



Executive Committee

Tue 8 Jan
2019
7.00 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

*making
a
difference*

www.redditchbc.gov.uk

**If you have any queries on this Agenda please contact
Jess Bayley**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 Ext: 3268**

e.mail: jess.bayley@bromsgroveandredditch.gov.uk

Executive

Committee

Tuesday, 8th January, 2019

7.00 pm

Committee Room 2 - Town Hall
Redditch

Agenda

Membership:

Cllrs:	Matthew Dormer (Chair)	Bill Hartnett
	David Bush (Vice- Chair)	Gareth Prosser
	Tom Baker-Price	Mike Rouse
	Greg Chance	Craig Warhurst
	Brandon Clayton	

1. Apologies

2. Declarations of Interest

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

3. Leader's Announcements

4. Minutes (Pages 1 - 8)

5. Housing Allocations Policy Update (Pages 9 - 92)

6. Development Partner to Progress the Possible Redevelopment of Winyates and / or Matchborough District Centres and Surrounding Areas (Pages 93 - 114)

The Overview and Scrutiny Committee will be pre-scrutinising this report at a meeting on 3rd January 2019 and may make recommendations. Should this occur an extract from the minutes of that meeting, detailing the recommendations, will be published in an additional papers pack.

7. Joint Discussion - A Joint Pay Scale (Pages 115 - 142)

8. Council Tax Base 2019/20 (Pages 143 - 146)

9. Housing Revenue Account Initial Budget 2019/20 to 2021/22 (Pages 147 - 154)

The budget Scrutiny Working Group will be pre-scrutinising this report at a meeting on 7th January 2019. Due to the short time available before the Executive Committee if the group proposes any recommendations on this subject a written record of those recommendations will be circulated at the Executive Committee meeting.

10. Fees and Charges 2019/20 (Pages 155 - 214)

The report detailing the proposed fees and charges for 2019/20 is attached.

Also attached is a report and appendices detailing a recommendation made by the Budget Scrutiny Working Group in respect of the fees charged for the Shopmobility Service. The Overview and Scrutiny Committee supported this recommendation. A further proposal made by the group in respect of Dial a Ride was withdrawn and therefore is not due to be considered by the Executive Committee.

11. Medium Term Financial Plan 2019/20 to 2022/23 - Update Report (Pages 215 - 228)

The Overview and Scrutiny Committee will be pre-scrutinising this report at a meeting on 3rd January 2019. Should the Committee propose any recommendations on this subject the relevant extract from the minutes of that meeting will be published for the consideration of the Executive Committee in a supplementary pack.

12. Overview and Scrutiny Committee (Pages 229 - 238)

There are outstanding recommendations to consider which are listed at minute 67 of the minutes of the Overview and Scrutiny Committee meeting held on 6th December 2018.

13. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.

To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.

14. Advisory Panels - update reports

Members are invited to provide verbal updates, if any, in respect of the following bodies:

- a) Constitutional Review Working Panel – Chair, Councillor Matthew Dormer;
- b) Corporate Parenting Steering Group – Council Representative, Councillor Gareth Prosser;
- c) Grants Panel – Chair, Councillor Greg Chance;
- d) Member Support Steering Group – Chair, Councillor Matthew Dormer; and
- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer.

Executive Committee

**Tuesday, 11 December
2018**

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor David Bush (Vice-Chair) and Councillors Tom Baker-Price, Greg Chance, Brandon Clayton, Bill Hartnett, Gareth Prosser, Mike Rouse and Craig Warhurst

Officers:

Ruth Bamford, Helen Broughton, Claire Felton, Sue Hanley, Jayne Pickering and Judith Willis

Committee Services Officer:

Amanda Scarce

56. APOLOGIES

There were no apologies.

57. DECLARATIONS OF INTEREST

There were no declarations of interest.

58. LEADER'S ANNOUNCEMENTS

The Chair circulated a written update on the Leader's Announcements.

59. MINUTES

RESOLVED that

The minutes of the meeting of the Executive Committee held on 23rd October 2018 be approved as a correct record and signed by the Chair.

.....
Chair

Executive Committee

Tuesday, 11 December 2018

60. REDDITCH BUSINESS IMPROVEMENT DISTRICT (BID)

The Head of Planning Services and Regeneration presented the report in respect of the Redditch Business Improvement District (BID) and reminded Members that this matter had been discussed a number of times over many months. In presenting the report she highlighted a number of key issues, including:

- A cost to the Council in respect of properties that it owned within the proposed BID boundary. The estimated annual cost was £10,450 during the lifetime of the BID.
- Statutory responsibilities of the local authority and the indicative costs.

Officers requested an additional recommendation to say that £10k be included in unavoidable pressures within the Medium Term Financial Plan, which Members were in agreement with.

Following presentation of the report a number of questions and comments were made by Members, including the length of time it had taken to get to the current position. It was confirmed the cost of the ballot software, estimated at £2,720 would be refunded to the Council if the BID went through. Members also briefly discussed the role of CMS and the feasibility study they had produced.

The Chair referred Members to a recommendation which had been put forward by the Overview and Scrutiny Committee's Budget Scrutiny Group and explained to Members that this Group had not seen the final report and therefore the recommendation put forward was similar to that within the report before them. He suggested that the wording within the report be used, but acknowledged the work of the Group and thanked them for their input.

RESOLVED that

- a) the relevant information relating to the proposed Redditch Business Improvement District (as detailed in appendix 1 and 2) be noted;**
- b) the position in respect of the vote in favour of the BID in respect of Council properties in the Town Centre be agreed;**
- c) authority be delegated to the Head of Planning and Regeneration and the relevant Portfolio Holder to exercise the Council's vote in support of the proposed BID in the ballot in respect of properties in the Council's ownership/occupation within the BID area, which will be entitled to cast a vote on the ballot; and**
- d) £10k be included within the Medium Term Financial Plan as an unavoidable pressure.**

Executive Committee

Tuesday, 11 December 2018

61. REVIEW OF THE VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

The Redditch Partnership Manager presented the report and in so doing explained that this was the draft Policy and Councillor Guidance Notes for the recently approved Councillor Community Grant Scheme. In presenting the report a number of areas were highlighted, including:

- Key elements of the old scheme had been incorporated within the new scheme, including areas such as the type of project that could be funded and the need to meet the Council's strategic purposes as one of the guiding principles.
- There would be £5k allocated to each Councillor with the option to "club together" up to £20k.
- Details around the types of groups that should be considered and who can apply.
- What would and would not be funded by a grant.
- Risk considerations in grant giving and evidence which would need to be provided to the Ward Councillor and the Grants Team.
- Conditions around the grants given – small grants would be funded up front, but larger one would be split and paid by instalments and monitored by the Grants Team.
- The process and administration of the scheme, which would be carried out by the Grants Team. The Councillor would need to complete the appropriate paperwork with the Grants Team checking to ensure that it was appropriate and then making the necessary payments.
- Records will be kept by the Grants Team and regular updates provided for both Councillors and displayed on the Council's Grants pages of the website.

The Portfolio Holder for Economic Development, Town Centre and Commercialism thanked Officers for their work on the Scheme and advised that it would continue to provide the voluntary sector with financial support for the good work that was being carried out in Redditch. Members were remind that the introduction of the scheme had been agreed at full Council and this report was the next step in setting up the scheme and providing Members with guidance going forward. The scheme would be implemented from the new municipal year.

During consideration of this item an amendment was proposed by Councillor Bill Hartnett, which involved the inclusion of additional funding. This was seconded by Councillor Greg Chance.

The proposed additional recommendation stated the following:

Executive Committee

Tuesday, 11 December 2018

“That the £20k which was proposed to be withdrawn from the grants pool for 2019/20 be reinstated to bring it back to a total of £165k.”

Councillor Hartnett explained that the inclusion of a further £20k would take the funding available to the voluntary sector back up to its current level. He also raised concerns that the new scheme was more cumbersome and would be more difficult and complicated to administer, which would lead to increased costs.

Some Members also raised concerns that the “pot” of funding available to the voluntary sector would be reduced and that previously it had been discussed that the introductory of the local lottery would also impact on funding available to them. It was noted that this Council still had the largest grants budget within Worcestershire, which was commendable, particularly in light of the current financial challenges that it faced.

On being put to the vote the proposed amendment was lost.

Further discussion took place and some Members commented that they continued to be disappointed as the scheme did not appear to address some of the concerns which had been raised when this scheme had first been suggested. It was confirmed by Officers that the Scheme was to be a trial for one year and an evaluation would be brought back to Executive Committee next year.

The Chair drew Members’ attention to the additional papers pack which contained a recommendation from the Overview and Scrutiny Committee. He requested that this be noted by the Executive Committee. However, Councillor Hartnett proposed the recommendation and it was seconded by Councillor Chance.

The proposed additional recommendation stated the following:

“The Council should retain the £20k due to be cut from the grant budget, to invest in town wide issues and issues of importance to Redditch.”

On being put to the vote the proposed amendment was lost.

Following a further brief discussion it was

RESOLVED that

- (a) the Policy and Guidance Notes for the Councillor Grants Scheme as detailed in Appendix 1 and 2 of the report be approved; and**
- (b) the Councillor Grants Scheme be implemented from the 2019/20 municipal year.**

Executive Committee

Tuesday, 11 December 2018

**62. REDDITCH BOROUGH COUNCIL'S RESPONSE TO THE
BROMSGROVE PLAN REVIEW - ISSUES AND OPTIONS
CONSULTATION**

The Head of Planning Services and Regeneration introduced this report and reminded Members that it had been discussed at the most recent meeting of the Planning Advisory Panel. It was explained that Bromsgrove District Council (BDC) had chosen to begin the process of reviewing its local plan and part of that process involved a consultation in respect of Issues and Options. This report contained the Officers' formal response and was an opportunity for Members to agree it or make any changes.

It was highlighted that it referred to two matters in particular, that BDC give the Council the opportunity to discuss nearby facilities and services should any sites be proposed which are adjacent to Redditch Town and the other was in respect of two existing cross-boundary housing sites at Brockhill and Foxlydiate. The Head of Planning Services and Regeneration explained to Members that it was important to consider the housing need going forward and beyond the timescale of the current Local Plan. This land should therefore be reserved for the use of this Council going forward.

Members briefly discussed BDC's decision to review its local plan and that this should not impact on the arrangements for this Council.

RESOLVED that

the RBC response to the BDC issues and Options consultation be noted.

RECOMMENDED that

the draft officer response to the Bromsgrove District Plan Review Issues and Options (as attached at appendix A) be approved by Council and submitted to Bromsgrove District Council as a formal consultation response.

63. FINANCE MONITORING APRIL - SEPTEMBER 2018 (QUARTER 2)

The Executive Director, Finance and Resources introduced this report and in so doing drew Members' attention to a number of points within the report, including:

Executive Committee

Tuesday, 11 December 2018

- Projected variance of £215k and the supporting explanatory notes in respect of these.
- The saving made under the strategic purpose Help me find somewhere to live in my locality which was predominantly due to salary savings as a consequence of posts not being filled. It was anticipated that this would be addressed in the full housing review.
- There was currently no short term borrowing other than that for the Housing Revenue Account (HRA).
- Capital underspends which largely related to the Locality Capital budget. This was due to the majority of schemes being dependant on approval from Worcestershire County Council.
- Redditch Energy Efficiency Fund – it was likely that there would be a request to carry this forward.
- The major variances in respect of the HRA account and further work which needed to be carried out.
- HRA Capital programme and the properties being built in the next 5-10 years.
- Financial Reserves Statement – the bulk of this related to the HRA Reserves and included growth and repairs. Heads of Services had been asked to go through this line by line to see if there were any items which could be released.
- Identified savings were currently all on target to be delivered.

Members appreciated that it was difficult for any local authority financial officer to make savings during these difficult times and thanked the Executive Director, Finance and Resources and her team for all their hard work.

RESOLVED that

the current financial position for quarter 2 July – September 2018 as detailed in the report.

RECOMMENDED that

An increase in the 2018-19 Capital programme of £16k for Section 106 monies for use in improving the Batchley Play area be approved.

64. MEDIUM TERM FINANCIAL PLAN 2019/20 TO 2022/23 - PRESENTATION

The Executive Director, Finance and Resources gave a short presentation which covered the current financial position in respect of the assumptions that had been made and the current position. It was confirmed that there would be a full report presented to the Executive Committee meeting in January.

Executive Committee

Tuesday, 11 December 2018

The presentation included the following:

- Costs in respect of pay scales and adjustments to take account of the increase in the living wage.
- Treasury and capital borrowing costs.
- Unidentified savings – these would be stripped out and put back in as pressures.
- There would not now be a negative impact from the Revenue Support Grant.
- A shortfall in the Non Domestic Rates and also in Council Tax – this was due to there not being the developments that had been expected.
- Details around the Section 31 grant.
- A budget gap of £496k and the work which was being carried out to address this, including the possible inclusion of vacancy management savings.
- The impact of changes to the New Homes Bonus Scheme (NHB). 2019/20 would be last year for new payments.

RESOLVED that

the presentation be noted.

65. OVERVIEW AND SCRUTINY COMMITTEE

The Chair noted that there were no outstanding recommendations for Members' consideration as these had been addressed during the previous meeting of the Executive Committee.

RESOLVED that

The minutes form the meeting of the Overview and Scrutiny Committee held on 18th October 2018 be noted.

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

The Chair confirmed that the Overview and Scrutiny Committee had made a recommendation in respect of the Review of the Voluntary and Community Sector Grants Policy at their latest meeting on 6th December 2018 and this had been considered by the Executive Committee during the debate in this evening.

67. ADVISORY PANELS - UPDATE REPORTS

- a) Constitutional Review Working Group – Chair, Councillor Matthew Dormer

Executive Committee

Tuesday, 11 December 2018

Councillor Dormer confirmed that the next meeting of this Group was due to take place on 12th February 2019.

b) Corporate Parenting Board – Council Representative, Councillor Gareth Prosser

Councillor Prosser read out an extract of a letter from OFSTED, addressed to Catherine Driscoll, Director of Children and Families, Worcestershire County Council. The full details of the letter were available on the OFSTED website, but Councillor Prosser took the opportunity to remind Members that this had been sent following the sixth visit by OFSTED on 2nd October 2018, which followed the service being classed as inadequate in November 2016. He believed that progress continued to be made.

Councillor Prosser invited Councillor Tom Baker-Price to provide Members with an update in respect of the Corporate Parenting event he had hosted in October and he confirmed that this had been both successful and well attended and he hoped to be able to build on this in the future.

c) Grants Panel – Chair, Councillor Greg Chance

Councillor Chance took the opportunity to thank all those who had been involved in the Grants Panel and thanked officers for their support.

d) Member Support Steering Group – Chair, Councillor Matthew Dormer

Councillor Dormer confirmed that the next meeting was due to take place on 21st January 2019.

e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Councillor Dormer confirmed that as Members would already be aware a meeting of PAP had taken place in November when the Bromsgrove District Council Issues and Options consultation had been considered, as previously discussed at this meeting.

The Meeting commenced at 7.00 pm
and closed at 7.52 pm

EXECUTIVE COMMITTEE 8th January 2019**HOUSING ALLOCATIONS POLICY 2019**

Relevant Portfolio Holder	Councillor Craig Warhurst
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Wards Affected	All
Ward Councillor Consulted	Not Applicable

1. SUMMARY OF PROPOSALS

- 1.1 The Council's Housing Allocations Policy has been extensively reviewed in order to consider the freedoms and flexibilities of the Localism Act 2011 and to consider how to better prioritise those in housing need and make best use of the limited supply of social housing in the Borough.
- 1.2 In October 2018 Members approved to consult residents, housing applicants, partners and other stakeholders on this draft housing allocations policy for a period of six weeks.
- 1.3 A six week consultation has subsequently taken place via the local press and social media and this report details the outcomes of that consultation and incorporates the results into a finalised proposal for the new housing allocations policy. Detailed information on the consultation and the responses provided, together with an Equalities Impact Assessment is contained in Appendix 1. A copy of the finalised proposal for the new housing allocations policy incorporating the feedback from the consultation is contained in Appendix 2.

2. RECOMMENDATIONS

The Committee is asked to note

The results of the consultation on the draft housing allocations policy

The Committee is asked to RESOLVE that

The new housing allocations policy be adopted and implemented by the Council

EXECUTIVE COMMITTEE**8th January 2019**

3. KEY ISSUES**Financial Implications**

- 3.1 The current allocations computer system (Civica/Abritas) is outdated and the software provider is unable to make any alterations to the system due to its age. The revised housing allocations policy will require a new computer system and a budget and resourcing this was approved by the Executive Committee on the 17th September 2018.

Legal Implications

- 3.2 The Housing Act 1996 Part 6 (as amended by the Homelessness Act 2002 and the Localism Act 2011) governs the allocation of social housing stock in England. In addition the Homelessness Reduction Act 2017 places a new Prevention and Relief Duty upon local authorities and these households are now included in the Reasonable Preference categories for the purposes of allocating social housing.
- 3.3 The Council also had regard to the Allocation of Accommodation: guidance for local housing authorities in England produced by the Ministry of Housing Department of Communities and Local Government.
- 3.4 The Council has sought advice from Anthony Collins Solicitors and an independent housing consultant to ensure that this policy is legally compliant.

Service / Operational Implications

- 3.5 During the course of the consultation respondents submitted a number of detailed comments about the proposals. These have been carefully considered.
- 3.6 A number of respondents were concerned to ensure that any new allocations policy caters for the needs of ex forces personnel, young people, and care leavers and the needs of these groups have been considered and where appropriate addressed in the new policy.
- 3.7 During the course of the consultation, new guidance intended to assist local authorities to apply the allocation legislation to ensure that victims of domestic abuse are able to move into social housing from a refuge or other form of temporary accommodation has been issued and this has also been incorporated into the new policy.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE 8th January 2019**

- 3.8 Respondents also commented that the council should ensure that it is able to respond flexibly to some housing cases in exceptional circumstances. This policy enables the council to do that if required.
- 3.9 Respondents also requested clarification of definitions around hardship and welfare to help with a consistent application of the policy and this has been provided.

Customer / Equalities and Diversity Implications

- 3.10 The proposed policy will, within legislative constraints, give priority to households with a local connection to the Borough. It will also be a closed list in that not everyone will qualify to join. An Equalities Impact Assessment has been carried out on the proposals, as contained within Appendix 1.
- 3.11 The proposed policy will be more transparent and easier to understand and aligns with welfare reforms so that households are not accommodated in properties where they would be affected by the housing benefit rules and deemed to have a spare room thereby having their housing benefit reduced. Some households will no longer qualify for a reasonable preference as they will no longer be deemed to be overcrowded and they may be placed in a lower band than they currently occupy.
- 3.12 The policy will make better use of social housing stock and will result in more families being housed in appropriately sized accommodation.
- 3.13 Applicants will have a better understanding of their position on the register and their prospects of resolving their housing needs through the social rented sector.
- 3.14 Applicants who are key workers and volunteers will be recognised through the award of additional waiting time within their band. Those applicants who are not key workers or volunteers may be unhappy that key workers and volunteers are receiving additional waiting time within their bands and in effect are being accelerated six months in advance of them.
- 3.15 Applicants will have a clear understanding of the consequences of any tenancy breaches through being placed into a demoted band and will be clear about how this situation might be resolved.
- 3.16 Many older people who are not in a reasonable preference housing need are currently occupying a low band within Silver as they only have residency points. Under the new policy these applicants are likely to be placed into Band 5. They may consider this to be a demotion

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE 8th January 2019**

despite having been occupying a much lower position within the silver band.

3.17 The Council's housing stock consists of a significant number of two bedroom flats and therefore this accommodation is considered suitable for households with children. Under the new policy it is proposed that the additional preference for children in flats will be removed. This means that households with children in flats will no longer occupy a reasonable preference band should they apply for a transfer. However, the Council will advertise some properties for existing tenants who are not in reasonable preference so that households with children who occupy flats may have an opportunity to move on into houses when they become available. Case law suggests that it would be reasonable to allocate around 5% of properties in this way.

3.18 It is envisaged that this policy will be adopted alongside a new system which will encourage on line applications, self-certification and self-service, wherever possible. Checks will occur at application stage and again prior to offer. Whilst it is the applicant's responsibility to notify the authority of any changes in their circumstances, there may be occasions when an applicant has received a priority that they are not entitled to and will not be offered the property. This may lead to some frustration and consequently lead to more complaints.

4. RISK MANAGEMENT

4.1 There are risks to not implementing the updated Allocations Policy 2019 which are in the table below:

Risk	Consequence	Mitigation
Not utilising limited social housing stock in an effective manner	More households in temporary accommodation	Implement the policy and introducing a qualification criteria and making changes to the overcrowding criteria
Increased demand	Resourcing administration of the system and work arounds.	Introduce a closed register that not everyone can access.

5. APPENDICES

Appendix 1 – Consultation Questions and Feedback

Appendix 2 – Final Housing Allocations Policy 2019

6. BACKGROUND PAPERS

Executive Report October 2018 - Housing Allocations Policy 2019

Current Housing Allocations Policy 2018

Housing Act 1996 Localism Act 2011

EXECUTIVE COMMITTEE 8th January 2019

Allocation of Accommodation: guidance for local housing authorities in
England 2012

Homelessness Reduction Act 2017

7. AUTHOR OF REPORT

Name: Derek Allen

E Mail: derek.allen@bromsgroveandredditch.gov.uk

Tel: 01527 881278

This page is intentionally left blank

APPENDIX 1

Equality Assessment - Guidance and Recording Form

1. Introduction

Redditch Borough Councils is committed to providing equality of access and recognises that discrimination does not need to be intentional for unfair treatment or adverse impact to occur. Our approach to equality recognises that the range of different groups in our society may have different needs and we seek to ensure that our services are fairly and equitably provided to all sections of the community.

We are **legally required** to demonstrate that we have given 'due regard' to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

(The Equality Duty, The Equality Act 2010).

This means that equality considerations need to be evidenced in our decision-making processes and policies. This template will support you to evidence how the Duty has been taken into account. The Equality duty is to meet 'needs', rather than any desires or preferences for a particular treatment or service. Complying with the General Duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive actions provisions in order to provide a service in a way which is appropriate for a particular group. The General Duty also explicitly recognises that disabled people's needs are different from those of non-disabled people. In considering the requirements to meet the needs of disabled people, public bodies should therefore take account of disabled people's disabilities. This might mean making reasonable adjustments for them or treating them better than other people.

2. When is Equality Assessment required?

Any potential impact on equality should be considered **before any key decisions are made** and should be integrated into day-to-day policy-making, business planning and other decision-making arrangements. This is particularly relevant when making difficult financial decisions; if we are proposing to stop, reduce or change a service then we must have relevant equalities evidence to justify this.

Due regard means consciously thinking about the three aims of the General Duty as a part of the process of decision-making. This means that consideration of equality issues must influence the decisions we make, when:

- Developing, evaluating and reviewing policy
- Designing, delivering and changing services

- Commissioning and procuring from others

You must consider what evidence is available and whether any more information is needed. You cannot assume that a policy will benefit all service users without evidence to support that conclusion.

