21m above development plateau ground level, with lower buildings being sited at sensitive locations in relation to existing surrounding development. A HGV routing plan had been devised to reduce traffic through sensitive areas, which had been accepted in principle by both Highways Authorities. Officers from both the Warwickshire and Worcestershire Highways Authorities were present at the meeting to respond to questions raised in relation to traffic modelling and traffic flow.

During the course of the debate it was noted that a number of issues raised were not to be dealt with at that stage and would be considered as reserved matters later in the process. Redditch Borough Council would continue to be a consultee on phases of reserved matters coming forward. Members specifically raised the issue of the protection of Ipsley Alders Marsh, which Officers took note of. The Committee agreed that they wished to be consulted on all future reserved matters, particularly in light of the representations made by members of the public, which included concerns around the impact of air pollution, road safety with the flow of traffic to and from the site and the size of the warehouses proposed.

During the consideration of this item it was noted that a Petition containing 35 signatures objecting to the application had been received, which Councillor Prosser confirmed he may have signed. Accordingly, at that point in the proceedings, Councillor Prosser declared an Other Disclosable Interest and withdrew from the meeting and took no further part in the consideration of the application.)

48. APPLICATION 2017/00831/REM - LAND AT CHURCH ROAD, CHURCH ROAD, WEBHEATH, REDDITCH - MISS GEORGINA HALLAM

Reserved matters approval for 71 dwellings

The following people addressed the Committee under the Council's public speaking rules:

Councillor David Bush, Ward Councillor – objector (to part of the application)

Mr Tim Plagerson – Applicant's representative

RESOLVED that

having regard to the Development Plan and to all other material considerations, Planning Permission be GRANTED subject to

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Committee

Wednesday, 13 December 2017

the Conditions and Informatives set out on pages 65 to 70 of the main agenda report, and the amended Conditions as detailed in the Update Report and an additional Informative advising that the applicant be part of the Considerate Constructors Scheme.

(Officers reported on additional Consultee comments received and the proposed removal of Condition 1 and amendment of original report Conditions 2 and 14 as detailed in the published Update Report, copies of which were provided to Members and the public gallery prior to the start of the meeting.

During the course of the debate, and following representations made by Councillor Bush, Members also felt that an additional Informative for the applicant to be part of the Considerate Constructors Scheme was appropriate.)

49. APPLICATION 2017/01147/FUL - OLD WORCESTER BUILDING, 10 BIRMINGHAM ROAD, ENFIELD, REDDITCH B97 6DY - MR MIKE COCKRELL

Replacement of existing workshops and offices with modern purpose built structure (B2 use)

RESOLVED that

having regard to the Development Plan and to all other material considerations, planning permission be GRANTED subject to the Conditions set out on pages 77 and 78 of the main agenda report, and the additional conditions detailed in the Update Report.

(In the light of comments received from Worcestershire Regulatory Services Officers reported on seven additional proposed Conditions, as detailed in the published Update Report, copies of which were provided to the Committee Members and public gallery prior to the start of the meeting.

During consideration of the application it was noted that reference had erroneously been made in the report to Worcester Road (page 75 – Residential Amenity) and that this should have stated Birmingham Road.)

The Meeting commenced at 7.00 pm
and closed at 9.35 pm

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