It is not necessary in every instance, to have hard statistical data. We can also use more qualitative sources such as service user feedback or external sources, for example, information available from the Equality and Human Rights Commission, local or national representative groups etc. Local, regional or national statistical information and research may also be used if relevant.

3. How is the Equality Assessment to be carried out?

To assess a service or policy, consider and use any or all of the following options

- Walk through the processes as a customer would, or as a member of staff and test it from their point of view - this can be done by the service manager or jointly with the team. Record this experience and make a record of any actions required as a result.
- Set up a customer test with volunteers from community or staff groups. Get them to access the service from start to finish, assess their experience and feedback. Make a record of what was discovered, who the group members were and any actions required as a result.
- Conduct statistical analysis from any service usage information available or customer satisfaction surveys looking for patterns of usage by defined equality groups and obvious gaps in usage.

If further evidence comes to light after the initial completion of this assessment, if possible, go back to the original assessment and update it. Equality Assessment should be seen as a living, on-going process rather than a one off exercise.

4. Who carries out the assessment?

The manager of the service is responsible for ensuring that the assessment is carried out and recorded on this form. Every completed Equality Assessment will be published on the relevant Council's website. Any member of the public can ask for copies of the assessment and any information that has been used in the completion of the assessment.

For further information or assistance please contact:

Policy Team on 01527 548284 or 01527 881616 or equalities@bromsgroveandredditch.gov.uk

Equality Assessment Record

Please ensure the following:

- (a) That the document is understandable to a reader who has not read any other documents, and explains (on its own) how the Public Sector Equality Duty is met. This does not need to be lengthy, but must be complete.
- b) That available support information and data is identified and where it can be found. Also be clear about highlighting gaps in existing data or evidence that you hold, and how you have sought to address these knowledge gaps.
- (c) That the equality impacts are capable of aggregation with those of other EIAs to identify the cumulative impact of all service changes made by the council on different groups of people.

Title of service/policy/procedure/spending review being proposed				Redditch Housing Allocations Policy
Name of service area				Strategic Housing
Name of Officer completing this assessment				Amanda Delahunty
Date assessment completed				12/12/2018
Name of decision maker (in relation to the change)				
Date decision made				
Sign off on completion	Name	Signature	Date	
Lead officer completing assessment	Amanda Delahunty		12/12/2018	
Equalities Officer	Rebecca Green		12/12/2018	

Overview – Set the context

Provide a clear overview of the aims of the service/policy/procedure and the proposed changes being made. Will current service users' needs continue to be met? Why is the change being proposed? What needs or duties is it designed to meet?

This Equalities Impact Assessment considers the proposals to change the current housing allocations policy in line with the freedoms and flexibilities introduced by the Localism Act 2011.

There is a severe shortage of social housing in Redditch and there are currently 1194 applicants on the housing register. The policy will help to prioritise those who have a connection to Redditch and in addition the Council would like to recognize applicants who are key workers and volunteering whilst also recognising that some applicants are prevented from doing so due to disability or caring responsibilities.

The aim of this assessment is to ensure fair policies and procedures for the allocation of properties taking into account the requirements of the Housing Act 1996, Homelessness Act 2002, Localism Act 2011 and appropriate Government guidance

- To meet the housing requirements of those in the greatest need
- House as many households as possible from the housing register in the fairest way possible
- To make more efficient use of available housing stock.
- To increase satisfaction in the allocation system
- To reduce "void" times, and reduce the number of refusals

Housing authorities are required by s.166A of the Housing Act 1996 to have an allocation scheme for determining priorities and for defining the procedures to be followed when allocating social housing accommodation and they must allocate in accordance with that scheme.

The allocations law provisions of the Localism Act 2011 came into force in England on 18th June 2012 amending Part 6 s169 of the Housing Act 1996. The objectives behind these amendments are to:

- Enable housing authorities to better manage their housing waiting list by giving them the power to determine which applicants qualify for an allocation of social housing. Authorities are now able to operate a more focused list which better reflects local circumstances. These changes can help to manage unrealistic expectations by excluding people who have little or no prospect of being allocated accommodation.
- Make it easier for existing social tenants to move.
- Maintain the protection provided by the Statutory Reasonable Preference Criteria – ensuring that priority for social housing is given to those in greatest need.

Part V1 Housing Act 1996 specified five categories of applicant who must be awarded 'reasonable preference' and this remains unchanged by the Localism Act 2011 and these are:

- people who are homeless
- those owed homeless duties
- people occupying insanitary or overcrowded housing or other unsatisfactory housing conditions
- people who need to move on medical or welfare grounds
- people who need to move to a particular locality within the local authority district, where failure to meet that need would cause hardship to themselves or others.

Housing Authorities may only allocate accommodation to people who are defined as 'qualifying persons' (s.160ZA (6)(a)) with the exception for members of the Armed and Reserve Forces. Whatever classes of persons who do not qualify for social housing, it is important to consider exceptional circumstances where it may be necessary not to apply these criteria in the case of individual applicants.

The Allocation of Housing (Qualification Criteria for armed forces)(England) Regulations 2012 and the Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012 sets out how local authorities should respond to the housing needs of ex service personnel.

A new code of guidance has been written replacing all previous guidance on social housing allocations: 'Allocation of accommodation: guidance for local housing authorities in England. The scheme must comply with Part 6 of the Housing Act 1996 and be compatible with obligations imposed on the Council by other legislation, including but not limited to:

- The Equality Act 2010
- The Human Rights Act
- The Freedom of Information Act 2000

The Authority has considered these matters internally during the last year, and drafted a new allocations policy as a result of these discussions – see appendix 1. The new draft policy goes considerably further than its predecessor, incorporating the changes available under the Localism Act, and went out for consultation in October 2018 with a view to going live with the new policy early 2019.

Councils now have more freedom to decide how they manage their housing registers.

Currently anyone can apply for affordable housing, but demand is very high. The Council is now able to restrict access to the housing register by setting additional criteria that applicants who are not in a reasonable preference category will have to meet in order to go on the list.

How things work at the moment:

Anyone can join the housing register. Applications are assessed and depending on the households housing need and local connection they are placed in one of the following bands; gold, silver or bronze. Applicants are further awarded points within their bands depending on their circumstances as follows:

Residency (12 months) or parents 30 Points
 Bedroom deficiency/per room 50 Points
 Children in flat points 15 Points
 Studio Flats 5 Points
 Property is Under Occupied / Per room 50 Points
 Leaving Special needs property 250 Points

Properties that become available for letting are either direct matched or advertised through Redditch Home Choice Plus. Properties that are advertised are available for applicants to place a bid on to register an interest in a property.. An applicant's position on the shortlist is based upon their housing need, their connection to the area they are bidding on and their waiting time as set out in the Allocations policy.

Proposed Changes:

It is proposed that the housing register is no longer open for anyone to apply and will impose a qualification criteria that will be applied before an applicant is accepted onto the register. If an applicant qualifies they will be placed into bands based on their housing need and local connection. These bands will be numbered 1 to 6. Band 1 being those in the most urgent housing need and band 5 and 6 will be for those applicants who may have some housing need, or are an exceptional group, or those who are only interested in shared ownership.

No Housing Need:

Where an applicant is deemed to have no housing need they will not be eligible to join the housing register. Exceptions to this will be existing tenants requesting a transfer, those requiring sheltered housing or applicants who would like to apply for shared ownership properties.

Band 4 - Reduced Priority:

A new banding will be introduced to reduce the priority for applicants who are deemed to have sufficient resources to meet their own housing needs, those who meet the reasonable preference criteria but do not have a local connection, those who have a history of behaviour such as non payment of rent or anti social behaviour and those who have deliberately worsened their situation or have refused suitable offers of accommodation.

Bedroom Standard:

The proposed policy says that a family are overcrowded if they have two children that are sharing of opposite sex, when the older child reaches 10 and anyone over the age of 16 years is entitled to their own room.

Additional Preference – Community Contribution

Applicants who are Key Workers under the HMRC Definition

This applies where applicants who are key workers.

Applicants volunteering

Applicants volunteering for a minimum of 20 hours per month and for a continuous period of at least six months, at the point of application, at review and the same at the point of offer will be given additional preference. Volunteering must be for a not for profit organisation registered with the charity commission or otherwise recognised by the Local Authority (or their agent).

Applicants who are full time carers

This applies to applicants who are unable to satisfy the criteria outlined above, but who care for someone on a full time basis for a period of six months (due to disability or frailty) will also qualify for the additional preference.

Severely Disabled Applicants Who are Unable to Participate in any of these Activities

Applicants who have a severe disability (e.g. are awarded the support element of Employment Support Allowance or higher rate Disability Living Allowance / Personal Independence Payment) and cannot participate in community contribution activities will be awarded additional waiting time.

The Council considers that the policy changes relate to all and people from protective groups should suffer no disadvantage from the changes.

Who is the proposal likely to affect?	Yes	No
All residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specific group(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Council employees	<input type="checkbox"/>	<input type="checkbox"/>
Specific group(s) of employees	<input type="checkbox"/>	<input type="checkbox"/>
Other (identify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Detail- Outline who could be affected, and how they could be affected by the proposal/service change. Include current service users and those who could benefit from but do not currently access the service.

This policy will affect anyone who applies for affordable housing in Redditch. It will define who gets greatest priority in the overall scheme and will also change from an open list, where anyone can apply, to a closed list where applicants who are not in a reasonable preference for housing and do not have a local connection and some housing need will not qualify to register.

This could adversely affect people with a disability who have no local connection where they are deemed to be in reasonable preference for this reason they will be placed into reduced. Where they are not in reasonable preference they will not be able to access the register. However the impact is equal for everyone who has no local connection.

A senior officer can apply discretion to award a local connection, vary the bedroom need or vary any other aspects of the policy where it is deemed that an applicant has exceptional circumstances that need to be taken into account for example a care leaver who has been placed in the area for a significant amount of time and established strong connections and support networks but is not eligible under legislation or an applicant whose disability prevents them from sharing a bedroom with their partner or sibling.

People fleeing domestic abuse will primarily approach the local authority for assistance under homelessness legislation. Those who have been accommodated in a refuge or step down accommodation will receive priority as move on from supported accommodation where their needs will be fully considered including their need for additional security for any property allocated to them.

People who are victims of hate crime will be assisted under homelessness legislation through joint working with the police and the applicant in order that appropriate and safe accommodation is secured to them.

We do not believe that any of the above are likely to be negatively impacted by the change in policy. Officers are able to assist anyone who would have difficulty in accessing the system due to disability, age, language difficulties etc. Whilst applicants in Band 1 are directly matched to properties, any applicant from the other bands can have bids placed on their behalf.

With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect some ethnic minority groups who make up a greater proportion of neighbouring local authority areas such as Birmingham. However the Council has considered this impact and that the acute shortage in the supply of social housing justifies this approach.

Evidence and data used to inform your equality impact assessment

What **data, research, or trend analysis** have you used? Describe how you have got your information and what it tells you.

We do not routinely collect data on religion or belief, gender re-assignment, marriage or civil partnership, pregnancy and maternity.

Religion- Census 2011	Redditch figures	Redditch %		
All categories: Religion	84214			
Christian	53434	63.45		
Buddhist	154	0.18		
Hindu	206	0.24		
Jewish	52	0.06		
Muslim	2870	3.41		
Sikh	228	0.27		
Other religion	284	0.34		
No religion	21712	25.78		
Religion not stated	5274	6.26		
Marital status- Census 2011			Redditch number of persons	Redditch %
All categories: Marital and civil partnership			67656	
Single (never married or never registered a same-sex civil partnership)			21709	32.09
Married			33069	48.88
In a registered same-sex civil partnership			120	0.18
Separated (but still legally married or still legally in a same-sex civil partnership)			1915	2.83
Divorced or formerly in a same-sex civil partnership which is now legally dissolved			6819	10.08
Widowed or surviving partner from a same-sex civil partnership			4024	5.95
Caring responsibilities- Census 2011				
	Redditch figures	Redditch %		
Provides no unpaid care	75325	89.44		
Provides 1 to 19 hours unpaid care a week	5559	6.60		
Provides 20 to 49 hours unpaid care a week	1176	1.40		
Provides 50 or more hours unpaid care a week	2154	2.56		

Current Property Floor		Applicant Type	Main applicant age	Immediate reason		
		Band				
Application Status	Ethnic origin	Bronze	Gold	Priority	Silver	Total
Active	Asian Any Other				10	10
	Asian Bangladeshi				1	1
	Asian Indian	1				1
	Asian Pakistani	1			47	48
	Black African				7	7
	Black Any Other				4	4
	Black Caribbean				13	13
	Chinese				2	2
	Mixed Other				4	4
	Mixed W & B African				2	2
	Mixed W & B Asian				2	2
	Mixed W & B Caribbean	1			13	14
	Other Ethnic		1		14	15
	Refused	1			41	42
	White Any Other	1			139	140
	White British	36	13	2	828	879
	White Irish	3			7	10
Total		44	14	2	1134	1194
Total		44	14	2	1134	1194

Source: Abritas/Civica

EffectiveDateWeek		Property Under Occupied		Current Property Und		
		Band				
Application Status	Disability	Bronze	Gold	Priority	Silver	Total
Active		8	4	1	243	256
	No	29	8	1	772	810
	Yes	7	2		119	128
	Total	44	14	2	1134	1194
Total		44	14	2	1134	1194

Source: Abris/Civica

EffectiveDateMonth		EffectiveDateWeek		Property Under Occupied		
		Band				
Application Status	Sexuality	Bronze	Gold	Priority	Silver	Total
Active		7	5	1	207	220
	Gay				6	6
	Heterosexual	30	6	1	703	740
	Lesbian		1		4	5
	Not provided	7	2		214	223
	Total	44	14	2	1134	1194
Total		44	14	2	1134	1194

Source: Abris/Civica

App1 Current Tenure		App2 Current Tenure		EffectiveDateYear	EffectiveDateQuarter	Band	
Application Status	Serving member of HM Forces	Bronze	Gold	Priority	Silver	Total	
Active	No	44	14	2	1132	1192	
	Yes				2	2	
	Total	44	14	2	1134	1194	
Total		44	14	2	1134	1194	

Source: Abrisas/Civica

Application Status		Nationality		Band		Bronze	Gold	Priority	Silver	Total
Active							2		35	37
			Asylum seeker						2	2
			Czech Republic						3	3
			Estonia						2	2
			Hungary						6	6
			Latvia						7	7
			Lithuania						2	2
			Non-EAA national						12	12
			Not stated			1	1		8	10
			Other						12	12
			Other EAA national			1			14	15
			Poland						103	103
			Slovakia						6	6
			UK national			42	11	2	922	977
			Total			44	14	2	1134	1194
Total						44	14	2	1134	1194

Source: Abrisas/Civica

5. Engagement and Consultation

What engagement and consultation have you undertaken about the proposal with current service users, potential users and other stakeholders? What is important to them regarding the current service? How does (or could) the service meet their needs? How will they be affected by the proposal? What potential impacts did they identify because of their protected characteristic(s)? Did they identify any potential barriers they may face in accessing services/other opportunities that meet their needs?

A consultation was launched on Thursday 1st November 2018, closing on Thursday 13th December 2018. 152 responses were returned to the Council during the course of the consultation, which summarised the current policy and the proposed changes, asking specific questions about banding, local connection, financial thresholds, the bedroom standard and key workers. It also gave respondents the opportunity to identify any groups who should be allowed to join the register and those who might be disadvantaged by the proposed changes.

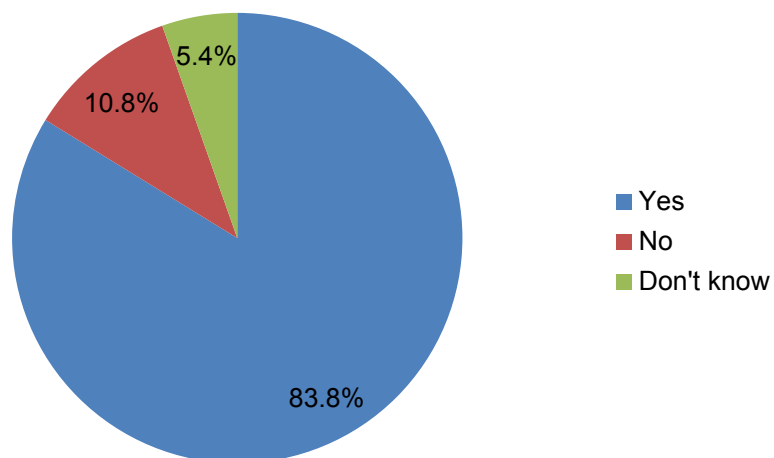
Summary of key consultation responses:

1. **Qualification Criteria** – as part of the consultation, participants were asked for their views on the proposal that a qualification criteria is adopted that prioritises households with a local connection to the Borough where the applicant does not fall into a reasonable preference category as defined by the Housing Act 1996. Nearly 84% of respondents agreed that the proposal should be adopted.
2. **Housing Need** - as part of the consultation, participants were asked for their views on the proposal that all applicants wishing join the housing register must have a housing need. Almost 88% of respondents agreed that this proposal should be adopted.
3. **Removing Points within Bands** - as part of the consultation, participants were asked for their views on the proposal to end the use of points within bands. Nearly 85% of participants agreed with this proposal.
4. **Reduced Priority** – as part of the consultation, participants were asked for their views about a proposal that households with a reasonable preference will have their banding reduced because of their behaviour or circumstances at any time. Just under 90% of participants agreed with this proposal. Agreement with different scenarios inside this proposal ranged from 68% to almost 90%.
5. **Bedroom Standard** – as part of the consultation, participants were asked for their views about a proposal that the council adopts the same bedroom standard as is applied by the welfare benefits system. Almost 80% of participants supported this proposal.
6. **Community Contribution for Key Workers and Volunteers** - as part of the consultation, participants were asked for their views

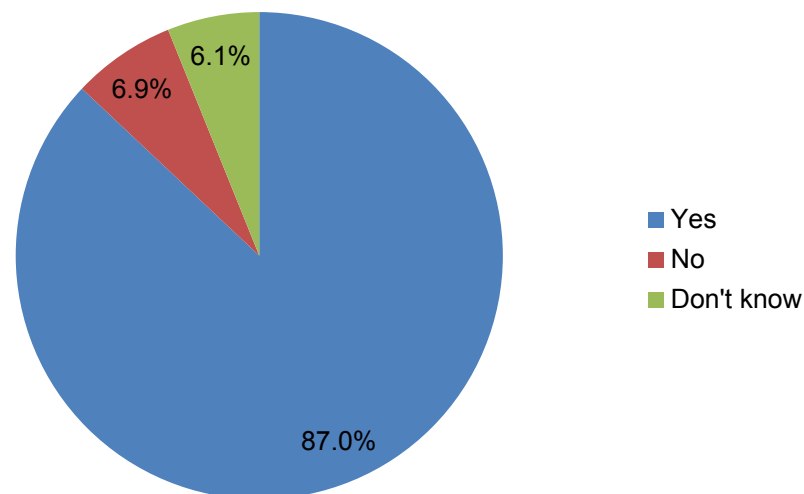
about a proposal to recognise keyworkers and volunteers. 65% of participants supported this proposal.

7. **Minimum age of applicant raised to 18 years** - as part of the consultation, participants were asked for their views about a proposal to raise the registration age to 18 years. Nearly 85% of participants supported this proposal.

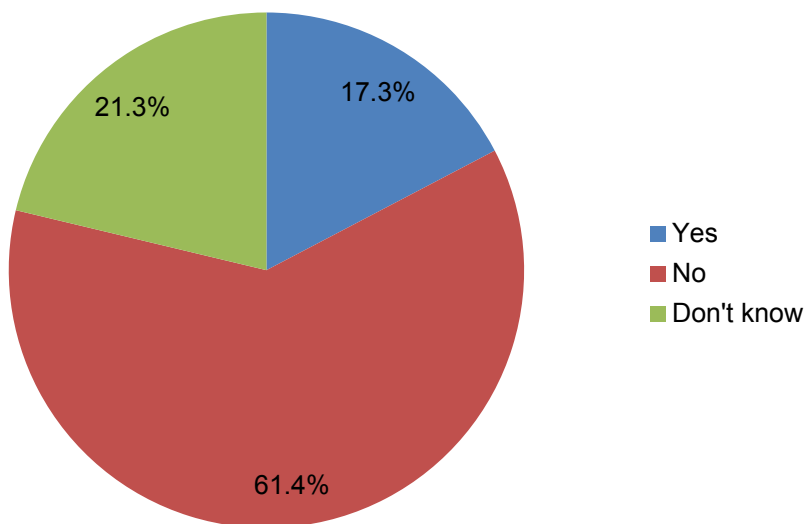
Do you agree that the Qualification Criteria be introduced?



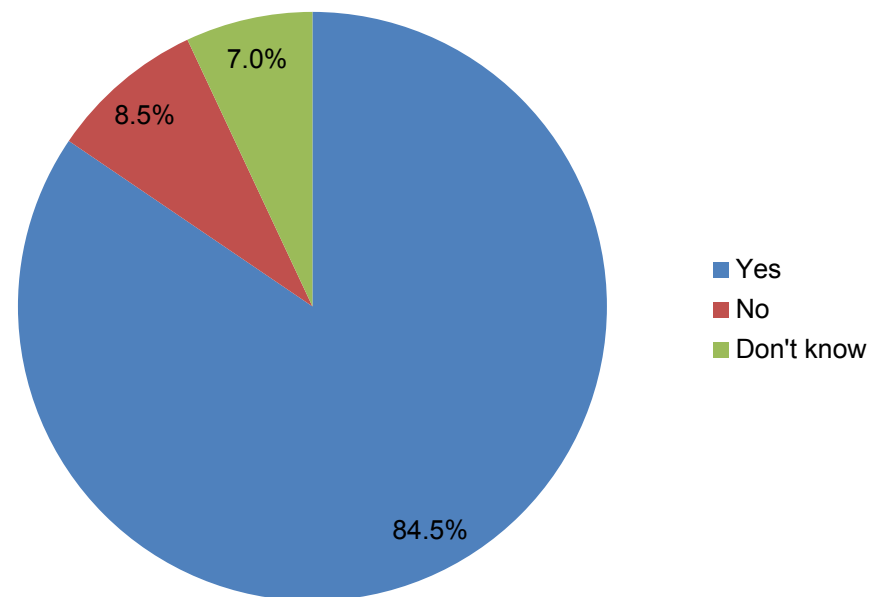
Do you agree with the housing need proposal?



Are you aware of any other groups who have some housing need that should be allowed to join the register?

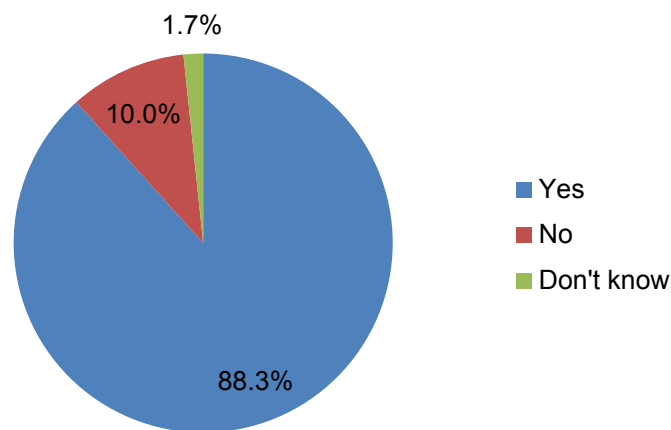


Do you agree with the proposal for removal of points?

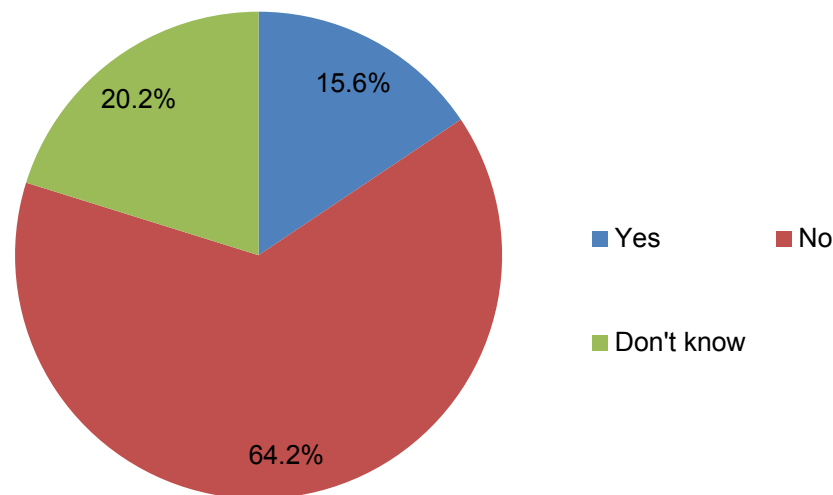


*Most of the comments on this question related to groups who would most likely be covered by either reasonable preference or exceptional circumstances e.g. ex-service personnel or those fleeing domestic abuse.

Do you agree that certain applicants in a reasonable preference housing need category without a local connection to Redditch Borough should have their banding reduced?



Are you aware of any other groups of people who might be unfairly disadvantaged by this proposal?



*Respondents highlighted single parents, low income families, care workers (not covered by key worker definition), people who would like to foster, those who volunteer for non-registered charities or community interest companies.

There was also a focus group for residents held on Monday 10th December at Redditch Town Hall, where the proposed changes were discussed in length. The key points raised were:

- They wanted the Council to be careful that it provided fair assessments, but were happy with the review procedures in place for housing applications.
- Where existing tenants are affected by the bedroom criteria they were concerned about the council forcing people to move and were reassured that this wasn't the case.
- Wanted to be sure that the policy was treated consistently and that there were no arbitrary assessments.
- Didn't want blanket policies and wanted flexibility for exceptional circumstances.

6. Public Sector Equality Duty

Due regard must be given to the three aims of the Equality Duty. This means that you must consciously think about the three aims as part of the process of decision-making. Consider the current service and any proposed changes, thinking about what issues may arise.

Equality Duty aims	Evidence
Eliminate unlawful discrimination, harassment and victimisation How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic	<p>Older applicants who are seeking older persons accommodation will be exempt from the qualification criteria.</p> <p>Reasonable preference criteria also supports certain vulnerable groups with protected characteristics e.g. female or male victims of domestic violence; qualifying people with disabilities; qualifying victims of hate crime or harassment.</p> <p>The proposed change to the age criteria brings the policy in line with contract law, as under 18's cannot hold a standard tenancy in their own right. However, there is discretion for exceptional circumstances (e.g. care leavers, orphaned young people).</p>
Advance equality of opportunity between different groups How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).	<p>Applicants with disabilities or caring responsibilities that mean they cannot contribute to their community will be awarded the additional waiting time that those who do contribute to their communities receive.</p> <p>Applicants who cannot access the system due to disability or language barrier will be assisted to do so.</p>
Foster good relations between different groups Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?	<p>Reasonable preference criteria ensures that some of the most vulnerable members of the community have access to the housing list.</p>

7. Is there evidence of actual or potential unfairness for the following equality groups?

- Does the proposal target or exclude a specific equality group or community?
- Does it affect some equality groups or communities differently and can this be justified?
- Is the proposal likely to be equally accessed by all equality groups and communities? If not, can this be justified?

(It may be useful to consider other groups, not included in the Equality Act, especially if the proposal is specifically for them e.g. lone parents, refugees, unemployed people, carers)

Impact of proposal- Describe the likely impact of the proposal on people because of their protected characteristic and how they may be affected. How likely is it that people with this protected characteristic will be negatively affected? What are the barriers that might make access difficult or stop different groups or communities accessing the proposal? How great will that impact be on their well-being? Could the proposal promote equality and good relations between different groups? How?

If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?

What mitigating actions can be taken to reduce or remove this impact? (Include these in the action plan at the end of the assessment) Equal treatment does not always produce equal outcomes; sometimes you will have to take specific steps for particular groups to address an existing disadvantage or to meet differing needs.

Protected Group	Impact of proposal	Justification for any actual or potential unfairness identified	If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this?
Age	Some		16 and 17 year olds, unless they are Care Leavers, will no longer be able to apply to join the housing register as they cannot legally hold a standard tenancy and this causes issues regarding managing expectations. The Council has invested in supported housing schemes for young people and is of the opinion that as they are still children, the needs can be better met in this type of accommodation.
Disability	Some		This could adversely affect people with a disability who have no local connection where they are deemed to be in reasonable preference for this reason they will be placed into reduced. Where they are not in reasonable preference they will not be able to access the register. However the impact is equal for everyone who has no local connection.
Transgender	None		
Marriage and Civil Partnership	None		

Pregnancy and Maternity	None		
Race	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect some ethnic minority groups who make up a greater proportion of neighbouring local authority areas such as Birmingham. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.
Religion or Belief	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect more religiously diverse areas such as Birmingham. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.
Sex (Male/ Female)	None		
Sexual Orientation	None		
Low income	None		
People in urban areas	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect some minority groups who possibly make up a greater proportion of neighbouring local authority areas such as Birmingham. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.
People in rural areas	Some		With regard to having a closed list for those who are not in a reasonable preference banding, this may mean that some people who do not meet the qualification criteria will no longer qualify to join the register and this may adversely affect applicants from rural areas of neighbouring local authorities such as Wychavon and Stratford. However the Council has decided that the acute shortage in the supply of social housing justifies this approach.

11. How will you monitor any changes identified?

You will need to ensure that monitoring systems are established to check for impact on the protected characteristics and human rights after the decision has been implemented. Describe the systems which are set up to:

- monitor impact (positive and negative, intended and unintended) for different groups
- monitor barriers for different groups
- enable open feedback and suggestions from different communities
- ensure that the EIA action plan (below) is delivered

The Allocations System will collect equalities data that will be reviewed through management processes.

12. The actions required to address these findings are set out below.

Action Required	By Whom	By When	Completion Date
Annual monitoring of equalities data relating to the housing list.	Housing Strategy	April 2020 and annually after	

When you have completed this assessment, retain a copy and send an electronic copy to the Policy Team (Equalities) attaching any supporting evidence used to carry out the assessment.

Glossary

Direct discrimination

- Treating someone less favourably than someone else in the same circumstances, e.g.:
 - In employment, racist or sexist banter, derogatory comments and innuendo
 - Failure to treat grievances seriously or to investigate effectively
 - Unfairly denying access to employment, training or facilities and services

Indirect discrimination

- Where a provision, criterion or practice is applied equally to all but has the effect excluding or reducing the access for a particular group and is not a proportionate means of achieving a legitimate aim. Even if this effect is unintentional, it can still be unlawful, e.g:
 - Unnecessary height restrictions for access to employment opportunities
 - Refusing training for promotion to people who work part-time
 - Requiring fluency in a language where this is not necessary
 - Relying on word of mouth to recruit to employment or training opportunities
 - Qualification requirements that are not justified for the level of the job.

Policy, Practices and Services

- Refers to any activity the council does, be that a service we provide, an initiative we run, a policy we write or a procedure we observe.
- It may refer to the way we do things which are customary
- It may refer to activities we undertake such as meetings, focus groups or publications we produce.

Protected Characteristics

Age - consider all age groups although legal protection only applies to people aged 18 or over

Disability - consider all types of impairment, physical and mental, sensory, visible and hidden

- | | |
|--------------------------------------------|---------------------------------------------------------------|
| • Learning disability | • Mental health needs/ disorders and psychological conditions |
| • Families and carers of disabled children | • HIV/ Aids |
| • Mobility impairments | • Sensory impairments such as sight and hearing |
| • Wheelchair users | • Cancer and long term progressive conditions such as MS |

Gender – refers to the physiological fact of being male or female

- consider whether something has a different impact on men or women - particularly if it's more of an impact on women, consider the impact if they have caring responsibilities whether its childcare or other types of care

Gender re-assignment - Transgender (Gender Dysphoria)

- Consider all stages of re-assignment, before, during and after re-assignment treatment or gender confirmation surgery

Marriage and Civil Partnerships –

- It *only* covers those who are married or in a civil partnership (NB single status is not protected in the Equality Act)

Pregnancy and maternity

- Physical state of pregnancy
- On maternity leave or planning maternity leave or returned from maternity leave
- Includes breast feeding

Race – this includes race, colour, nationality, national or ethnic origin and caste (caste through case law, not explicitly referenced)

- Race is a generic overall term
- Colour refers to the colour of a person's skin
- Nationality applies to internationally recognised nationalities
- National Origin applies where you have changed your nationality in your life time or there is something about you that indicates that your parents or grandparents' origins were in another part of the world – e.g. name, religion
- Ethnic Origin applies where identifiable groups have established a unique and different ethnicity to the rest of the population – this currently applies to Jews, Gypsies, Sikhs Irish and Scottish Travellers
- Caste is the traditional organisation of South Asian, particularly Hindu, society into a hierarchy of hereditary groups.

Religion or Belief – all established religions and beliefs including but not limited to the following

- | | | |
|----------------|---------------------------|------------------|
| • Christianity | • Baha'i | • Rastafarianism |
| • Hinduism | • Buddhism | • Atheism |
| • Islam | • Jainism | • Agnosticism |
| • Judaism | • Paganism | • Humanism |
| • Sikhism | • Parsi or Zoroastrianism | |

Sexual orientation

- Gay – usually refers to men with sexual orientation towards other men although sometime refers to women with sexual orientation towards other women
- Lesbian – refers to women with sexual orientation towards other women
- Bisexual – refers to men and women with sexual orientation to either or both their own gender or the opposite gender
- Heterosexual refers to men and women with sexual orientation towards the opposite gender

Redditch Borough Council Allocations Policy



Glossary of Terms.....	4
1. Introduction.....	6
- Priorities and Aims of the Council	
- What are allocations under this scheme	
- The purpose of this Allocations Policy	
- The Legal Framework	
2. Statement of Choice.....	10
- Choice and Constraints	
3. Qualification Criteria, Eligibility and Reasonable Preference.....	11
- Who is, and who is not, eligible to apply to register on Redditch Homes	
- Qualification Criteria	
- Residency of Choice	
- Housing Need	
- Persons from Abroad	
- Persons with no local connection to the Borough	
- Unacceptable Behaviour	
- Applicants who are not eligible to join the Housing Register	
- Armed Forces	
- Social Housing Tenants	
- Care Leavers	
- The Application of Reasonable Preference	
- Determining priority between applicants with Reasonable Preference	
4. Registration and Assessment Process.....	18
- How to Apply	
- Help with Registration	
- Definition of Household Types	
- Redditch Homes Process	
5. The Banding Structure.....	21
- Cumulative Preference in Band 1	
- The Bandings Explained	
- Band 1	
- Band 2	
- Band 3	
- Band 4	
- Band 5	
- Band 6	
- Time Limited Bands	
- Low Level Medical Need	
- Waiting Time	
- Removing Applicant from Reduced Band	
- Change of Circumstances	
- Additional Preference – Key workers	
- Members of the Armed Forces	

6. Applying For a Property and Lettings.....	40
<ul style="list-style-type: none"> - Looking for Available Properties - Advertising - Direct Matching for Band 1 Applicants - How to Bid - When to Bid for a Property - Number of Properties an Applicant can Bid For - Multiple Bidding - Applications from Employees and Elected Members - Statutory Homeless Households - Eligibility for Types of Dwelling - Selection Process - Reasons why an applicant may not be offered a Property - Refusing Offers of Accommodation - Exempt Allocations - Local Lettings Plans 	
7. Administration of the Scheme	47
<ul style="list-style-type: none"> - Delegation of Authority - Reassessment of Bandings - Reduced Banding Process - Closing of Applications - Re-joining the Housing Register - Equality and Diversity - Confidentiality - Data Protection and Information Sharing - Information Sharing without Consent - False Statements or withheld Information - Monitoring Redditch Homes 	
8. Review of Decisions.....	50
<ul style="list-style-type: none"> - Information on Decisions and Reviews - Complaints 	

Glossary of Terms

Term	Definition
Affordable housing	Housing let at a social or affordable rent, or a low cost home/shared ownership property sold, to a specified eligible household whose needs are not met in the open market. Also known as social housing and owned by a local authority or housing association.
Allocation	An offer of housing from a Local Authority or Housing Association either directly or via a nomination from a Local Authority
Allocations policy	The policy document that determines how housing is allocated to households
Band start date	The date the household is awarded the current banding applicable to their housing need
Banding/bands	The prioritisation of households on the Housing Register based on their housing need
Bid	Households' expression of interest in an available / vacant property
Close Family Member	Mother, father, sister, brother or adult child (aged 18 and over)
Data Protection Legislation	the UK Data Protection Legislation and any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including, without limitation, the privacy of electronic communications); [and the guidance and codes of practice issued by the relevant data protection or supervisory authority and applicable to a party].
UK Data Protection Legislation	all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018 ; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended.
Direct matching	An allocation for those in priority band of the Redditch Homes Scheme.
Homelessness	Under section 175, a person is homeless if they have no accommodation in the UK or elsewhere which is available for their occupation and which that person has a legal right to occupy. A person is also homeless if they have accommodation but cannot secure entry to it, or the accommodation is a moveable structure, vehicle or vessel designed or adapted for human habitation and there is nowhere it can lawfully be placed in order to provide accommodation. A person who has accommodation is to be treated as homeless where it would not be reasonable for them to continue to occupy that accommodation. Section 176 provides that

	<p>accommodation shall be treated as available for a person's occupation only if it is available for occupation by them together with:</p> <ol style="list-style-type: none"> 1. (a) any other person who normally resides with them as a member of the family; or, 2. (b) any other person who might reasonably be expected to reside with them.
Housing Application	The process of applying for Council and Social Housing through Redditch Homes either on line, by phone or in writing.
Housing Association	For the purposes of this Scheme this also includes Registered Providers and refers to Social Housing Providers regulated by the Homes and Communities Agency
Housing Need	Anyone applying to the Housing Register must have a housing need recognised by this Allocations Policy unless they are interested in accommodation designated for older people or are only interested in shared ownership properties.
Housing Register	A database/list of households who have applied for affordable housing
Key Worker	<p>The definition of a key worker is taken from the HMRC employment manual:</p> <p>Nurses and other NHS staff, teachers in schools and in further education or sixth form colleges, police officer and civilian staff in police forces, prison service and probation service staff, social workers, education psychologist, planners and occupational therapists employed by local authorities, whole time junior fire officers and retained fire fighters.</p>
Local connection	A household's connection to a local area or authority including residency, family connections and employment
Persons from abroad	People subject to immigration control and any other persons from abroad where the secretary of state makes regulations
Qualification Criteria	There are qualification criteria for the Housing Register. The applicant must meet the eligibility qualification criteria including local connection to Redditch Borough and be in Housing Need.
Reasonable preference	Categories of housing need defined by the Housing Act 1996, Part VI that are required to be included in an allocations policy to which reasonable preference will be given by the Council in accordance with section 166A(3).
Redditch Homes Scheme	The scheme including the software and the processes involved for allocating housing to households
Registration / Effective date	The date of registration of the Housing Application.

Senior Officer	A Tier 4 Officer of the Council or above.
Shared Ownership	Affordable housing option where the applicant part buys and part rents a property. The Registered Provider / housing association owns the remaining (rented) share of the property.
Statutory homeless	This term describes those households who have made a homeless application to Redditch Borough Council and where the full homeless duty has been accepted. This means the household has been determined to be eligible, homeless, in priority need, unintentionally homeless and have a local connection (or an exceptional reason not to have a local connection) and has been issued with a written decision confirming this and the 'relief' duty under S189B Housing Act 1996 has come to an end..
The Borough	Refers to the geographical area known as Redditch Borough
Threatened with Homelessness	Under section 175(4) a person is 'threatened with homelessness' if they are likely to become homeless within 56 days. Under section 175(5) a person is also threatened with homelessness if a valid notice under section 21 of the Housing Act 1988 has been issued in respect of the only accommodation available for their occupation, and the notice will expire within 56 days. Section 195 provides that where applicants are threatened with homelessness and eligible for assistance, housing authorities must take reasonable steps to help prevent their homelessness.
Weekly bidding cycle	The period of time available for eligible households to place bids on properties they are interested in

1. Introduction

Redditch Homes is a scheme used to advertise and/or allocate social rented, low cost home ownership and privately rented properties in Redditch Borough.

Within Redditch Homes allocation policy outlines how the Council will prioritise households for an allocation of social housing under Part VI of the Housing Act 1996 (as amended).

The Council works in partnership with a number of housing associations/registered providers to allocate social housing in a fair and transparent way.

Housing associations and registered providers will have their own allocations policies which they will apply when allocating their properties. This means applicants at the top of the Housing Register on banding and date may not be rehoused by the housing association (registered provider) if they do not also meet the requirements of their own Allocations Policy. The Council may also apply its own policies that relate to a specific dwelling or area in order to support its housing management function and develop sustainable communities.

1.1 Priorities and Aims of the Council

The Council Plan focuses on delivering services which meet the needs of residents through six strategic purposes of which three directly relate to its approach to the allocation of affordable housing as follows:

- **Help me find somewhere to live in my locality**
- **Help me to live my life independently**
- **Help me to be financially independent**

Redditch Borough Council has set a number of objectives for its Allocations Policy in order to provide good quality, well managed social housing in Redditch. The policy is transparent and easy to understand. Regular monitoring and reviewing will take place ensuring all targets are met, the best use is made of the available housing stock and applicants are kept updated of all their Housing options.

Objective 1 Ensure that anyone in housing need has advice on accessing affordable housing, and this advice is easily available to disadvantaged, vulnerable and ethnic groups.

Objective 2 Make Social Housing available to those who cannot afford to purchase property of their own, or to rent privately.

Objective 3 Ensure that there is equality of opportunity within the Allocations Policy and the allocations scheme is fair, consistent and accountable which reflects the values of the Council.

Objective 4 Incorporate the Council's Housing Strategy, Private Sector Renewal

Strategy and Homelessness Strategy.

Objective 5 To build and sustain diverse and balanced communities and promote social inclusion.

Objective 6 To work with other agencies and housing providers to make the best use of affordable housing to meet current and future needs.

Objective 7 To ensure customers are given an opportunity to make informed decisions about what tenure of properties are likely to be available to them in their locality of choice.

Objective 8 To create a safer & cleaner environment; reduce crime, disorder, substance misuse and anti-social behaviour, and to address the causes and fear of crime.

In addition the Council;

- is committed to understanding the housing needs of customers and works towards offering a sustainable housing solution from a range of housing options for those in housing need.
- will work to ensure that households are able to access the service we provide.
- will make effective use of all affordable housing stock.
- will ensure that local people will have an enhanced priority within the banding structure.
- wants to encourage and recognise households who make a positive contribution to their community.
- will enable a better understanding of the housing market.
- will ensure the scheme meets our equalities duties.
- will publish information that enables households to understand how we assist them through the allocations scheme.

Redditch Homes enables people with a housing need to look for a home in an area of preference within Redditch Borough. Households registered with Redditch Homes will be banded according to the suitability of their current accommodation in meeting their needs, their current situation and their local connection, however, not everyone will qualify to register for the scheme.

1.2 The Purpose of this Allocations Policy

This policy sets out in detail, who will or who will not be accepted under the policy and how this assessment is made. It also sets out how applicants can apply for and access social and affordable housing.

It describes how applicants qualify for the Redditch Homes scheme and how the Council identifies their housing need with regard to the legal definition of Reasonable Preference and other categories of housing need that the Council has recognised and how it prioritises housing applicants.

Whilst all applicants are assessed in accordance with the Policy, the allocation of Housing Association properties will also be subject to the allocation policies of those individual Housing Associations, where they have one and they will assess applicants on the Housing Register according to their own stated priorities eg: they may have different rules about the number of people who can live in a home of a particular size. This will be made clear when a property is advertised. For more information regarding the letting of properties please see the Redditch Homes website.

This Allocations Policy has been designed to meet current legal requirements and reflect local priorities.

1.3 What are Allocations under this Scheme?

Allocations under the scheme include where an applicant is nominated or where an existing tenant transfers to be a tenant of the Council or a Housing Association.

The allocation may be an 'Introductory Tenancy' with the Council or a 'Starter Tenancy' with a housing association which will be for a set period, usually 12 months. This may be subject to change/extension depending on how well the tenancy is conducted.

Provided the tenant successfully completes the probationary period the Council/Housing Association will grant a Secure/Assured Tenancy or a Fixed Term tenancy (please see individual housing association / registered provider's tenancy policies).

The Redditch Homes scheme may also be used to advertise intermediate market rent, shared ownership and private rented properties. Please contact the relevant landlord for their eligibility criteria and for more details regarding allocation of these types of properties.

1.4 The Legal Framework

This Allocations Policy complies with the requirements of the Housing Act 1996 (as amended), including the Homelessness Reduction Act 2017 and takes into account the Allocation of Accommodation Code of Guidance 2012 which replaced all previous codes of guidance. All of these documents can be obtained through the gov.uk website. This Policy also complies with the Localism Act 2011, takes into account Welfare Reform legislation and the Equalities Act 2010, where applicable.

This section describes this legal framework.

The Housing Act 1996 (as amended by the 2002 Homelessness Act and the Localism Act 2011) requires local authorities to make all allocations and nominations in accordance with an Allocations Scheme. A summary of the Allocations Policy must be published and made available free of charge to any person who asks for a copy. A summary of the Allocations Scheme and general principles is available through the Redditch Homes website www.redditchhomes.org.uk and at the Council's offices.

The Housing Act 1996, (as amended) requires local authorities to give Reasonable Preference in their allocations policies to people with high levels of assessed housing need. This includes homeless people, those who need to move on welfare or medical grounds, people living in unsatisfactory housing and those who would face hardship unless they moved to a particular locality within the local authority's area.

The Allocations Policy is also drafted and framed to ensure that it meets the Council's equality duties which requires public bodies to have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equalities Act; advance equality of opportunity between people who share a protected characteristic and people who do not share it; and foster good relations between people who share a protected characteristic and people who do not share it. An Equality Impact Assessment in respect of these duties is held by the Council.

This Policy has considered:

- The Council's statutory obligations and discretion as to who is eligible for housing allocation
- The Council's statutory obligation to provide Reasonable Preference to certain categories of applicants set down by law i.e. those who must be given a greater priority under the Allocations Policy.
- The Council's statutory discretion to grant "additional preference" and/or to determine priority between applicants with Reasonable Preference.
- The general and specific statutory discretions the Council can exercise when allocating housing.

2. Statement on Choice

2.1 Choice and Constraints

Redditch Borough Council's allocations policy provides a sophisticated approach to those with higher housing needs so that these needs are fully understood. Applicants in higher housing need will be placed into the Band 1 with the approval by a Senior Officer and then directly matched with a home in a locality that provides a sustainable long term solution to meeting those needs.

Pressure on the Council's affordable housing stock means that a qualification criteria is in place covering who is and isn't eligible to join the waiting list.

Whilst keen to encourage and facilitate mobility within housing, Redditch Borough Council recognises that provision of choice has to be balanced along with local need and demand. Those without a connection to Redditch Borough will not be eligible to access the housing register unless they meet one of the exceptions criteria as set out under the heading 'Qualification Criteria'.

In determining priority for housing within the banding structure, a higher degree of preference will be awarded to applicants who have the greatest need and have a local connection to Redditch Borough.

Applicants, with the exception of Band 1, have the opportunity to view details of all properties that are advertised, but can only 'bid' for properties that they are eligible for. Band 1 applicants will be interviewed in order to fully understand their needs and will then be directly matched to properties,

The Council has identified a number of exceptional situations where bidding may not be possible for a particular property, for instance;

- Where the applicant is in Band 1 for re-housing
- Where the applicant does not meet the eligibility criteria for the scheme or the vacant property.
- Where a Local Lettings Plan has been agreed and the applicant does not meet the criteria.
- Where there is a legal agreement restricting who can be offered the property.

Exceptional circumstances will be made clear when the applicant receives their banding award, or when the property is advertised, unless the exceptional circumstance concerns the specific individual (who has bid for the property) in which case it will be discussed with the applicant at the point of allocation.

Applicants who bid on and subsequently refuse properties for no reason will be moved into Band 4 – the Reduced Priority Band – for further details please see section on the Banding Structure.

3. Qualification Criteria, Eligibility and Reasonable Preference

3.1 Who is, and who is not, eligible to apply to register on Redditch Homes

Any United Kingdom resident aged 18 years or over can apply to join the scheme by completing an application form. In very exceptional circumstances an applicant under 18 years of age may be accepted onto the register subject to senior officer approval. Redditch Homes policy has qualification criteria; therefore, not all applications will be accepted: e.g. where there is no close association to the area and/or where there is no housing need (please see the section on the banding structure). Children leaving local authority care (Care Leavers) may be registered prior to their 18th birthday.

Anybody can make joint applications including married couples, civil partners, cohabiting couples, same sex couples, and adult brothers and sisters. In such cases, it is usual for a joint tenancy to be granted in the event of an offer of accommodation being made. The eligibility of applicants to be on the Housing Register will also be checked at the point of allocation.

3.2 Qualification Criteria

Applicants do not qualify to join Redditch Homes housing register unless they meet the qualifying criteria of a reasonable preference or local connection as outlined below;

In determining whether the household has a local connection the Council will agree a connection exists in the following circumstances;

- Where the local connection arises due to residency - applicant(s) must have lived in Redditch Borough for a minimum period of two years or has resided in the Borough for three out of the last five years at the point of application.
- Where the Council accepts the applicant(s) meets any of the Reasonable Preference criteria as identified by the Housing Act 1996 (as amended).
- Where the local connection arises due to employment and the applicant(s) has been in permanent, paid employment in the Borough immediately prior to the application or the applicant(s) has a certified offer of employment in the Borough. *
- Where the applicant(s) has a close family member living in the Borough for a minimum period of three years, immediately prior to the application.**
- Has a local connection as a result of special circumstances.
- Has a housing need as described in this policy or are considered an exceptional household such as being interested in accommodation designated for older people or interested only in shared ownership properties.

Those who are owed duties under the homelessness legislation who are not intentionally homeless will qualify to register as having a reasonable preference. Local connection for the purposes of a homeless application is defined in S199 Housing Act 1996 and the Homelessness Code of Guidance for local authorities.

*In determining permanent employment the Council will give consideration to the Local Government Association guidelines which state that this is employment other than that of a casual nature and will include zero hours contracts.

**In determining close family member this applies to mean mother, father, sister, brother or adult child (aged 18 and over).

If an applicant(s) has no connection that meets the qualification criteria and claims a connection on the basis of special circumstances then the decision to allow them on the list must be made by a senior officer.

Where the applicant is a member of the armed forces, there are special arrangements – please see further details within this policy under the section relating to the banding structure.

All applicants whose housing need is defined as in a reasonable preference category will be eligible to join the list but will be placed into the reduced banding.

This qualification criteria and any other criteria within the policy will be validated before a property will be offered.

3.3 Residency of Choice

For the purposes of determining eligibility on residency grounds, living in the Borough will not include the following:

- Occupation of a mobile home, caravan or motor caravan where it is not the only or principal home.
- Occupation of a holiday letting (which includes a permanent building, hotel or bed and breakfast accommodation) for the purposes of a holiday.
- Resident of a prison, bail hostel or other such accommodation.
- In-Patient of hospitals/specialist centres where they have a connection elsewhere.

3.4 Housing Need

Applicant(s) wishing to join Redditch Homes Housing Register who qualify for the register under the Qualification Criteria must also have a housing need recognised by the Allocations Policy unless they are interested in accommodation designated for older people or are only interested in shared ownership properties. Applicant(s) not satisfying at least one of these criteria will not be registered and will be offered alternative housing options. Applicant(s) will also be offered the right to request a review of this decision.

3.5 Persons from abroad

Applicants must have a right to live in the UK and be entitled to claim public funds. Examples of people who are eligible are British Citizens, EEA nationals (generally those who are working), and those with leave to remain. People applying to join the Housing Register have to provide documents to confirm their identity and their immigration status.

A person from abroad (or two or more persons jointly if any of them is an ineligible person) is ineligible for an allocation of housing accommodation if they are subject to immigration control within the meaning of the Asylum and Immigration Act 1996, or are excluded from entitlement to housing benefit by s.115 of the Immigration and Asylum Act 1999 (c 33) (exclusion from benefits) unless they are of a class prescribed by regulations made by the Secretary of State. Persons who are subject to immigration control and eligible for housing assistance are;

- Refugee status
- Exceptional leave to remain
- Indefinite leave to remain

This does not apply to a person who is already a secure or introductory tenant of the Council or housing association.

If an applicant has any further questions regarding their status they should contact the Council or seek independent legal advice.

Households who are living abroad and therefore not habitually resident will not be eligible to register.

Applicants who have been considered as ineligible due to immigration status can re-apply at any time.

3.6 Persons with no local connection to the Borough

Applicants who have no local connection to the Borough will not be eligible to join Redditch Homes unless they are:

- Households accepted as statutory homeless under the Housing Act 1996 (as amended by Homelessness Act 2002) by the Council and this Duty has not yet been discharged.
- Households with a reasonable preference under the Housing Act 1996.
- Households where the Council is satisfied that the applicant(s) needs to live in the area to provide or receive ongoing, regular and significant care and support to a relative who lives in the area and their application is supported by the local Adult or Children's Services team.
- Households where the Council has agreed to rehouse the applicant under a reciprocal agreement with their current landlord or local authority.
- Households where rehousing or relocation into the local authority area is accepted by the Council as being essential due to public protection issues or for other exceptional reasons.
- Members of the armed forces as outlined in this Allocations Policy.
- Social housing tenants who need to move because they work or have been offered work and they have a genuine intention to take up the offer and will suffer hardship otherwise.
- Where a Local Letting Plan or s106 restriction applies on a specific site.

3.7 Unacceptable behaviour

Where the applicant, or a member of their household, has been guilty of unacceptable behaviour serious enough to make him unsuitable to be a tenant of the relevant authority, they will be ineligible for registration.

Unacceptable behaviour is defined as behaviour which would, if an applicant or member of their household was a secure tenant, entitle a landlord to outright possession under any of the Grounds 1 to 7, Schedule 2 of the Housing Act 1985.

Unacceptable behaviour can include but is not limited to:

- Owing significant rent arrears and/or failing to comply with a current tenancy condition with a Council, Housing Association or private landlord to such an extent that a Court would grant a possession order.
- Conviction for using the property for an illegal or immoral purpose.
- Causing nuisance or allowing to cause nuisance and annoyance to neighbours or visitors, for example anti-social behaviour.
- Being convicted for offences in or near the home and still posing a threat to neighbours or the community.
- Being violent towards a partner or members of the family.
- Allowing the condition of the property to deteriorate.
- Allowing any furniture or fixtures provided by the landlord to deteriorate due to ill treatment.
- Obtaining a tenancy by deception, for example by giving untrue information.
- Paying money to illegally obtain a tenancy.
- Having lost tied accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there.

In determining whether an applicant is ineligible due to unacceptable behaviour, the Council will consider:

- Has the applicant or a member of the applicant's household been guilty of unacceptable behaviour?
- Was the unacceptable behaviour serious enough to have entitled the Landlord to obtain an order for possession?
- At the time of the application, is the applicant still unsuitable to be a tenant by reason of that behaviour, or the behaviour of a member of their household who wishes to reside with them?

Should the Council exclude the applicant from the housing register, the applicant has the right to have this decision reviewed. An applicant may become ineligible at any time during the process should the Council become satisfied that they are ineligible due to unacceptable behaviour as described above.

Applicants considered as being ineligible for any reason can make an application for accommodation in the future if their circumstances have changed. It is for the Council to consider behaviour, at the point of application to the housing register, and decide whether they are now eligible under the Policy.

Each application will be assessed on its merits and a decision regarding eligibility will be made accordingly. Anyone deemed ineligible for the register will be provided with

a full written explanation for the decision and will have a right of review of the decision.

Please see the section on Reviews below.

3.8 Applicants who are not eligible to join the housing register

At the point of registration all applicants are asked for information about their housing history and legal status to establish eligibility to join the housing register under the relevant legislation and this allocations policy.

Applicants are not assessed or placed into a band until a decision has been made regarding their eligibility. An applicant's eligibility and other circumstances will be re-checked at the point of allocation.

3.9 Armed Forces

Members of the UK armed forces stationed abroad will be considered as living in the United Kingdom for the purposes of applying for social housing.

The Secretary of State has the power to prescribe in Regulations criteria that may not be used by local housing authorities in deciding what classes of persons are not qualifying persons (s. 160ZA(8)(b)). These Regulations require that local housing authorities do not use local connection (within the meaning of s. 199 of the Housing Act 1996) as a criterion in deciding whether the following are not qualifying persons:

(a) persons who are serving in the regular forces or have done so in the five years preceding their application for an allocation of housing accommodation.

(b) bereaved spouses or civil partners of those serving in the regular forces where their spouse or partner's death is attributable (wholly or partly) to their service and the bereaved spouse or civil partner's entitlement to reside in Ministry of Defence accommodation then ceases.

(c) seriously injured, ill or disabled reservists (or former reservists) whose injury, illness or disability is attributable wholly or partly to their service.

The Council recognises the contribution that armed forces personnel have made and will waive the local connection requirement to those applicants as described above.

3.10 Social housing tenants

The Secretary of State has the power to prescribe in Regulations criteria that may not be used by local housing authorities in deciding what classes of persons are not qualifying persons (s. 160ZA(8)(b)). These Regulations require that local housing authorities do not use local connection (within the meaning of s. 199 of the Housing Act 1996) as a criterion in deciding whether social housing tenants are a "relevant person".

A relevant person has a need to move because the relevant person—

- (a) works in the district of the local housing authority, or
- (b) has been offered work in the district of the local housing authority; and

the authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.

This regulation does not apply if the need to move is associated with work or the offer of work which is—

- (a) short-term or marginal in nature,
- (b) ancillary to work in another district, or
- (c) voluntary work.

In this regulation “voluntary work” means work where no payment is received by the relevant person or the only payment due to be made to the relevant person by virtue of being so engaged is a payment in respect of any expenses reasonably incurred by the relevant person in the course of being so engaged.

Specifically a local connection criteria may not be applied to existing social housing tenants seeking to transfer from another local authority district in England who have a reasonable preference under s.166 (3)(e) because of a need to move to the local authority’s district to avoid hardship where they need to move because the tenant works in the district, or need to move to take up an offer of work.

In considering registering applications the Council will take into account the Right to Move Statutory Guidance March 2015 (or any relevant successor document).

3.11 Care Leavers

Under the Homeless Reduction Act, Care Leavers will have a local connection with the area of the local authority that owes them leaving care duties – therefore if someone is placed in care by Worcestershire County Council and they apply for accommodation under homelessness legislation they will have a local connection with all six Local Housing Authorities in Worcestershire.

A care leaver aged under 21 who normally lives in a different area to that of the local authority that owes them leaving care duties, and has done so for at least 2 years including some time before they turned 16; will also have a local connection in that area. For example if Worcestershire County Council places a young person in Stratford District Council before they turn 16 and they are in care in Stratford District Council for two year period the young person will have a local connection with Stratford and all of Worcestershire.

3.12 The Application of Reasonable Preference

Redditch Homes is required by law to assess the relative priority that housing applicants are awarded. This is particularly important as in the Borough, the demand for social housing is greater than the availability of homes.

The law, as it applies to local housing authorities, requires that Reasonable Preference for housing must be given to those in the categories set out in the Housing Act 1996 (as amended). The statutory Reasonable Preference categories cover:

- All homeless people as defined in Part VII of the Housing Act 1996.

- People who are owed a duty under the Housing Act 1996 because they have a priority need but are intentionally homeless (under s190 (2)), because they are not in priority need and not homeless intentionally 193 (2) or because they are threatened with homelessness, in priority need and not intentionally homeless (195 (2) of the 1996 Act (or under s. 65 (2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s. (192 (3)).
- People occupying unsanitary, overcrowded or otherwise unsatisfactory housing.
- People who need to move on medical or welfare grounds (including grounds relating to a disability).
- People who need to move to a particular locality within the district to avoid hardship to themselves or others.

The Act also gives discretion to a housing authority to award reasonable preference to other categories of applicant in order to meeting locally identified needs. Specific details and examples of how Reasonable Preference and priorities are determined and applied are detailed in the section relating to the Banding Structure.

3.13 Determining priority between applicants with Reasonable Preference

Redditch Homes allocation policy determines priority between applicants with Reasonable Preference by taking into account various factors including:

- The severity of housing need.
- The financial resources available to a person to meet their housing costs.
- Any local connection – as defined in s199 Housing Act 1996 (as amended) – that an applicant has with the Borough.
- The length of time the applicant has been waiting within their current band

Households with a reasonable preference can have their banding reduced because of their behaviour or circumstances at any time.

4. Registration and Assessment Process

4.1 How to Apply

Anyone who wishes to apply for affordable housing through Redditch Homes must register on line or complete a registration form. Anyone in urgent housing need will be interviewed to ascertain the severity of the applicants housing need and understand the type of property that would address this need. The interviewing officer will be able to advise the applicant on whether their needs can be met through Council or other housing association accommodation or whether other options such as the private rented sector should be explored.

Where an applicant needs assistance to complete an application form an advocate (for example, a family member, friend or support agency) can complete the registration form their behalf.

If the applicant is not eligible to register they will be notified giving the reason for the decision and informing them of their right to request a review.

All applications, once received, will be assessed and placed in the appropriate band.

The application must be accompanied by:

- Two proofs of residency one of which must be dated within four weeks of the application date; eg bank statement, bill (phone or utility) with current address.
- one form of identification e.g. birth certificate, passport or drivers licence.

It is recognised that there may be circumstances where this level of evidence is not available, for example where the applicant has lost their document in a fire. In these and similar circumstances applications will be accepted subject to the approval of a senior officer.

The same information is required for any member of the household, over the age of 18, who is to be included on the application.

The Council or Housing Association may ask for updated proof and identification to be provided at the viewing stage and/or point of an allocation.

Where additional information is required to confirm that a higher band is appropriate, the application may be placed in a lower band until the circumstances of the applicant have been confirmed.

Once registered with Redditch Homes the applicant will be given an application number.

Applicants to the scheme are entitled to request details from the Council about information that has been used to make a decision on their registration.

4.2 Help with registration

Help with registration can be given to applicants by council officers as well as other organisations such as County Council social care services, health workers, support workers and voluntary bodies.

In particular, help will be provided to applicants who find it hard to fully participate in the scheme. Support can be offered to assist an applicant to use the system when

actively interested in bidding and ready to move. Access to the system can be provided at the Town Hall and the Locality Offices across the Borough.

4.3 Definition of Household Types

An Applicant(s) household type determines the size and type of housing they may be eligible for.

Single person (under 60)	One person household and with no resident children
Couple	Married, cohabiting, civil partnership and same sex couples without resident children.
Family	Single parent or couple (as defined above) with minimum of one dependent child, who lives with parent (s) as their main or principal home.
Pensioner / Disability Living Allowance (DLA)	One person household and couples over 60 or person in receipt of DLA / Personal Independence Payment (PIP)
Other	Any other household group including friends, brother and sister and families with non-dependent children

Redditch Council Property Size based on Household Type				
Household Size	Suitable Property Size			
	Studio / 1 Bed	2 Bed	3 Bed	4 Bed
Single Person	✓			
Childless Couple	✓			
Parent(s) & 1 child or 25+ weeks pregnant (unless Homeless*)		✓		
Parent(s) and 2 children of same sex aged between 0 and 16		✓		
Parent(s) and 2 children of same sex where one of them is over 16			✓	
Parent(s) and 2 children of different sex under the age of 10		✓		
Parent(s) and 2 children of different sex when the oldest reaches 10			✓	
Parent(s) and 3 children – 2 of same sex aged between 0 and 16. Plus 1 other child			✓	
Parent(s) and 3 children - 2 of different sex under the age of 10. Plus 1 other child			✓	Additional bedrooms to be awarded as per age and gender of larger households

*Where the applicant is homeless and the Council has accepted a Duty under homelessness legislation the Duty may be discharged by an allocation into one bedroom accommodation where the child is under 2 years of age.

In order to reflect a housing requirement for a particular property type or size the Council may need to put the applicant into a different category in order to achieve a correct allocation.

Example – if the applicant is a single person with a medical need that means they require a larger property for a resident carer, their household type will be amended to “family” or “other” to enable them to bid.

Where an allocation is made to studio flat accommodation the tenant will be entitled to register for a larger property once they have successfully sustained their introductory/starter tenancy and this has been converted to a secure/assured/fixed term tenancy.

Redditch Homes Process

1. Housing applicants should complete an application form.
2. Once registered applicants will be sent confirmation of their registration number and will be placed in the lowest band whilst waiting for an assessment.
3. Once assessed those placed into Band 1 will be direct matched to a property that meets their needs. Applicants placed in the other bands will be able to place bid on properties that they are eligible for.
4. Vacant properties are advertised each week and applicants, with the exception of Band 1, are advised to look for suitable vacancies regularly.
5. Applicants, other than those in Band 1, can make up to 2 bids per week as long as their circumstances match the advertised eligibility criteria.
6. Applicants who place bids will be prioritised by those with the highest band for the longest time when being considered for a property unless there is a specific eligibility criteria, when preference will be given to the applicant that meets this criteria.
7. Applicants who are direct matched will be prioritised by housing need for that particular housing type by effective date for that band.
8. The successful applicant will be contacted by the Landlord and asked for information such as proof of identity. A viewing will be arranged and subject to the applicant being accepted, an offer will be made.

5. The Banding Structure

Redditch Homes operates a needs-based banding system as described below. Bands are arranged to reflect housing need, with the highest band indicating the greatest need for housing. The scheme consists of five bands and a more detailed description of these bands and of Reasonable Preference can be found below.

The bands within the policy are based on the reasonable preference criteria set out within the 1996 Housing Act (as amended).

When registered the applicant can only be placed in one band and the highest banding possible will be applied according to the policy.

The table below describes the bands into which households will be placed according to their housing circumstances.

Band 1 - Applicant will be Direct Matched to a suitable property– (Bidding blocked)

- Applicants whom this Council has accepted are statutorily homeless and have accepted a duty to re-house under s.193 of Housing Act 1996 (eligible, homeless, priority need, not intentional and with a local connection and the relief duty has come to an end).
- A verified high medical need / disability where the current property has a direct adverse effect on the health of the applicant or a member of their household and when it is unreasonable or uneconomical to adapt the current property to improve the housing situation.
- Accepted for move on from supported accommodation including designated accommodation for those fleeing Domestic Abuse.
- Living in exceptional circumstances.
- Applicants whom are homeless and the Council has a Relief Duty to assist them, have a priority need and would be unintentionally homeless.

Band 2 - High Housing Need – Applicants will be able to bid on properties that they are eligible for

- Homeless cases where no statutory duty to re-house (excluding those deemed intentionally homeless).
- Applicants who are likely to be homeless within 56 days and the Council owes them a 'Prevention Duty' or have become homeless and the Council owes them a 'Relief Duty', but will not be eligible for the full re-housing duty.
- Occupying private rented property in a serious state of disrepair; where a Category 1 hazard exists and enforcement action is being carried out (but not for overcrowding and space).
- Social Housing tenants who are under-occupying social rent or affordable rent housing in the Borough.
- Social Housing tenants who are occupying a social housing property in the Borough with major adaptations that they do not need.
- Households suffering with serious overcrowding (2 or more bedrooms lacking) unless deemed to be deliberately overcrowded.
- Households meeting both criteria from band 3.

Band 3 - Medium Housing Need

- Overcrowding or lacking one bedroom, unless deemed to have deliberately overcrowded.
- Households suffering with some minor disrepair in their privately rented property where an improvement notice has been service for a Category 2 hazard.

Band 4 - Reduced Banding (with Reasonable Preference)(12 month review)

- Applicants with a Reasonable Preference as defined by legislation but do not have a Local Connection under the qualification criteria with the exception of those who are exempt due to their armed forces or care leaver status.
- Households with financial resources above defined limits.
- Households who have deliberately worsened their circumstances to qualify for a higher banding – eg. deliberate overcrowding.
- Households with housing-related debts and debts owed to Redditch Borough Council.
- Households who have committed acts of anti-social or abusive behaviour (including towards Council staff) and other tenancy breaches but not severe enough to have obtained outright possession.
- Households where the Prevention or Relief Duty has ended due to the unreasonable failure to co-operate.
- Households who are deemed to have become homeless intentionally.
- Households who are not bidding for properties that are available and suitable for their needs or successfully bid but then refuse a property that is suitable for their needs.

Band 5 - Households who do not meet any of the above Reasonable Preference criteria, have a Local Connection under the qualification criteria or are an exempt group, and have a low housing need including;

- Households in social housing and seeking a transfer
- Households with low level medical or welfare issues.
- Households who are suffering financial hardship
- Households in privately rented accommodation that do not have a reasonable preference
- .
- Households who are sharing facilities with other non-related households.
- Households residing in an institution or supported housing scheme.
- Households who have insecurity of tenure (those in tied accommodation or lodging with family members).
- Households that live with family but want to live independently
- Eligible and interested in older peoples accommodation will be eligible to apply even where they do not have a local connection.
- Households eligible and interested in shared ownership

Band 6 – Reduced Preference for those not in a Reasonable Preference category

- Households with financial resources above defined limits.

- Households with housing-related debts and debts owed to Redditch Borough Council.
- Households who have committed acts of anti-social or abusive behaviour (including towards Council staff) and other tenancy breaches but not severe enough to have obtained outright possession.
- Applicants who are eligible and interested in older persons accommodation but do not meet the qualification criteria as having a local connection
- Households who successfully bid but then refuse a property that is suitable for their needs.

5.1 The Bandings Explained

The following criteria will lead to a band being awarded:

Band 1- Applicants will be placed into this band by a Senior Officer of the Council and Directly Matched to a suitable property – (Bidding Blocked)

5.2 Statutory Homeless with a duty to re-house

This band will be awarded by the Council where it has accepted a full duty under Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002) to provide accommodation for an applicant.

When the Council accepts a duty under homelessness legislation, the Council will directly match applicants to a property. Only one offer of suitable accommodation will be made. Should an applicant refuse an offer of suitable accommodation, the Council will have discharged its housing duty.

Where the Council owes the applicant a 'Relief Duty' and has determined that at the end of the 56 day relief period a full re-housing duty will apply the applicant will be placed into Band 1.

Applicants have the right to request a review of certain decisions made by the Council in respect of their homeless application. This includes the decision to bring to an end the full homeless duty and Relief Duty by making a suitable offer of settled accommodation. The applicant has this right whether they refuse or accept the offer of accommodation. If the review finds in favour of the homeless applicant, the applicant will retain their Band 1 status (provided they are still homeless) and they will be direct matched to an alternative. However, if the reasonableness and suitability of the offer is upheld, any homeless duty will be ended and the applicant's banding will be reassessed. Homeless applicants are therefore strongly advised to accept an offer and then request a review.

5.3 High Medical Need or Disability

Medical priority will only be granted where the current property has a direct adverse effect on the health of the applicant or a member of their family, and when it is unreasonable or uneconomical to adapt their current property. The Council will directly match applicants to a suitable property.

Officers will gather sufficient information to understand the impact of the property on the health of the applicant or their family. The final decision for medical priority will be made by the a Senior Officer in conjunction with the Councils medical advisors and Occupational Therapist if required. An example would be someone with severe mobility problems requiring ground floor accommodation.

In certain circumstances the case may be referred to an external body e.g. Now Medical for assessment.

5.4 Living in Exceptional Circumstances

Exceptional circumstances will only be awarded in those instances where the applicant's living circumstances are considered by the Council to be exceptional given the prevailing housing conditions in the Borough and where no other banding criteria reflects or addresses the problem(s).

In reaching a decision to award this banding, account will be taken of the suitability of the current accommodation, and the location of the accommodation in relation to the applicant's needs.

Examples are given below of potential situations where this banding may be granted – the list is not exhaustive and the decision lies with the Council.

- The applicant is adequately housed but needs to give or receive support on the grounds of disability or illness that is substantial and ongoing and it is not possible for the person giving care to use public transport or their own transport to provide assistance.
- Death of a household member where there is no right of succession.
- The applicant needs to move on welfare grounds e.g. where an applicant has a need to move to work or take up an offer of work, where failure to do so would cause economic hardship.
- The applicant's household is overcrowded, coupled with medical issues that do not accrue medical priority e.g. ADHD, autism.
- The applicant needs to take up or continue employment, education and/or training that is not available elsewhere and they do not live within reasonable commuting distance.

5.5 Move on from Supported Accommodation

This status is awarded where an agreement between the Council and the Supported Housing provider, or designated accommodation provider for those fleeing Domestic Abuse, is in place for applicants to move on from supported accommodation in the Borough, or from any domestic abuse accommodation regardless of location.

This status will only be awarded to applicants in supported accommodation or care-leavers where the following criteria have been met:

- The applicant is ready to move to independent settled social housing on the recommendation of the support/accommodation provider.

- An ongoing support package or requirement for security measures to the property has been assessed and where required, are in place.
-
- The applicant has not made a homeless application to any housing authority under homelessness legislation.

In the case of young people moving on from care, applicants are awarded this category in accordance with the 16 and 17 year old Joint Protocol between the Council and Worcestershire County Council's Children's Services Department. Applicants must be a former "Relevant Child" as defined by the Children Act 1989.

The evidence to support this will be provided by the County Council's leaving care service and will consist of confirmation that:

- The care-leaver is ready to move to independent settled housing and is genuinely prepared for a move to independent living.
- The care-leaver possesses the life skills to manage a tenancy including managing a rent account.
- An ongoing support package has been assessed and where required, is in place.

Children accommodated out of the area by Children's Services or Unaccompanied Asylum Seeking Children under the responsibility of Worcestershire County Council will be awarded this status and will be granted a local connection with the Borough

Band 2 - High housing need

5.6 Homeless cases with no statutory duty to re-house (excludes intentional homeless)

This status is awarded by the Council where an applicant is considered under homelessness legislation to be;

- eligible for assistance,
- homeless,
- not in priority need,
- not homeless intentionally.
- has a local connection (or has exceptional circumstances and does not require a local connection)

5.7 Where an applicant will become homeless within 56 days and the Council owes them a 'Prevention Duty or they are homeless and owed the Relief Duty, but, the full Housing Duty has not been determined

This status will be awarded by the Council. At relief duty stage, the banding will last for up to 56 days during which a decision will be made what further Duty may be owed. Where the full housing duty is owed the applicant will be promoted to Band 1. If it is determined that a full housing duty does not apply the applicant will remain in band 2 subject to the Council still considering them to be threatened with homelessness or actually homeless. At relief duty stage a household without a local connection may be referred to an authority where they have a local connection.

5.8 Properties subject to serious disrepair

This status will be awarded where there are category 1 hazards (as determined by the Housing Act 2004) confirmed to be present within a property by a relevant officer; and one of the following enforcement notices has been served:

- Improvement notice for Category 1 hazards (other than for overcrowding and space)
- Prohibition order (on part or all of the dwelling)
- Emergency Remedial Action (on part or all of the dwelling)
- Demolition or Clearance Orders

The priority of the relevant officer will be to remove the category 1 hazard, therefore, Redditch Homes officers will liaise with the enforcement officer prior to an offer of accommodation being made in order to determine whether works have been completed.

Where the notice has been complied with and the works completed, the applicant's band will be re-assessed.

Where one of the following notices has been served on the dwelling which prohibits occupation of the whole dwelling applicants will be dealt with under homelessness legislation:

- Emergency Prohibition Order
- Prohibition Order

Where the applicant is in a Council tenancy the Housing Act 2004 does not apply as it is unable to serve upon itself. This reasonable preference would still be awarded where a notice would be served if the tenure was different.

5.9 Affordable housing tenants who are under occupying affordable housing or living in an adapted property where they do not require the adaptations

The Council aims to make best use of existing housing stock and priority will be given where a affordable housing tenant applies to move to a smaller, or more appropriate type of property.

Some examples would be;

- a) Applicant's currently living in family sized accommodation, either social or affordable rent, who wish to 'downsize' and free up at least one bedroom.
- b) Applicants currently living in family sized accommodation, either social or affordable rent, wishing to move to a one bed property or a two bed property designated for older people e.g. retirement housing, Extra Care or a bungalow.
- c) An applicant occupying an adapted property where they do not require the adaptations.

Please note this only applies where a family sized property or a property with substantial adaptations will become available for re-letting following the move.

Please see 'Bedroom Standard for the Assessment of Overcrowding and Underoccupation' regarding how underoccupation is determined.

5.10 Serious Overcrowding

Applicants lacking two or more bedrooms will be awarded this status e.g. where the applicant has a four bedroom need and is living in a two bedroom property.

Overcrowding assessments will include all household occupants and the overall size of the property in determining the band, regardless of whether the whole household wish to be rehoused together or not. Applicants will have their circumstances assessed against the Redditch Homes Bedroom Standard as set out under the section on Registration and Assessment Process.

5.11 Cumulative Preference in Band 2

Applicants whose circumstances match more than one criterion in the Band 3 will be awarded 'cumulative preference', which means that they will move up to Band 2. For example, an applicant who meets two or more criteria in Band 3 would be awarded Band 2 banding but can't then move to the higher Band 1 unless the applicant is accepted for one or more of the reasonable preference criterion required for the Band 1 as agreed by a Senior Officer of the Council.

Applicants who have been found to be intentionally homeless, within the Band 4 will not qualify for a cumulative preference award.

Band 3 - Medium Housing Need

The following criteria will lead to Band 3 being awarded:

5.12 Overcrowding or lacking required bedrooms

This applies to households who are overcrowded or lacking one bedroom. Please see 'Bedroom Standard for the Assessment of Overcrowding and Underoccupation' table regarding how overcrowding or lacking required bedrooms is determined as set out under the section on Registration and Assessment Process.

5.13 Properties suffering from disrepair

Following confirmation from the relevant officer, properties that are suffering from minor disrepair (regardless of tenure), and are not deemed to be severe or a threat to the health and safety of the occupier or visitors, will be awarded this band. This banding will be applied where a hazard awareness notice has been served for Category 2 hazards (as defined under the Housing Health and Safety Rating System, Part 1 of the Housing Act 2004) except for overcrowding and space assessment which is assessed separately under the Redditch Homes overcrowding policy.

The Council will liaise with the relevant officer on a regular basis to check that the property circumstances are still in disrepair prior to an offer of accommodation being made.

Band 4 - Reduced Banding

(Reasonable Preference but reduced priority reviewed after 12 months)

This band will be used for households in Reasonable Preference categories where their priority is reduced for one of the following reasons;

Applicants will initially be banded according to their current housing need but demoted to Band 4. This decision will be reassessed by the Council after a period of twelve months, or at the applicant's request at any time subject to the confirmation of material changes in the applicant's circumstances.

5.14 Reasonable Preference – No Local Connection as described under the Qualification Criteria

Where an application is made and the applicant is assessed as having a reasonable preference as defined by Part VI of the Housing Act 1996, and does not have a local connection as defined under the Qualification Criteria of this Policy then their banding will be reduced to Band 4. This can be reviewed at any point at which they consider that they meet the Qualification Criteria.

5.15 Financial Resources

Owner occupiers and people with sufficient financial resources available to them to meet their housing needs will be placed in Band 4.

Applicants who have a household income (including benefits) of more than £45,000 per annum and / or savings/capital/assets/equity of £50,000 that will enable them to access and maintain private accommodation will be encouraged and supported to do so through the housing options service. Any household in receipt of a means tested benefit will not be subject to this reduced banding criteria (this does not include Child Benefit).

Applicants will be asked to provide income and asset/savings/capital details at the point of application and if, at that stage, they exceed the threshold their banding will be reduced to Band 4 (where they have a housing need). The income and assets/capital/savings details will also be considered at the point of offer to ensure the applicant is still on the correct banding.

The financial resources of an armed forces applicant will be disregarded where it is a lump sum that was received as compensation for an injury or disability sustained on active service.

Financial thresholds may also be determined by Registered Social Landlords and applicants should contact individual organisations where they believe income or capital may be an issue at the point they are made an offer of accommodation.

5.16 Deliberately worsening housing circumstances

Where there is evidence that an applicant has deliberately worsened their circumstances or deliberately moved into a property that is unsuitable and as a result would qualify for higher priority on Redditch Homes, this priority will be reduced. This would include circumstances where an applicant surrendered their tenancy, where it was reasonable to occupy and / or against the advice of the Housing Options Officer or where they moved to a property that was smaller than their requirements.

Where there is evidence that an applicant has deliberately worsened their circumstances in order to qualify for higher priority on Redditch Homes, this priority will be reduced. This may include the following;

- Unsuitable property choice – e.g. with stairs if need ground floor
- Overcrowding – e.g. moved in with others / moved others in by choice
- Causing disrepair – including not allowing access
- Giving up a suitable tenancy
- Adaptations – apply to move within 5 years and these still meet the households needs
- Refused support which could have maintained tenancy

Officers will consider the applicants circumstances and particularly issues of vulnerability or where poor advice has been given before reducing the persons banding to Band 4.

5.17 Housing related debts or other debts owed to Redditch Borough Council

Where households have housing related debts or other debts to the Council or landlord an assessment will be undertaken to establish how the debts have arisen and if from a deliberate act or omission that led to non-payment.

Those with outstanding debt to the Council or their landlord will be placed in the reduced banding. NB: in certain circumstances restrictions can be lifted. The applicant will be encouraged to make affordable arrangements to pay the debt and they will be placed within Band 4 until an affordable arrangement has been reached with whom they owe the money and the applicant is maintaining regular payments for 13 weeks.

The restriction has been introduced to maximise income to the Council or their landlord as well as prevent customers being housed that have a poor proven payment history for services from the Council.

Outstanding debt to the council would include

- Council Tax arrears
- Sundry debt arrears
- Former tenant arrears
- Court costs
- Recharges
- Housing Benefit overpayments
- Deposit bond schemes

NB: this would include debts that are statute barred (6 years old) and/or have been written off the Council's systems.

The Council will exercise its discretion, depending on individual circumstances where there are mitigating factors or an urgent need to move.

The circumstances where restrictions can be lifted include:

- Debt is less than £1,000 with a repayment plan in place that has been maintained for 13 weeks
- Exceptional circumstances
 - Life threatening circumstances
 - Safeguarding concerns
 - Domestic abuse
 - Severe medical needs
 - Other 'issues' out of the applicants control

Where a request to lift the restriction is made it will be considered on a case by case basis.

All circumstances will need to be evidenced by the submission of a Housing Management report validated by supporting documentation and will be agreed at the

discretion of the Head of Housing, Housing Services Manager or Housing Options Manager.

5.18. Anti-social behaviour, other tenancy breaches or abuse to staff

Where there has been a breach of tenancy such as anti-social behaviour or neglect of the property, the applicant will be placed within Band 4.

Band 4 will apply to applicants who are guilty of anti-social behaviour or tenancy breaches where formal legal action has been commenced e.g. injunction, CBO or Notice etc. This would include anyone found guilty of sub-letting a social housing tenancy and waste /neglect of the property. The Council will consider any particular support needs the applicant might have and whether this is having an impact on their behaviour before reducing the applicants banding. The Council will only consider recent tenancy breaches / anti-social behaviour. This would normally be within 6 months.

The Council can reinstate the higher banding where the tenancy breach is resolved or the applicant can demonstrate changed behaviour over a reasonable timescale. This would normally be 6 months.

Applicants who persistently verbally abuse or physically attack staff will have their application placed in Band 4, the reduced priority band, for 6 months.

5.19 Households who have been determined to have become homeless intentionally.

Band 4 will be awarded to applicants where the Council has carried out investigations under Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002) and found the applicant intentionally homeless. This banding will remain unless the Council has reason to believe that applicant has secured settled accommodation which has broken the chain of causation of the original homelessness from the homelessness application.

5.20 No bidding or refusing offers of accommodation

Where applicants in Bands 1 have refused a property without exceptional reason or applicants in Bands 2 or 3 have failed to place bids, or have placed successful bids but refused properties, and there is evidence that properties that would meet their needs have been advertised on Redditch Homes, their banding will be reviewed within the set time period for their band and they will be placed into Band 4, the Reduced Banding category.

By successful bids the Council means where the applicant(s) has been offered the property and invited to view it (where applicable).

The officer must consider the households' vulnerability and any issues that may have affected their behaviour at the time e.g. domestic abuse, mental health problems.

5.21 How Band 4, the reduced banding, will be applied

Applicants will be banded according to their current housing need but demoted to Band 4. This decision will be reassessed by the Council after a period of twelve months, or at the applicant's request at any time. Review requests where there has

not been any change of circumstances will not be considered. The reduced banding is unlikely to be removed if an applicant's circumstances remain the same.

Band 5 - Some Housing Need

This applies to all applicants who live, work or have a local connection as set out in Section 3 Qualification Criteria, to the Borough and do not meet any of the Reasonable Preference criteria, as set out above, and have low housing need. Applicants applying for designated older persons accommodation will not need to have a local connection to the Borough.

If an applicant has a low level housing need due to medical, disability or welfare conditions / issues, the banding will only be awarded where the condition / issue will be improved by a move to alternative accommodation.

Applicant(s) accepted onto the waiting list and awarded Band 5 include the following;

- In social housing and seeking a transfer.
- Households with low level medical or welfare issues.
- Households who are suffering financial hardship.
- Households in privately rented accommodation that do not have a reasonable preference
- Households who are sharing facilities with other non-related households.
- Households residing in an institution or supported housing scheme e.g. hospital with no access to settled accommodation.
- Households who have insecurity of tenure (those in tied accommodation or lodging).
- Households that are living with family but want to live independently.
- Two separate households wanting to live as one household.
- Households eligible and interested in older peoples accommodation will not need to demonstrate a housing need.
- Households eligible and interested in shared ownership properties only.

5.22 Low Level medical need

When determining whether an applicant is eligible for a low level medical need in order to be registered onto the system, the Council will accept the applicants own declarations as a sufficient level of evidence.

A low level medical need should be awarded where an individual has a disability, welfare condition or other issue where the issue may be improved by a move to alternative accommodation.

Applicants will be placed in band 5.

Any application in this banding can be closed after two years where no bids have been placed. Band 1 applicants who have not received an offer will also be reviewed after two years.

Band 6 – Reduced Priority for those who are not in a Reasonable Preference category.

Applicants will initially be banded according to their current housing need but demoted to Band 6. This decision will be reassessed by the Council after a period of twelve months, or at the applicant's request at any time subject to the confirmation of material changes in the applicant's circumstances.

5.23 Financial Resources

Owner occupiers and people with sufficient financial resources available to them to meet their housing needs will be placed in Band 6.

Applicants who have a household income (including benefits) of more than £45,000 per annum and / or savings/capital/assets/equity of £95,000 that will enable them to access and maintain private accommodation will be encouraged and supported to do so through the housing options service. Any household in receipt of a means tested benefit will not be subject to this reduced banding criteria (this does not include Child Benefit).

Applicants will be asked to provide income and asset/savings/capital details at the point of application and if, at that stage, they exceed the threshold their banding will be reduced to Band 6 (where they have a housing need). The income and assets/capital/savings details will also be considered at the point of offer to ensure the applicant is still on the correct banding.

The financial resources of an armed forces applicant will be disregarded where it is a lump sum that was received as compensation for an injury or disability sustained on active service.

Financial thresholds may also be determined by Registered Social Landlords and applicants should contact individual organisations where they believe income or capital may be an issue at the point they are made an offer of accommodation.

5.24 Housing related debts or other debts owed to Redditch Borough Council

Where households have housing related debts or other debts to the Council or landlord an assessment will be undertaken to establish how the debts have arisen and if from a deliberate act or omission that led to non-payment.

Those with outstanding debt to the Council or their landlord will be placed in the reduced banding. NB: in certain circumstances restrictions can be lifted. The applicant will be encouraged to make affordable arrangements to pay the debt and they will be placed within Band 6 until an affordable arrangement has been reached with who they owe the money and the applicant is maintaining regular payments for 13 weeks.

The restriction has been introduced to maximise income to the Council or their landlord as well as prevent customers being housed that have a poor proven payment history for services from the Council.

Outstanding debt to the council includes:

- Council Tax arrears
- Sundry debt arrears
- Former tenant arrears
- Court costs
- Recharges
- Housing Benefit overpayments
- Deposit bond schemes

NB: this would include debts that are statute barred (6 years old) and/or have been written off the Council's systems.

The Council will exercise its discretion, depending on individual circumstances where there are mitigating factors or an urgent need to move.

The circumstances where restrictions can be lifted include:

- Debt is less than £1,000 with a repayment plan in place that has been maintained for 13 weeks
- Exceptional circumstances
 - Life threatening circumstances
 - Safeguarding concerns
 - Domestic abuse
 - Severe medical needs
 - Other 'issues' out of the applicants control

Where a request to lift the restriction is made it will be considered on a case by case basis.

All circumstances will need to be evidenced by the submission of a Housing Management report validated by supporting documentation and will be agreed at the discretion of the Head of Housing, Housing Services Manager or Housing Options Manager.

5.25 Anti-social behaviour, other tenancy breaches or abuse to staff

Where there has been a breach of tenancy such as anti-social behaviour or neglect of the property, the applicant will be placed within Band 6.

Band 6 will apply to applicants who are guilty of anti-social behaviour or tenancy breaches where formal legal action has been commenced e.g. injunction, CBO or Notice etc. This would include anyone found guilty of sub-letting a social housing tenancy and waste /neglect of the property. The Council will consider any particular support needs the applicant might have and whether this is having an impact on their behaviour before reducing the applicants banding. The Council will only consider recent tenancy breaches / anti-social behaviour. This would normally be within twelve months.

The Council can reinstate the higher banding where the tenancy breach is resolved or the applicant can demonstrate changed behaviour over a reasonable timescale. This would normally be twelve months.

Applicants who verbally or physically abuse staff shall have their application placed in Band 6, the reduced priority band, for twelve months.

5.26 Households eligible and interested in older peoples accommodation will not need to demonstrate a housing need but will be placed in Band 6 if they do not qualify for a close local connection under the Qualification Criteria.

5.27 Households in Band 5 who bid successfully on a property and refuse the offer may be placed into Band 6.

5.28 How Band 6, the reduced banding, will be applied

Applicants will be banded according to their current housing need but demoted to Band 6. This decision will be reassessed by the Council after a period of twelve months, or at the applicant's request at any time. Review requests where there has not been any change of circumstances will not be considered. The reduced banding is unlikely to be removed if an applicant's circumstances remain the same.

5.29 Bedroom Standard for the Assessment of Overcrowding and Underoccupation

Bedroom Standard for the Assessment of Overcrowding and Under-occupation				
Household Make-up	Suitable Property Size			
	1 Bed	2 Bed	3 Bed	4 Bed
Single Person	✓			
Childless Couple	✓			
Parent(s) & 1 child or 25+ weeks pregnant		✓		
Parent(s) and 2 children of same sex aged between 0 and 16		✓		
Parent(s) and 2 children of same sex over 16			✓	
Parent(s) and 2 children of different sex under the age of 10		✓		
Parent(s) and 2 children of different sex when the oldest reaches 10			✓	
Parent(s) and 3 children – 2 of same sex aged between 0 and 16. Plus 1 other child			✓	

Parent(s) and 3 children - 2 of different sex under the age of 10. Plus 1 other child			✓	Additional bedrooms to be awarded as per age and gender of larger households
---------------------------------------------------------------------------------------	--	--	---	------------------------------------------------------------------------------

The appropriate senior officer within the Council may exercise discretion in deviating from the Bedroom Standard to increase the number of rooms an applicant requires. Examples would include where an extra room is required to accommodate a carer on health grounds, or where the applicant is a registered foster carer. In some circumstances it may be possible to award this banding and direct match a potential foster parent living in social housing to a more appropriately sized property with the agreement of the landlord. (see also Eligibility for Types of Dwelling under Section 6).

The Bedroom Standard allows the policy to determine whether there is under-occupation or overcrowding for the purposes of banding. The Council will determine, through this allocation policy the type and size of property an applicant can occupy.

Bands 2 and 3 will also apply to applicants needing to be re-housed on the application if they have no bed spaces available to them.

Evidence of overcrowding must be provided at the point of registration and allocation of accommodation and may be verified by a home visit.

There may be some exceptions to the bedroom requirements including the following;

- Where there is a carer included in the household who cannot share a bedroom.
- Where the household contains "a child who cannot share a bedroom". This definition applies to a child who (1) is entitled to the care component of disability living allowance at the highest or middle rate, and (2) by reason of their disability is not reasonably able to share a bedroom with another child.

A carer is someone who, with or without payment, provides help and support to a partner, relative, friend or neighbour, who would not manage without their help. This could be due to age, physical or mental health, addiction, or disability. In all cases the carer must have been identified by the applicant as the person who is primarily responsible for providing them with care and that they need to live with them.

Even if a carer is in receipt of Carer's Allowance this does not necessarily mean that it is necessary for them to reside with the person who is being cared for. An application to include a carer on a housing application will be considered if the need for a carer has been assessed by a relevant specialist organisation (e.g. a social care, health professional) as needing to provide overnight support by a resident carer. In these circumstances the applicant must provide supporting evidence from other agencies e.g. Social Care or a Health professional.

In some limited circumstances it may be possible to consider cases where the carer is not in receipt of Carer's Allowance but would be eligible. Under these circumstances it will still be necessary for the applicant to demonstrate that the person looked after is in receipt of a relevant care related benefit.

5.30 Household with a disabled child

Where the household includes a disabled child and the child isn't able to share a room with another child because of its disability then an additional bedroom requirement can be considered. The disabled child would need to be in receipt of the

care component of the Disability Living Allowance (or Personal Independence Payment) at the highest or middle rate.

5.31 Households with access to other children

Anyone with access to children will need to demonstrate their involvement in the care and supervision of the child. A senior officer within the Council will give consideration to factors including regularity of contact, who claims the relevant benefits for the child and any residency orders as well as legislation, codes of guidance and case law in determining which parent has **primary responsibility** for the children. Therefore unless there is an exceptional circumstance we would be unlikely to provide family accommodation where the applicant is not the primary carer for the child even if they have joint access rights to their child.

Currently case law around eligibility for benefits and homeless case law has found that separated parents do not have an automatic right to benefits or a bedroom for a child they do not have primary responsibility for.

The bedroom standard assessment is for determining overcrowding and does not guarantee that an applicant will be offered the exact property size for their household needs. In particular, where their housing need exceeds four bedrooms but there is a limited supply of larger properties within the Borough they are unlikely to be offered social housing that exactly meets their needs.

There may be other special circumstances subject to emerging case law where the bedroom standard does not apply and this will be determined by a senior officer or manager.

5.32 Time Limited Register

Live applications on the housing register will be closed after 2 years if there have been no bids placed. Band 1 applicants will also be reviewed where no offers have been made within a two year period. Please see the Reviews / Complaints Section for more information.

5.33 Waiting Time

New applicants, who are eligible and qualify, are placed into Band 5 whilst their housing need is assessed. An applicant's waiting time will be from the date of registration (the effective date); this will be the date the on line form is submitted or the paper form is received and date stamped at the Council's offices.

If an applicant is moved up into a higher band (following assessment) then the date they moved into that band will override the registration date (effective date).

If the applicant remains in or moves down to the Band 5 or 6 then the registration date (effective date) will apply.

5.34 Removing Applicant's Reduced Preference from Bands 4 and 6

Where an applicant is promoted from Band 4 or 6, the Reduced Band, to a reasonable preference band, the band start date will be back-dated to the date they were originally placed in the assessed band. E.g. Where the applicant has a reasonable preference due to a high medical need the date that this was effective from is the date that will be reinstated.

Where an applicant has been promoted from Band 4 or 6 a housing association may still refuse to accommodate them due to their own allocations policies. Applicants

demoted to Bands 4 and 6, the Reduced Bands, will be encouraged to pursue private rented housing wherever possible and appropriate advice and support will be given to assist them to do so.

The decision to promote an applicant from a Reduced Band will be undertaken as part of a full review of the applicant's circumstances to ensure that the applicant is awarded the correct banding.

5.35 Change of Circumstances

All applicants are required to notify the Housing Options Team at the Council immediately of any change to their circumstances which may affect their priority for housing. Applicants will need to provide proof of their change before it is assessed.

Applicants who have had a change of circumstances and have not informed the Council may have their application suspended whilst an investigation takes place in order to determine eligibility. The applicants' banding will be reassessed at the point that they submit the change of circumstances (not at the point when the circumstances change) and this will then determine their band start date. If an applicant does not respond to contact from the Council within one month, their application will be closed.

Applicants should notify the Council of any change in their circumstances. For example:

- A change of address, for themselves or any other person on their application
- Any additions to the family or any other person they would wish to join the application
- Any member of the family or any other person on the application who has left the accommodation
- Any confirmed pregnancy
- Changes of name
- Changes in financial circumstances, including change of employment
- Accommodation issues
- Medical or other housing needs

5.36 Additional Preference – Community Contribution of Key Workers and Volunteers.

The Council wants to recognise the many people who provide key worker services to the Borough, for example nurses, social workers and police officers, and will award an additional waiting time of six months for those applicants in key worker occupations. The key worker status can apply to either the applicant or joint applicant. The responsibility will be on the applicant or joint applicant to provide the evidence to be awarded this additional preference.

I. Applicants Volunteering

Applicants volunteering for a minimum of 20 hours per month confirmed by a registered charity and for a continuous period of at least six months, at the point of application, at review and the same at the point of offer will be awarded an additional six months waiting time.

II. Applicants who are full time carers

Applicants who are unable to take up key worker or volunteering positions because they care for someone on a full time basis and have done so for a minimum period of six months (before applying) and are in receipt of carers allowance (due to disability or frailty), will qualify for the award of an additional six months.

III. Applicants with a disability

The Council recognises that it may not be possible for some applicants to take up key worker or volunteering positions due to severe disability (e.g. where they are awarded the support element of Employment Support Allowance or higher rate Disability Living Allowance / Personal Independence Payment) and in these circumstances six months additional waiting time will be awarded.

5.37 Members of the Armed Forces

By Armed Forces, we mean the “regular forces” and the “reserve forces” as defined by s. 374 of the Armed Forces Act 2006(a). The “regular forces” means the Royal Navy, the Royal Marines, the regular Army or the Royal Air Force. The “reserve forces” means the Royal Fleet Reserve, the Royal Navy Reserve, the Marine Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force.

Members of the Armed Forces who have been served with a cessation to occupy accommodation will be given housing advice and the appropriate banding and, if required, considered under homelessness legislation (Housing Act 1996, Part VII and other relevant legislation).

The Council recognises the contribution made by members of the Armed Forces and we support the principles of the Worcestershire Community Covenant.

The Housing Act 1996 (Additional Preferences for Armed Forces) (England) Regulations 2012 require Local Authorities to give additional preference to a person with an urgent housing need and are in one of the Reasonable Preference categories.

The regulations are that local housing authorities must frame their allocation scheme to give additional preference to the following persons if they fall within one or more of the statutory reasonable preference categories and are in urgent housing need:

- a) serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service
- b) former members of the regular forces
- c) bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service
- d) existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service.

If an “Armed Forces” applicant is able to meet the local connection criteria (or is exempt from this) and does not have sufficient resource to meet their own housing

need, this Policy will award the applicant an additional six months in waiting time at the point that need has been assessed or date of registration (if need hasn't changed over time).

6. Applying for a Property and Lettings

6.1 Looking for Available Properties

Once applicants have been registered with Redditch Homes and notified of their registration number, they can start to look for a property of their choice, unless they are awarded Band 1.

6.2 Advertising

Whilst some properties will be directly matched by the Council the remainder of properties, and those of its partner housing association landlords, will be advertised in the following ways:

- Website – available to anyone with access to the internet. The website enables applicants to view all available properties on line at www.redditchhomechoice.org.uk
- Council Offices – computers will be available to view and bid for available properties. Staff will be on hand to assist where needed

Adverts will provide information about the location, property type and size, rent level, and eligibility criteria.

The Council may advertise during any twelve month period up to 5% of its allocations to existing Council tenants registered in band 5 to facilitate movement within the Council's housing stock.

The Head of Housing will review the percentage target on an annual basis.

6.3 Direct Matching for Band 1 Applicants

For all properties that are available and required for Band 1 a shortlist will be automatically produced of eligible households. The applicant at the top of the shortlist will be made an offer unless there are circumstances that make the allocation inappropriate e.g. where the location of the property is unsuitable for that particular applicant.

If the offer is refused it will be offered to the next applicant on the shortlist until the list is exhausted. If the property has been refused by the Band 1 shortlist or if there are no eligible applicants for the property, it will be advertised through Redditch Homes property shop for open bidding.

Applicants in Band 1 are only eligible for one offer and will be placed into Band 4 (Reduced Banding) if the offer was considered to be reasonable.

6.4 How to Bid

Applicants can bid for properties as detailed below. They will need to have their personal access details to access their account either:

- **On the Internet**

www.redditchhomes.org.uk

- **In Person**

At any of the Council's Offices with a public reception area

6.5 When to Bid for a Property

Empty properties will be advertised on a bidding cycle. The time that a bid is placed during the week does not make a difference to the shortlist position – it is not a 'first come first served' system.

6.6 Number of Properties an Applicant can Bid for

Whilst Band 1 applicants will be directly matched to a property, all other applicants will be able to make 2 bids each week as long as they match the advert criteria. Bids must be placed on separate properties for which the applicant is eligible. Applicants can withdraw their bid if they change their mind and re-bid on a different property at any time throughout the weekly bidding cycle.

6.7 Multiple Bidding

As applicants are able to bid on two properties during any given weekly bidding cycle, it is possible that the applicant will appear at the top of both shortlists. In this instance they will be contacted to discuss which property they wish to consider. The council or Housing Association will then indicate the applicant's preference and the applicant will be bypassed from the other shortlist. If the Council or Housing Association (Registered Provider) who has matched the applicant to a property subsequently decides not to offer them the property, the Provider will inform the applicant of the reasons for this directly, but the applicant will retain their banding and be able to continue bidding. Please see the section below on "Reasons why an applicant may not be offered a property".

6.8 Applications from Employees and Elected Members

Staff members, Elected Members, or relatives of either, will have their application approved by the Housing Options Manager or the Head of Housing, in accordance with the Councils equal opportunity policy.

Any offers of accommodation to members of staff or Elected Members, or relatives of either, will be agreed by the Chief Executive. In the absence of the Chief Executive this decision will cascade as follows:

1. Deputy Chief Executive
2. Executive Director for Leisure, Environment and Community Services
3. Executive Director of Finance and Corporate Resources

6.9 Statutory Homeless Households

Homeless applicants placed in Band 1 will be those who have been:

- accepted as statutory homeless (where the full rehousing duty is owed) by the Council under s193 in Housing Act 1996 (eligible, homeless, priority need and not intentionally homeless, with a local connection) or those owed the relief duty, but who would be owed the full duty when the relief duty comes to an end

If an offer is rejected at the relief stage, subject to review, the full homeless duty will not subsequently be owed.

The Council will direct match all Band 1 applicants. When a Statutory Homeless applicant is directly matched to a property the applicant will be notified of this and, subject to rights of review under Part VII of the Housing Act 1996, this will constitute an offer of housing under Part VI as a discharge of the Council's homelessness duty. If this offer is subsequently refused and the applicant requests a review of the suitability of accommodation, then the application will be suspended until the outcome of the review has been determined.

If the refused offer is deemed suitable, the Council will have discharged its Duty and the applicant will be placed into band 4 (reduced banding).

Should a Statutory Homeless applicant (eligible for the full re-housing duty) be rejected by a partner housing association under its own allocations criteria, the homelessness duty will not be discharged and the applicant will remain eligible for a further offer.

6.10 Eligibility for Types of Dwelling

The Council or its housing association (Registered Provider) partners may use their individual landlord policies, or may use their discretion to determine an applicant's eligibility for a size and type of dwelling.

Examples are, but not restricted to:

- Where applicants require larger or specially adapted accommodation on health grounds. This will be considered on a case by case basis, taking into account the advice of the Council's qualified medical advisor.
- Where the landlord wants to deliberately under-occupy a property and a Local Letting Plan is in place.
- Where there is little or no demand for a particular property and it is therefore difficult to let (at the point of advertising the property).
- Where an applicant has a larger family size than the bedroom size criteria.
- There may be properties where, having gone through the usual shortlisting process, have not been let and therefore the Council, or its registered provider partners, may use their discretion to adjust any of the criteria for that particular property as deemed fit.

6.11 Selection process

- Applicants for each property are placed in order of housing need. Priority for a property is decided first by band and then by date within the band and then by effective date.

A bid for a property will not be considered if the applicant's household does not meet the size, age or disability requirements for that property, unless there are exceptional circumstances which need to be taken into account.

Landlords will select and may also interview the top applicant(s) before an offer is made.

A property will not always be offered to the applicant at the top of the shortlist if there are reasons why this applicant is not eligible or would not be suitable. Please see the 'Reasons why an Applicant may not be offered a property' section for more details.

Successful applicants will be given the opportunity to view the property prior to tenancy sign-up.

If the applicant chooses to refuse the property, the reasons for the refusal will be recorded and the applicants banding may be reassessed.

If an applicant is matched to a property they will not be able to bid for other properties until they have decided to either accept or refuse the offer of the property.

If the applicant is at the top of the shortlist the Council or Housing Association will check the application to ensure the banding is correct and there aren't any other factors that would limit offers of accommodation e.g. change of circumstances.

6.12 Reasons why an Applicant may not be Offered a Property or an Offer is Withdrawn

Housing Associations may choose not to allocate a property due to their own allocations policy, please contact individual housing associations (registered provider) for more information.

Where information is received following initial registration that changes the eligibility of the application for the property being offered the offer may not be made or may be withdrawn.

If the applicant requires a certain type of accommodation for example their own entrance and the property does not meet this requirement the offer will not be made or will be withdrawn.

6.13 Restrictions on offers through the advert

The Council and housing associations may apply restrictions in order to identify suitable applicants in particular circumstances and these will always be specified in the advert. Where a property is advertised with certain restrictions, the letting will be made to the bidder who meets the criteria with the earliest band start date in the highest band, as with usual lettings.

Some properties may be restricted for bidding as follows;

- Under agreements pursuant to s.106 of the Town and Country Planning Act 1990 (as amended) imposing conditions on who is able to bid – normally a restriction to households with a local connection or the applicants age.

- The Council and housing associations may adopt specific lettings criteria in relation to particular developments or areas in order to address identified problems and to create sustainable and balanced communities. In these circumstances a local lettings policy would apply.
- The Council and housing associations may advertise a property with particular criteria to allow for it to be sensitively let in recognition of the impact on neighbours or the neighbourhood. This will be authorised by a senior officer.
- The Council and housing associations are entitled to advertise some properties with preference given to their existing tenants in order to facilitate transfers.

6.14 Refusing Offers of Accommodation

Band 1 applicants are expected to accept an offer of accommodation as the Council will fully understand their requirements. All other applicants are expected to take reasonable care when bidding for a property to ensure it meets their needs. If, however, an applicant decides to refuse an offer of accommodation, the property will be offered to the next suitable applicant. An application may be reassessed if an offer of a property is refused. The Council will take into consideration the suitability of the property and reasonableness of the offer in any reassessment undertaken.

6.15 Refusals by Band 1 applicants to whom the full homeless duty is owed

If a homeless applicant refuses an offer of suitable accommodation, the Council may decide that its duty under homelessness legislation is discharged, subject to the statutory review process, and the applicants banding will be reassessed.

Homeless applicants have the right to request a review of certain decisions made by the local authority in respect of their homeless application. This includes the decision to bring to an end the full homeless duty by making a suitable offer of settled accommodation. The applicant has this right whether they refuse or accept the offer of accommodation. If the review finds in favour of the homeless applicant, the applicant will retain their Band 1 status (provided they are still homeless).

If the reasonableness and suitability of the offer is upheld, the homeless duty will be ended and the applicant will be placed in Band 4 (the Reduced Band). Homeless applicants are therefore advised to accept an offer and then request a review if they believe it to be unsuitable.

6.16 Exempt Allocations – Accommodation provided for lettings that are not covered by this Scheme.

The following exempt allocations are covered by s160, Housing Act 1996 and are not allocations under this Policy:

- Succession to a tenancy on a tenant's death pursuant to s89 Housing Act 1985 and s17 Housing Act 1988 (this will be dealt with by the landlord under the relevant legislation and policies).
- Assignment of a tenancy by way of mutual exchange.

- Transfer of the tenancy by a court order under family law provisions or under the Civil Partnership Act 2004.
- An introductory tenancy (including assured shorthold) becoming an assured/secure tenancy.
- Transfers initiated by the Council or housing associations (registered providers) (e.g. decant to alternative accommodation to allow for major works).
- Being rehoused by the Council pursuant to the Land Compensation Act 1973.

The following allocations are deemed to be exempt as they are likely to require different decision making processes and criteria in making assessments and rehousing the applicant:

- A person being granted a family intervention tenancy.
- Provision of non-secure temporary accommodation in discharge of any homelessness duty or power.
- Supported accommodation.
- Where a partner housing association needs to directly match a property (more details regarding this are included later in this policy).
- Some Extra Care and Sheltered accommodation will need to apply its own policy for the allocation of accommodation which will be based on age and housing and care needs. For more information contact the Council or relevant landlord for information.
- Changes to joint tenancies which will include the granting of a new tenancy through changes from a sole to a joint tenancy and from a joint to a sole tenancy. The Council or partner housing association will decide whether to allow a Joint Tenancy depending on the circumstances of the case.
- Households requiring a move through the Witness Protection Scheme or similar, at the formal request of the appropriate authority.
- Where properties have adaptations and are suitable for applicants with special needs they will, in the first instance, be considered for direct matching to applicants in Band 1. If there is no requirement for the property through direct matching, the property will be advertised through Redditch Homes. Priority for accessible accommodation will be given to those people who have appropriate levels of need and this will be clearly stated in the adverts.

6.17 Local Lettings Plans

Redditch Borough Council reserves the right to apply additional criteria for example specific local connection criteria, offers of family sized accommodation to smaller

households or those in employment when using Local Letting Plans. The Council and housing associations, in the interests of promoting balanced and sustainable communities, agree local lettings plans for specific areas, estates, or blocks. This is to ensure that lettings plans are tailored to the needs of an area, and protect the interests of existing residents and the wider community.

All local lettings plans will be available from the landlord upon request.

6.18 The principles in applying Local Lettings Plans

- Local Lettings Plans may be developed to meet the particular needs of a local area.
- Local Lettings Plans can apply to single properties or a number of properties in a particular area that may become available over a period of time.
- There must be a clear reason for having Local Lettings Plan (this may take the form of recurring antisocial behaviour issues, high child densities or a concentration of older residents) and will be subject to reconsideration.
- Local Lettings Plan must be developed and approved in accordance with an agreed procedure that must have specific aims and will be reconsidered on an annual basis.
- A requirement of a Section 106 agreement of the 1990 Town and Country Planning Act.

The decision to implement a Local Lettings Plan will be developed and approved by a Senior Officer of the Council. The local ward Member will be consulted and will have 7 days within which to respond, after which, if no response is received, it will be assumed that they are in agreement. Any decision to implement a Local Lettings Plan will always take into account the implications for equal opportunities and the need to ensure that the Council is able to meet the allocation needs of those owed a reasonable preference.

Where a property is advertised in accordance with a Local Lettings Plan, the letting will be made to the highest bidder who meets the eligibility criteria of the Local Lettings Plan.

Examples of possible Local Lettings Plans:

The following are examples of local letting criteria that could be included in respect of a specific area, estate, or block:

- Age restrictions.
- Where the property forms part of a rural housing scheme on an exception site.
- Restrictions on lettings to vulnerable households where there are already a concentration of supported tenants/residents.
- Sensitive lettings where there have been issues with anti social behaviour.

7. Administration of the Scheme

7.1 Delegation of Authority

Redditch Homes operates alongside the separate allocation policies and activities of partner housing associations.

The Council will not revoke any of its legal duties and powers.

The administration of the Allocations Policy and scheme is undertaken by Redditch Borough Council who is responsible for updating and reviewing this Policy and scheme in line with good practice, legislation and case law, consulting with partners and customers and ensuring the scheme is followed.

Certain functions within the scheme can only be undertaken by a senior officer or manager and, where this is the case, this has been clarified throughout the allocations policy.

7.2 Reassessment of Bandings

Bandings will be reassessed when it is apparent there has been a change of circumstances.

An applicant will be notified of the reassessment. Failure to respond to appropriate correspondence in relation to the reassessment within one month will result in the application being closed. If good reason can be shown for the failure to respond to the reassessment then the application may be reinstated with the original band start date.

If the Council considers that an applicant in a reasonable preference banding has not been using their priority and bids appropriately, a senior officer will review the application and banding may be altered to Band 4, the Reduced Band unless good reason can be shown as to why bids have not been placed.

7.3 Notification of Bands 4 and 6 - Reduced Banding

Any applicant whose banding is reduced will be provided with notification of the decision that will contain the following information:

- The original band and the revised band
- The reasons for the decision to reduce banding
- That the applicant has a right to request a review of that decision
- What they have to do before their band can be reconsidered

7.4 Closing of Applications

Applications may be closed if applicants:

- Request their application to be closed.
- Do not respond to a request to provide updated information about their registration.

- Do not make a bid, or if in Band 1 have not been offered a property, within 2 years of applying to join the Scheme
- Circumstances have changed and the applicant is no longer eligible under this allocations policy.

When an applicant is re-housed through Redditch Homes, their application will be automatically closed and they will need to complete a new registration form if they wish to remain on the Housing Register.

In all other circumstances where an applicant has moved they will need to complete a change of circumstances and be reassessed.

7.5 Re-joining the Housing Register

Where a household wishes to re-join the Redditch Homes Housing Register at a later date, their new date of application will be the date they re-register unless there are exceptional circumstances to be considered by a senior officer.

7.6 Equality and Diversity

The Council's aim is to implement and maintain services which ensure any potential or current applicant is not treated less favourably on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or marriage and civil partnership, nor is disadvantaged by the application of a rule, condition, or requirement, which has a discriminatory effect which cannot be justified by law. Allocations will only be made to those persons who are eligible.

This policy will be subject to periodic equality impact assessments.

7.7 Confidentiality

The fact that a person is an applicant on the Redditch Homes will not be disclosed (without their consent) to any other member of the public.

7.8 Data protection and Information Sharing

All information held is subject to the Data Protection legislation. Redditch Homes will advise all applicants joining the scheme about how their data will be used. The application and any information relating to it will be able to be viewed by the housing association landlord who has advertised the property. The information is shared under the Council's legal duty for the purposes of allocating housing.

7.9 Information sharing without consent

In exceptional circumstances information may be shared about the individual and their history irrespective of whether their consent has been obtained. This does not happen often but will include:

- In accordance with the provisions of the Crime and Disorder Act 1998 (S. 115).
- Where there are serious risks to the public, our staff or to other professionals;
- To protect a child; or
- To protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.
- Where information is relevant to the management or support duties of the proposed landlord or support organisation to ensure the health and safety of the applicant, a member of his or her household, or a member of staff.

7.10 False statements or withheld information

It is a criminal offence for applicants and/or anyone providing information to Redditch Homes to knowingly or recklessly make false statements or knowingly withhold reasonably requested information relevant to their application (s.171 Housing Act 1996). This includes but is not limited to:

- information requested on the housing registration form.
- Information provided in response to correspondence at the review of the application.
- Any information relating to any other reassessment of the application.

An offence is also committed if a third party provides false information whether or not at the instigation of the applicant. This would apply at any stage of the application process.

Where there is suspicion or an allegation that a person has either provided false information or has withheld information, the application will be placed under pending status during the investigation and will be excluded from this Scheme until an outcome is reached.

If the outcome of any investigation establishes that they did not provide false information, or there was no withholding of information or such was not found to be withheld knowingly, then the application will be reinstated from the date of registration, meaning the relevant applicant should not suffer any disadvantage.

However, where the investigation shows that false information was provided on the application form the application will be re-assessed. The applicant may also be liable to prosecution. Ground 5 in Schedule 2 to the Housing Act 1985 (as amended by the 1996 Act, s.146) enables the landlord to seek possession of a property where it has been granted as a result of a false statement by either the tenant or a person acting at the tenant's instigation.

If it is determined that an applicant directly, or through a person acting on his or her behalf, has given false information or withheld required information it will result in an applicant being removed from Redditch Homes and deemed ineligible unless there are exceptional circumstances to be considered by a senior officer.

7.11 Monitoring Redditch Homes

The Council will regularly monitor the outcomes being achieved by Redditch Homes.

8. Reviews of decisions

8.1 Information about decisions and reviews

The Council makes the decision regarding the start dates and banding of every applicant.

An applicant to Redditch Homes has a right to request a review from the Council if they are unhappy with any decision (finding of fact). This will include:

- decisions to exclude from registration,
- the level of priority awarded or the way in which the application has been dealt with.

Applicants will be able to appoint an advocate, and once appointed, the Council will deal directly with the advocate. The applicant or advocate must request a review within 21 days of the date of the decision letter unless there are exceptional circumstances which have prohibited them from doing so.

Applicants have the following further and specific rights to information about decisions and rights of review of decisions:

- the right, on request, to be informed of any decision about the facts of their application which has been taken into account in considering whether to make an allocation to them
- the right, on request, to review on following grounds a decision to treat them as ineligible due to immigration controls or unacceptable behaviour serious enough to make them unsuitable to be a tenant

The applicant will be notified of the outcome of the review including reasons. The Council will aim to determine the review within 56 days of the request or such longer period as may be agreed with the applicant. Once the review has been decided upon there is no further right of review on the same matter unless there is a material change of circumstance.

The applicant will also have the right to make a formal complaint through the Council's complaints procedure and escalate this to the Local Government Ombudsman and seek a judicial review.

Reviews will be carried out by a senior officer within the Council and an officer who was not involved in the original decision.

Where the complaint concerns an issue with the letting of a property, the applicant should address their complaint directly to the relevant landlord and follow that organisation's complaint procedure.

8.2 Complaints

An applicant who is not satisfied with the service that they receive may register a complaint with the Council by telephone, e-mail, in writing or in person. All complaints will be acknowledged and investigated. Please see the Council's complaints procedure for details on how to complain and the length of time the Council has to consider the complaint. <http://www.redditchbc.gov.uk/council/corporate/we-want-your-feedback/compliments-and-complaints.aspx>

An applicant can ask someone else or an organisation such as Citizen's Advice Bureau to make a complaint on their behalf.

Appendix 2 Redditch Homes Partners' Contact Details

Name	Address	Phone Number	Email	Website
Bourneville Village Trust	Estate Office, Oak Tree Lane, Bourneville, Birmingham, B30 1UB.	0121 472 3831	info@bvt.org.uk	www.bvt.org.uk
Bromford Housing Group	Regus Birmingham Blythe Valley Central Boulevard Blythe Valley Business Park Solihull B90 8AG	0330 1234 034	customerservices@bromford.co.uk	www.bromford.co.uk
Bromsgrove District Housing Trust	Buntsford Court, Buntsford Gate, Bromsgrove, Worcestershire, B60 3DJ	0800 0850 160	info@bdht.co.uk	www.bdht.co.uk
Clarion Housing	Gee Business Centre, Holborn Hill, Aston, Birmingham, B7 5JR	0300 456 3300		www.myclarionhousing.com
Fortis Living	Festival House, Grovewood Road, Malvern, Worcestershire, WR14 1GD.	01684 579579	housingneeds@fortisliving.com	www.fortisliving.com

Friendship Care & Housing	50 Newhall Hill, Birmingham, B1 3JN	0121 506 2800	friendship@longhurst-group.org.uk	www.fch.org.uk
Housing and Care 21	Tricorn House, 51-53 Hagley Road, Birmingham B16 8TP.	0370 192 4000	enquiries@housingandcare21.co.uk	www.housingandcare21.co.uk
Midland Heart Ltd	20 Bath Row, Birmingham, B15 1LZ	0345 60 20 540	customer.servicecentre@midlandheart.org.uk	www.midlandheart.org.uk
West Mercia Homes	Apex 2, Apex Park, Wainwright Road, Worcester, WR4 9FN	0300 7906 531	info@wmhousing.co.uk	www.wmhousing.co.uk
Orbit Heart of England	10 Greenhill Street, Stratford upon Avon, WARCS CV37 6LG	0345 8 500 500	info@orbit.org.uk	www.orbit.org.uk
Redditch Co-operative Homes	Britten House, Britten Street, Redditch B97 6HD	01527 591170	customerfirst@accordgroup.org.uk	www.accordgroup.org.uk
Rooftop Housing Group	70 High Street, Evesham, Worcestershire, WR11 4YD	0800 0421 800	info@rooftopgroup.org	www.rooftopgroup.org
Sanctuary Housing	Sanctuary Midlands, 164 Birmingham Road, West Bromwich, Birmingham, B70 6QG	0800 131 3329	midlands@sanctuary-housing.co.uk	www.sanctuary-group.co.uk
Stonewater	Jephson House Third Floor, Castle Mill,	01234 889494		www.stonewater.org

	Burnt Tree, Tipton, DY4 7UF			
Stonham Housing Association	2 Gosforth Park Way, Gosforth Business Park, Gosforth, Newcastle upon Tyne, NE12 8ET	0845 141 4663		www.homegroup.org.uk
Optivo	Grovenor House, 125 High Street, Croydon CR0 9XP	0330 123 0220	csclondon@optivo.org.uk	www.optivo.org.uk
Walsall Housing Group	100, Hatherton Street, Walsall, WS1 1AB		Enquiries@whgrp.co.uk	
Waterloo Housing Group	Waterloo House, 1700, Solihull Parkway, Birmingham Business Park, Solihull, B37 7YD	0800 435016		www.waterloo.org.uk

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**8th January 2019**Securing a Development Partner to Progress the Possible Redevelopment of Winyates and / or Matchborough District Centres and Surrounding Areas**

Relevant Portfolio Holder	Cllr David Bush
Portfolio Holder Consulted	
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	Matchborough and Winyates
Ward Councillor(s) Consulted	None
Key Decision / Non-Key Decision	Non-Key

1. RECOMMENDATIONS

It is recommended that the Executive Committee:-

(i) notes the proposal for a comprehensive approach to the redevelopment of Matchborough and Winyates District Centres and the creation of up to 400 new market and affordable homes as part of this development.

(ii) notes the bid for OPE funding to support the Council in the feasibility study and the options appraisal for such a development.
Appendix 1

(iii) agrees that the Council works with Homes England and its Delivery Partner Panel to 'soft market test' its proposals with members of the panel at no additional cost to the Council, and with no ongoing obligation.

(iv) notes the establishment of a partnership board involving Redditch Council, Homes England, Worcestershire County Council and Arrow Vale Academy to oversee the continuing work on all aspects of the project.

2. SUMMARY OF PROPOSALS

2.1 The Council has committed to investigate the opportunity to regenerate Matchborough and Winyates District Centres. Both District Centres suffer from dated layout and design, which creates a poor environment for any potential new investors and occupiers as well as for everyday users, and also encourages anti-social behaviour. Furthermore, the rental income at the Centres may be well below expected market returns. Initial work has started to consider the potential for redevelopment of one or both of the Centres. The issue now is to understand how the high costs of this scale of intervention might be met. This report identifies an approach to support a comprehensive redevelopment.

2.2 Over the last three months the NWEDR and the Planning and Regeneration Team have been working with Homes England and Worcestershire One Public

EXECUTIVE COMMITTEE8th January 2019

Estate (OPE) team to explore a partnership approach which could access new funding to support both the detailed appraisal of options for a comprehensive regeneration approach and the funding of new infrastructure and development. With the support of Worcestershire OPE a formal bid for One Public Estate (OPE) Round 7 funding to support the next stage of feasibility work for a comprehensive redevelopment proposal has been submitted (Appendix 1). Members will recall that OPE 6 is supporting work on the new Public Sector Hub in the Town Centre. OPE Round 7 places strong emphasis on the provision of new housing on Public Sector land. Initial analysis shows that a comprehensive approach to regeneration incorporating under used land in the vicinity of the existing District Centres could create up to 350 new homes as well as new commercial provision, enhanced local amenities and a greatly improved local environment.

- 2.3 This comprehensive approach is supported informally by the Council's partners: the County Council, as Highways, Education and Public Health Authorities, Arrow Vale Academy and the Arrow Vale Trust together with the local middle school and first schools, the Community Safety Partnership, Homes England and West Midlands Combined Authority. Discussions with Homes England suggest that there could be capital funding to support regeneration and redevelopment which would deliver significant numbers of new homes. This includes the Small Sites Programme which provides capital funding for development on Local Authority land. Expressions of support for the OPE7 Bid have been received from partners and the OPE team at Worcestershire County Council.
- 2.4 The Cabinet Office and Homes England consulted on the OPE bid will wish to understand that all options for regeneration of the District Centres and their surrounding environs have been appraised and, once the Council has agreed a preferred development approach, how this will be delivered. It is enough at this stage to set out a potential route to delivery.
- 2.5 To deliver an appropriate redevelopment option would require the commitment of public sector land owning partners to commit to the use of their land assets. Homes England has indicated that they would welcome a comprehensive approach incorporating housing and community benefit and have indicated that capital funding to support this development will be looked upon favourably if the Council work with one of their procured development partners to undertake the development.

Securing a Delivery Partner

- 2.6 Homes England have a Delivery Partner Panel which comprises a range of house builders, commercial developers and building companies who have been procured for tasks such as this (Full list available at Appendix 2). Homes England has also entered into Strategic Partnerships with a number of housing associations who have also been procured to deliver new housing. If the Council

EXECUTIVE COMMITTEE8th January 2019

agreed to seek to appoint a development partner from either of these frameworks it would have the potential to accelerate progress, enabling future development to be realised earlier. The Council would however want to ensure that any development partner it works with shares the Council's vision for a sustainable development which meets all of its requirements, and that such a partnership would be on terms which protect the Council's financial position.

- 2.7 If the Council chooses to work with Homes England it will need to consider carefully the proposal to use the Delivery Partner Panel or Strategic Partnership Framework. The pros and cons of such an approach are as follows.
- (1) Through the Strategic Partnership framework members have access to capital funding which has been allocated; this funding is limited by project and is intended to support housing directly not mixed use developments. These partners are housing associations, and the Council may believe it could now offer the same itself, potentially with its new housing company. Moreover if the Council chose the strategic partnership route it would be expected to enter into an early commitment to work with the partner through the process.
 - (2) There is more flexibility in the Delivery Partner Panel. The developers on this panel have experience of delivering larger mixed use and major housing schemes and potentially could bring more resources to bear. Homes England has indicated that DPP members would be able to bid for a range of funds to support infrastructure and new housing development. Significantly, with the Delivery Partner Panel, the Council can use the panel members to 'soft market test' its proposals. This would involve inviting members of the panel (all) if they would be interested in the project and in undertaking an initial appraisal of the deliverability and viability of different development options. This would be at no cost to the Council (except officer time and access to appropriate information). The Council can then use this information in refining its brief for the development before inviting formal bids from development partners. In this scenario, there is no obligation on the Council to appoint any developer who responds to soft market testing. Although not all members of the panel will choose to soft market test our proposals, similar exercises elsewhere have seen developers come forward at this stage in the understanding that such work may assist them if they ultimately choose to bid for the project.
 - (3) The initial procurement process on the Delivery Partner Panel having been completed by Homes England means that following a soft market testing process and refinement of the brief for the development from this, the Council will be able to expedite the appointment of a suitable development partner in a relatively short time frame. This would save at least six months on an open market procurement exercise. However all options would remain open to the council after the soft market testing.

EXECUTIVE COMMITTEE8th January 2019

(4) The use of the Delivery Partner Panel to choose a developer to work with on delivering the complete scheme will mean that the Council will be expected to commit its own assets and recourses into the partnership, probably through a joint venture arrangement, in return for the development partner investing both capital and expertise into the project. With surplus public land, including land released through a reconfiguration of highways, being also within the ownership of the County Council, Redditch officers will seek to secure agreement that this land be included within the scope of the development at no cost.

(5) The Council will have to be clear how it would derive an appropriate return on its investment and thereby achieve value for money. It will also wish to understand how the completed project is owned going forward, for example would it be the Council's intention to retain a long term stake in the completed development, beyond its partnership with the appointed developer.

(6) Working with the Homes England and the Delivery Partner Panel will place the Council in a strong position to enable the successful application for capital grant funding from Homes England to support demolition, infrastructure and redevelopment.

Conclusions

- 2.8 Up to 8 hectares of land could be made available for development including the land occupied by the existing local centres, the surplus and underused public sector land between and around the centres. A new local centre and 350 new homes could be built within this scale of development. If the Council wished to retain two local centres the level of housing development would be reduced. With the predominance of social housing in the immediate area, the Council may wish to consider promoting a market led housing development within the overall scheme, with the 30% affordable providing more than sufficient numbers to replace social housing which is lost through redevelopment. This would potentially support a higher level of grant.
- 2.9 Given the scale of potential development and the mixed use nature of the scheme it is recommended that consideration be given to the appointment of development partner utilising the Homes England Delivery Partner Panel. However before this commitment is made, it is proposed that officers work with Homes England to undertake a soft market testing exercise on the basis that this will inform both the nature of the development and the likely costs and returns. This will assist in the preparation of a business case for any future investment by the Council or grant application to Homes England.
- 2.10 This work can be progressed now while we await the outcome of the OPE7 Bid (due February). If this funding is approved it will enable the Council to have its own resources to provide independent advice on the both the results of the soft

EXECUTIVE COMMITTEE

8th January 2019

market testing and on the appraisal of development options and delivery arrangements going forward. It will also support further work throughout delivery.

- 2.11 Assuming that a development partner is appointed in 2019/20, it should be possible for the development to commence in 2022/23. If members support the approach set out in this report then it should be possible to report back with the results of the soft market testing in March 2019.

3. KEY ISSUES

Financial Implications

- 3.1 None at this stage. These will be determined through the feasibility study and may include funding land and property acquisitions and investment in the proposed new development.
- 3.2 Full business case will be prepared once detailed costings and options appraisal work is completed.

Legal Implications

- 3.3 The Council may consider a joint venture partnership with an appointed development partner.
- 3.4 The feasibility study will consider detailed title issues in relation to land ownership and potential land and property acquisitions.

Service / Operational Implications

- 3.5 This can be met within existing workloads. The proposed development presents the opportunity to rationalise the delivery of all public and community services with the potential that might provide for efficiency savings and better customer services.

Customer / Equalities and Diversity Implications

- 3.7 None at this stage.

4. RISK MANAGEMENT

- 4.1 The feasibility study and the completion of a detailed business case will examine all risks associated with this project and set out how such risks will be mitigated.

5. APPENDICES

EXECUTIVE COMMITTEE

8th January 2019

Appendix 1 - OPE BID
Appendix 2 - DPP3 Panel Members

6. BACKGROUND PAPERS

None

7. KEY

AUTHOR OF REPORT

Name: Paul Spooner
email: paul.spooner.@nwedr.org.uk
Tel: c/o ext 3229

EXECUTIVE COMMITTEE

8th January 2019

APPENDIX 1 – see attached

APPENDIX 2 – Homes England Delivery Partner Panel- Members

B Y Development Limited
Bardsley Construction
Barratt Developments Plc
Beaumont Morgan Developments
Bellway Homes
Bloor Homes Limited
Blueprint Limited Partnership
Carillion Igloo (inactive)
Clarion Housing Group
Countryside Properties Limited
Crest Nicholson
Deeley Group Limited
Galliford Try Plc
Heyford Park Settlements LP
Interserve
Jessup Brother Limited
Keepmoat Homes Limited
Kier Limited
Laing O Rourke
Legal & General Homes (Communities) Limited
London and Quadrant Housing Trust
Lovell Partnerships Limited
Mears New Homes
Morris Homes
Novus Property Solutions Limited
Orbit Homes (2020) Limited
Places for People Group Limited
Redrow Homes
Robert Woodhead Limited
Robertson Group
Sanctuary Housing Association
Seddon Group Limited
Speller Metcalfe Limited
Strata Homes
Strategic Team Group
Taylor Wimpey
The Casey Group Limited
United Living (South) Limited
Urban Splash Developments Limited
Wates Construction
Willmott Partnership Homes Limited

EXECUTIVE COMMITTEE

8th January 2019

OPE 7 Bid

**The comprehensive regeneration of
Matchborough and Winyates District Centres,
Redditch with significant new housing**



An application for funding and support under One Public Estate

Contents

1. Project Title
2. Headline
3. Project Rational and Objectives
4. Site/s
5. Project Scope
6. Partners
7. Benefits
8. Time Scales
9. Funding
10. Risks

1. Project Title

The comprehensive regeneration of Matchborough and Winyates District Centres, Redditch with significant new housing.

2. Headline

The redevelopment of the original 1970's New Town District Centre layout and design will enable Redditch Borough Council and partners to remodel the area, increasing the number and type of housing available as well as delivering community benefits and a more sustainable retail offer. This will include market and shared ownership housing to meet a specific need recognised and agreed with Homes England.

3. Project Rationale and Objectives

Redditch Borough Council is working in partnership with other public sector landowners to undertake the comprehensive redevelopment of two adjoining but failing District Centres within Redditch Borough to create a high quality and comprehensive new development comprising new retail and community facilities, over 400 new homes, and enhanced sports and leisure facilities at the Arrow Vale RSA Academy, set within a green, safe and attractive environment. Through its public sector partnership, Redditch Borough Council is also engaging with health and community safety partners to ensure appropriate health facilities and related local community services are all integrated within the planned development.

Round 7 of OPE places strong emphasis on the provision of new housing. Through a partnership approach, the developing plan for the new development could relocate the remote school playing fields within an enlarged RSA Academy curtilage on undeveloped land. The release of current playing field land and surplus highway extension land along with the footprint land of the existing District Centres provides a developable site of over 8ha gross. With the level of existing social housing provision in the area, the new housing would include a significant portion of market housing, including smaller units primarily aimed at first time buyers, for which there is known to be unmet demand locally. The majority of the developable land is within public sector ownership so only limited land assembly and property acquisitions will be required. The feasibility study and master planning will define and support the potential for further land acquisitions.

Initially, redevelopment and regeneration of this area was focussed on redeveloping the two District Centres simultaneously. Since then, alternative redevelopment options have been tabled, all of which could provide the desired enhancements for the area. These options include the potential to replace the existing centre with a major new district centre, serving both of the local communities served by the existing centres. In order to fully understand which development option should be pursued, a detailed feasibility study is now required. This will appraise the viability, deliverability and community benefit and value for money of all development options and once the recommended

option is selected by the public sector partners the study will extend to delivery method, master planning and funding to ascertain the most effective way to drive this project forward.

In terms of delivery method, it is recognised while that the Council (and other public sector partners) may wish to invest in the development, the nature of the mixed use development anticipated and the scale of the development, with 400 new homes to form part of any of the development options considered, we will need to work with an appropriate development partner who has the capacity and experience to undertake such a development. One option under consideration is to work with Homes England and their strategic delivery partners to identify a suitable development company who shares the visions and aspirations of the Council. This has clear advantages. First, procurement processes and time spans are greatly reduced, enabling a potential development plan to be agreed within twelve months. Second, Homes England's Strategic partners have been allocated capital funding for projects such as this, and additionally, discussions with Homes England indicate positive support for this method, with the likelihood that investment in a development of this scale and with these housing and community benefits would be supported, in principle.

To support this approach, Redditch Borough Council, as the lead partner would like to engage a development consultancy, who will advise the Council as well as other members of the partnership project team throughout the procurement processes, the preparation of development options and the master planning of the development once a development scheme has been agreed. If the decision is made to utilise the Homes England strategic partnership method to identify the development partner then the advisors to the Council will offer independent advice on the development of options which they will be asked to lead. The public sector partners will continue to develop plans for co-located community based services and the sharing of the new amenities and facilities to be created to inform the development options. The appointed consultants will also support the Council with the engagement of the local communities and the existing tenant businesses.

This is a major transformational project with potentially significant benefits to the local community and to key public sector stakeholders. Some initial work has already been undertaken in the area which will provide some enhancements and will not compromise the choice of a final development option. Enhancements include woodland management around Matchborough pond, brook realignment to increase water flows to and from Matchborough pond and preliminary ecological surveys.

Redditch Borough Council has a history of using innovative methods of construction and neighbouring developments are built under modular construction. The size and mixed use nature of the development would lend itself to Modern Methods of Construction (MMC) and the Authority is committed to exploring this opportunity during the development of the scheme. In selecting a potential development partner with Homes England, the Council will require evidence and track record of using MMC and their ability to provide the same opportunity for this scheme.

4. Site/s

The total area of the regeneration project is just over 8 hectares across two existing District Centres and adjoining green space and surplus highway land as indicated on the plan overleaf. The key to releasing the full 8 hectares of land will be support from Sport England to the development of a 5G pitch for school and community use and the release of the land currently housing the rugby pitch and the sub-standard all-weather pitch (outlined orange on the plan).

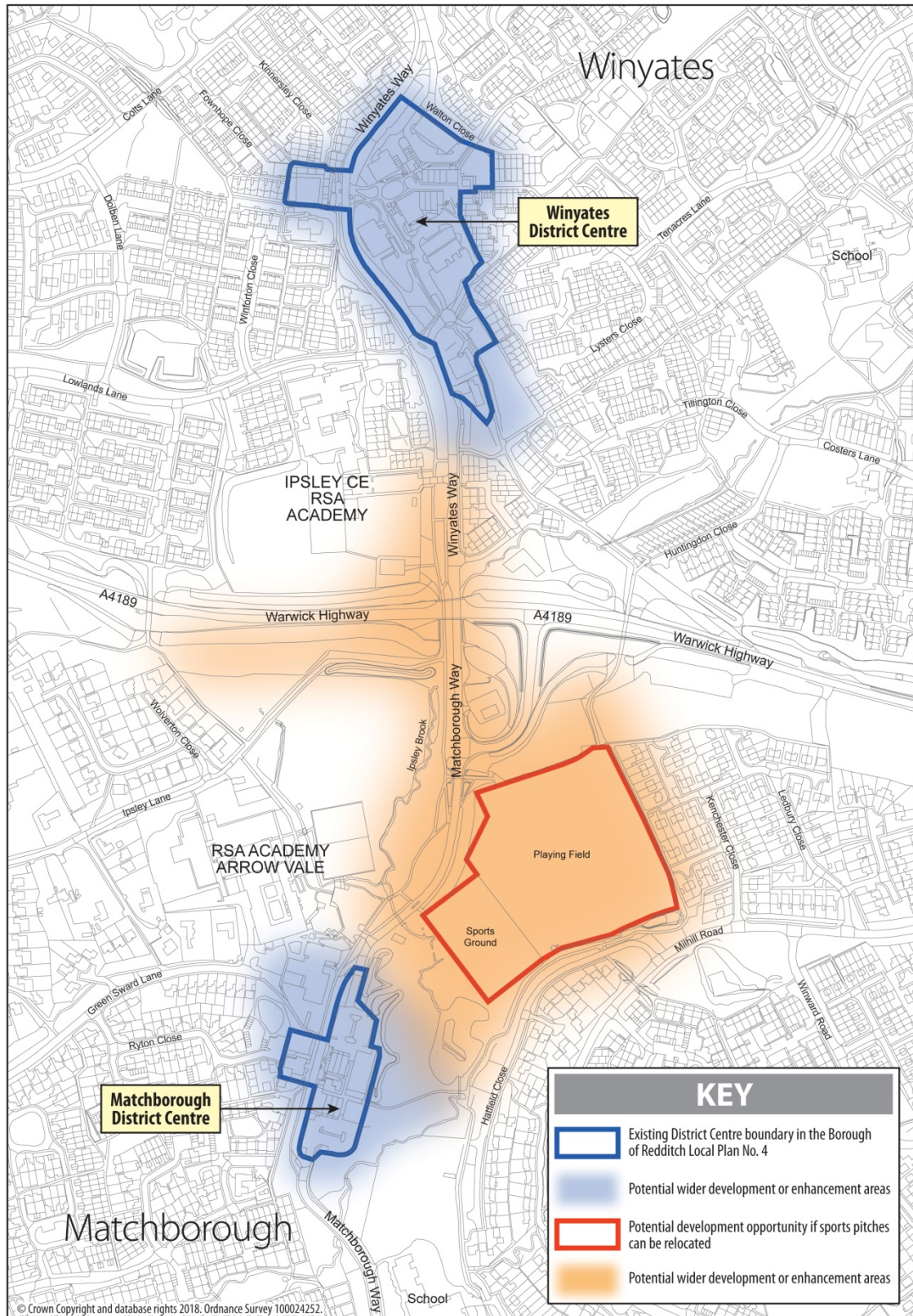
In order to ascertain the quantity of new homes that could be provided as part of this regeneration project, the available land has been evaluated. The Borough of Redditch Local Plan No.4 (Policy 5 Effective and Efficient Use of Land) indicates that densities of 70 dwellings per hectare (dph) should be sought on sites within or adjacent to District Centres. Using the Strategic Housing Land Availability Assessment methodology for new infrastructure and new open space provision the gross land areas are netted by 15%. Applying housing densities consistent with the Local Plan, the net developable land would allow for a new District Centre or two smaller centres in mixed used form with housing, and adjoining but separate, new housing development, providing over 400 new homes of mixed tenure.

Number of residential units released through the bid

Dwelling capacities	Area (Gross)	Area (Net)	Existing dwellings	Net @ 30dph	Net @ 50dph	Net @ 70dph	Net @ 100dph	Net @ 120dph
Winyates DC	1.98ha	1.68ha	28	50 (+22)	84 (+56)	118 (+90)	168 (+140)	202 (+174)
Matchborough DC	2.20ha	1.87ha	1	56 (+55)	94 (+93)	131 (+130)	187 (+187)	224 (+223)
New DC (1ha)	3.98ha	3.4ha (minus 1ha for DC) 2.4ha	0	72	120	168	240	288
Totals	8.16 ha	5.95 ha	29	178	298	417	595	714

It is anticipated that there is additional land beyond the District Centre boundaries that could have development potential if this is identified through a feasibility study, which offers some flexibility as the project develops. The approximate total land holdings identified on the plan overleaf can be broken down as follows:

Ownership	Area (Ha)
Matchborough	
Redditch Borough Council	7.239
Worcestershire County Council	9.012
Homes England	0.104
Private landowners	0.04
Winyates	
Redditch Borough Council	2.721
Homes England	0.013
Health Centre	0.34
Private landowners	0.552



5. Project Scope

The bid is for funding to undertake a feasibility study to enable the development options appraisal, master planning and delivery method for a comprehensive regeneration scheme involving new residential development, with retail, business and community space, enhanced local amenities, improved sports, health and leisure facilities and significant improvements in the built and natural environment.

This funding will enable the completion of all feasibility work, development appraisals and options analysis to secure a viable and sustainable development proposal. If the decision is taken to utilise the Homes England Strategic partner route to developer procurement then it is expected that work undertaken of the development appraisal and master planning will count as a matching contribution to the OPE funding now sought. All feasibility work will be completed in Q2 19/20 in order to advance master planning and development applications in the latter part of the financial year. The breakdown of project expenditure will be as follows:

- 1) £50k for stakeholder engagement and developer procurement including all legal agreements
- 2) £150k to undertake the full development options appraisal, master planning and design. 3) £50k for the development of the full business case for potential capital investment in the project
- 4) £50k for negotiations with additional land and property owners to support acquisition and associated legal agreements
- 5) £50k for further technical appraisals as required
- 6) £10k for continuing consultation and stakeholder events

The outputs from the project will include new housing, additional business space, enhanced retail and community space, new health facilities within a one-stop community services hub and a new traffic management scheme which prioritises local traffic movements, cycling and walking.

6. Partners

In addition to the public sector land owners, the regeneration scheme is supported by other interested parties in the locality who will not only benefit from the regeneration, but will also be consulted to help shape the preferred regeneration option.

Name of organisation	Nature of support (funding/land/service delivery)
Redditch Borough Council	<ul style="list-style-type: none"> • Land owner and Lead Authority.
Worcestershire County Council	<ul style="list-style-type: none"> • Land owner. The County Council is committed to the comprehensive place-making approach and the remodelling of highways and pedestrian routes to support the preferred layout and housing development. The County Council will incorporate their land into this comprehensive approach.
Arrow Vale RSA Academy	<ul style="list-style-type: none"> • Agreement to release playing fields subject to Sport England approval. Partner in the delivery of services to the local community. • In-principle financial contribution towards relocating sports pitch.
Homes England	<ul style="list-style-type: none"> • Land owner and potential investor. • Use of HE's delivery partner panel to fast track appointment of suitable development partner. • The selected development partner will bring expertise and resources which may be considered as match funding to the bid.
Sport England	<ul style="list-style-type: none"> • Key early engagement as a consultee to advise on a strategy for playing pitch relocation and provision.
P & E Sports	
Police and Community Safety Partnership	<ul style="list-style-type: none"> • Community safety, design, local knowledge.
West Mercia Police	<ul style="list-style-type: none"> • Co-location (touchdown facility).
Winyates Health Centre	<ul style="list-style-type: none"> • Land owner and provider of community services.
Christ Church, Matchborough	

Redditch Borough Council, Worcestershire County Council and the RSA Academy have already funded the feasibility of developing the 5G sports pitch in a new location on Redditch Borough Council and Worcestershire County Council land. The release of the existing rugby pitch land and sub-standard all-weather pitch will involve a Land Swap arrangement between Redditch Borough Council and Worcestershire County Council to facilitate the new 5G pitch.

Sport England has been consulted during the preparation of this Bid in order that the land swap and reconfiguration of school sports facilities can satisfy Sport England's requirements and standards for playing pitch provision.

Sport England is a statutory consultee for proposals that result in the loss of playing fields, for which there is a need to demonstrate that the proposal will meet the exception tests in Sport England's policy in order for Sport England to raise no objections.

Dialogue has been informative and largely positive to date. As a starting point, Sport England has been able to appreciate the benefits which would be achieved through playing pitch reconfiguration and has identified areas of work needed to demonstrate that the proposed package of mitigation would accord with Sport England's policy guidance. This feedback and advice offers Redditch Borough Council and its partners encouragement that the scheme could be achievable going forward.

Additional meetings with Sport England and a cross section of Council Officers have been scheduled for early December to ensure that the momentum to drive this project forward is maintained. Some works required by Sport England such as the identification of one new playing pitch elsewhere in the Borough may take time to achieve. The sooner this work can be undertaken, the sooner the Council and its partners can work towards positive outcomes which can be fully supported by Sport England.

RBC has invested around £15,000 to date in other feasibility activity in the area to support the redevelopment of this site, this includes:

Topographical Study: £2875.00

Preliminary Ecological Appraisal: £1500.00

Hydrological Study: £5950.00

Weir work and brook improvements (ongoing): £4570.00

Furthermore, additional work to be commissioned and costed early in the new year will include:

Tree felling

Land quality assessments for playing pitch relocation

Further ecological assessments.

7. Benefits

The comprehensive regeneration of Matchborough and Winyates District Centres will create a sustainable and viable future for these important district areas in Redditch. It will attract new inward investment into the project, create a viable future for the retail and community facility offer, encourage people to choose to live in the area and create high standards of design, public realm and community safety. It will transform two failing and dated District Centres, characterised by poor design and obsolete buildings with significant improvement in the provision of local services and amenities.

OPE measured benefits summary

Benefits	Value
Capital Receipts	The completed development project will have a gross development value of between £120m - £150m. With the likelihood of grant funding and direct capital investment by the Borough Council it is expected that the project will produce a capital receipt surplus. This will be determined during the feasibility study but is estimated at £2.5m based on a desktop assessment..
Reduced Running costs	The completed scheme will reduce the costs to the public sector through joined up service provision from a more efficient building and potential additional income from lettings. This will be determined during the feasibility study.
Land released for housing (ha)	8 ha
Land released for housing (homes)	400
Jobs created	To be determined
Inward Investment	The development scheme will attract over £100m of new inward investment. It will also attract additional Council Tax of £466k per annum
Reduced policing	
Reduced anti-social behaviour	
Increase in useable community and green space	
Increased community support	
Increased social aspirations	

8. Timescales

Milestone	Estimated Start date	Estimated completion date	Notes
Completion of feasibility study including site appraisals and environment assessments. Appointed of development partner with HE	Q4 18/19	Q2 19/20	This work will be led by Redditch Borough Council with additional support
Appraisal of development options with development partner.	Q2 19/20	Q3 19/20	Potential land acquisition
Adoption of master plan and infrastructure delivery plan	Q3 19/20	Q1 20/21	Progression of full planning application for the development
Implementation of new infrastructure and delivery of new district centre and housing development	20/21	22/23	
Sale/lease of homes commences	22/23	23/24	

9. Funding

Securing funding for this scheme will be fundamental to releasing the opportunity presented to acquire additional land, above what is in existing use, for the development of housing and the achievement of capital receipts to the public sector. The funding from OPE7 will specifically support master planning and design, options appraisal and business case development. It will complement the time and resources of Homes England and one of their strategic partners in undertaking feasibility work to consider the scope for further public investment and private sector housing investment in the comprehensive development scheme. It is not possible at this stage to quantify the value of this contribution from Homes England and the selected strategic partner but this will be undertaken and shown as match funding to the OPE7 grant.

Money has already been invested to determine the feasibility of the 5G pitch clearing the way for the Land Swap and development to take place. The OPE funding would allow the partners to develop a scheme to maximise the use of the site, and to ensure its delivery.

Funding body	Value
OPE grant	£160k
OPE sustainable grant *	£40k
Homes England and development partner	TBC breakdown of all costs shown above

**The sustainable grant element reflects the sale of some of the site for market housing or sale of land for market housing development.*

The phasing of OPE expenditure will run in parallel with the appointment of a suitable development partner and their own investment in feasibility studies and options appraisal working with the Council and its public sector partners. The OPE funding will provide the Council with independent advice throughout the procurement and development process. Capital investment in the project will include funding from Redditch Borough Council, Homes England and the chosen development partner. Homes England has indicated that this project qualifies in principle for capital funding providing it is delivered through one of its strategic partners.

The OPE funding awarded under round 3 predominantly supported the Redditch Town Centre Review, with some monies being used to progress some initial design work for Matchborough and Winyates District Centres assuming that both District Centres would remain.

The scheme currently proposed includes much more land for development and regeneration. Redditch Borough Council and its partners now need to understand the value of wider land holdings in the area, both in terms of generating capital to fund future progression and also the potential benefits of including additional public sector owned land in the project.

The comprehensive nature and potential scope for the regeneration project now therefore significantly outweighs the original regeneration schemes and the delivery of 60 housing units proposed at the time of the OPE3 bid. Through partnership engagement, the realisation of what can be achieved collaboratively would not only deliver regenerated District Centre facilities, but also superior sporting facilities for the nearby schools and around 400 new homes.

The redevelopment of the areas has political support and a readiness to commit capital funding if the scheme was to prove viable. Therefore, this OPE7 Bid would facilitate an increased level of housing development and inward investment and accelerate the development of an area that, without OPE7 funding, would struggle to get traction in sufficient time to realise the opportunity presented. The feasibility work now proposed would assess the potential capital investment from both the public and private sectors and the capital receipts and revenue income which will be forthcoming.

Redditch Borough Council has allocated up to £20m for acquisitions and housing development and this project will be eligible for some of this investment. Furthermore, the Borough Council will work with Homes England to secure a potential development partner to deliver the comprehensive housing led regeneration scheme and thereby to secure funding from Homes England to support the delivery of the scheme and the new housing once agreed.

Redditch Borough Council and Worcestershire County Council as principal landowners will look to enter into a development agreement with the appointed development partner whereby they would retain ownership of the housing development and potentially the new shopping centre with income from lettings shared between the developer and the public sector partners.

10. Risks

The most significant risk to this scheme is securing the right developer and a fundable development scheme which meets the ambitions of the development partners. This OPE funding will guide the Council through this process and support the feasibility work needed, and master planning in order to ensure the best possible development is achieved.

Once secured the project has a high level of support and complies with current planning and Council policy.

Element	Risk	RAG	Mitigation
Planning	Policy	G	Scheme complies with approved planning policy
Planning	Design	G	Scheme design will be led by the Borough Council with support of its Planning Team, working with the appointed development partner
Planning	Highways	G	Worcestershire County Council will lead the transportation assessment and movement strategy
Land ownership	Third party ownerships	G	Most land is in public ownership. Where property is owned privately the Council will continue to work with the owners to ensure they are included in the scheme
Community	Lack of community support	G	A comprehensive approach of continued public engagement and consultation is planned to maintain confidence in the scheme and to ensure benefits are realised

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****8TH January 2019****JOB EVALUATION**

Relevant Portfolio Holder	Cllr Baker-Price
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A

1. SUMMARY OF PROPOSALS

- 1.1 To update Members as to the current position regarding the National Pay Award, that introduces changes to the National Pay Spines and the impact on the Authority.

It is proposed that a joint pay model is introduced across Redditch Borough Council and Bromsgrove District Council in line with the National Pay Spines.

2. BACKGROUND

- 2.1 A two year pay award was agreed nationally to cover 2018/19 and 2019/20. As part of this agreement a new national pay spine is being implemented from the 1st April 2019.

In order to close the significant gap with the National Living Wage, scp's 6-17 inclusive have been paired off to create new spinal column points (scp's) 1-6, e.g. scp 6 & 7 are paired to produce the new scp 1; scp's 8 & 9 are paired to produce scp 2.

With effect from April 2019 scp 1 will be paid at £9.00 per hour. These changes would ensure that the bottom end of the pay spine is still relevant in the foreseeable future.

Therefore the new national pay spine has introduced five new spinal column points scp's. The purpose of this is to achieve a 2% increase in salary between scp's up to the new scp 22. If the new scp's were added in without changing the grade boundaries some grades would have 9 or 10 scp points contained within them and would therefore be open to challenge, particularly in respect of age equality.

- 2.2 Whilst RBC & BDC have the same Job Evaluation (JE) Scheme the pay models differ resulting in a level of risk of equal pay claims across the authorities.
- 2.3 The introduction of the National Pay Spines presents an opportunity to combine RBC and BDC pay model and therefore reduce the risks of equal pay claims.

3. RECOMMENDATIONS

Executive is requested to **RECOMMEND** to Council the approval of :

EXECUTIVE COMMITTEE**8TH January 2019**

Model 1 be adopted and implemented with effect from 1st April 2019

Commencement of formal consultation with the Trade Unions with a view to reaching a Collective Agreement to implement a joint pay model across both Councils in line with the revised National Pay spines

Commencement of a Dismissal and Re-engagement process in the event that a collective agreement is not achieved.

4. KEY ISSUES

4.1 Financial Implications

Two pay models have been produced for consideration.

4.1.1 Model 1 - see Appendix 1

This model would not be detrimental to any employees and provides greater headroom for some of the grades and introduces a maximum of 6 scp in line with the national guidance.

The expected impact of Pay Model 1, based on current staffing arrangements, is that:

297 employees will see an immediate pay increase
 257 employees will see additional headroom progression
 38 employees will see a smaller than expected increase*
 0 will be negatively affected

** Whilst no employees will be negatively affected, some employees will not see the financial gain they had expected in April 2019, it may take a longer period to reach the top of the grade, due to the additional spinal column points that have been added to some grades.*

Based on current costings the revised model will cost:

General Fund

2019/20 £54,854
 2020/21 £153,993
 2021/22 £120,081
 2022/23 £64,936

Or 393,863 over 4 years

EXECUTIVE COMMITTEE8TH January 2019

Rubicon:

2019/20 £17,181
 2020/21 £22,760
 2021/22 £24,286
 2022/23 £10,395

Or £75,023 over 4 years

HRA:

2019/20 £23,776
 2020/21 £80,438
 2021/22 £79,113
 2022/23 £50,757

Or £234,084 over 4 years

4.1.2 Model 2 – Appendix 2

This model would provide no additional headroom for some grades and introduces a maximum of 6 scp in line with the national guidance.

The expected impact of Pay Model 2, based on current staffing arrangements, is that:

290 employees will see an immediate pay increase
 187 employees will see additional headroom progression
 38 employees will see a smaller than expected increase*
 0 employees will be negatively affected

** Whilst no employees will be negatively affected, some employee will not see the financial gain they had expected in April 2019, it may take a longer period to reach the top of the grade, due to the additional spinal column points that have been added to some grades.*

Based on current costings the revised model will cost:

General Fund

2019/20 –(£24,990)
 2020/21 £115,286
 2021/22 £81,151
 2022/23 £53,637

Or £225,083 over 4 years

Rubicon:

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**8TH January 2019

2019/20 £15,244
 2020/21 £17,008
 2021/22 £18,091
 2022/23 £7,011

Or £57,355 over 4 years

HRA:

2019/20 £15,068
 2020/21 £63,594
 2021/22 £55,289
 2022/23 £42,930

Or £176,880 over 4 years

4.2 Legal Implications

Independent legal advice has been sought through this process and the legal implications are as follows:

- 4.2.1 Agreements reached by the NJC are treated as collective agreements which have automatic application to RBC employees as NJC terms form part of their contract of employment. The pay spine itself is determined at national level and the pay model (grading) is determined at local level. The Council's pay model was last revised as part of the implementation of the Job Evaluation scheme in 2016.
- 4.2.2 There is currently a disparity between the pay models used by RBC and BDC which means that individual employees working within a particular grade may be paid less than their colleagues in the same grade depending on which authority employs them. By way of example, the current pay models for a Grade 7 post are:

Authority	JE Points	SCP Minimum	SCP Maximum
RBC	493 - 549	29 (£26,470)	34 (£30,756)
BDC	493 - 549	30 (£27,358)	36 (£32,233)

- 4.2.3 Whilst such a disparity would not normally present any particular issues, a risk has been identified that, going forward, employees / unions may attempt to challenge the current position by way of equal pay claims bearing in mind the extent to which the majority of services have become integrated between RBC and BDC.
- 4.2.4 Although, technically, the Council may defend such claims on the basis that comparators in equal pay claims must be in the 'same employment' (i.e. employed by the same employer or an associated employer), and RBC and BDC are separate employers for this purpose, there are a number of nuances to the

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****8TH January 2019**

way the relevant legislation is applied and there is a significant risk that, because of the degree of integration, there would be a finding that some, if not all, employees are entitled to rely on comparators within BDC.

- 4.2.5 It is important to understand that the term 'equal pay claim' is a general term which covers not only pay, but also other elements of the terms of employment including issues such as automatic pay progression. It is possible, therefore, that even if two individuals were currently being paid the same rate of pay, a claim could be advanced on the basis that there is a difference in terms of the extent of automatic pay progression as shown in the example at 3.5 above.
- 4.2.6 It is considered that the introduction of the new national pay spine presents an ideal opportunity to reduce the risk of potentially expensive equal pay challenges, and eliminate the current frictions in respect of the pay differential between the two authorities, by combining the RBC and BDC pay models into a single model, thereby ensuring equality between all employees.
- 4.2.7 It is accepted that there is a relatively short timescale in which to implement a combined pay model, however, even if a combined model was not being proposed, it would still be necessary for the Council to revise its own current pay model prior to the new pay spine taking effect as the changes introduced by that pay spine do not sit comfortably within the current pay model. In particular, there would be certain pay grades in which there would be considerably more than 6 SCPs. As a matter of good practice, and to avoid challenge, incremental progression is properly limited to five years, which would exclude the use of grades exceeding 6 SCPs (grades with a lower number of SCPs than 6 are, in contrast, generally acceptable). The proposed combined pay models accord with good practice.
- 4.2.8 As pay models are locally negotiated, it will be necessary to enter into a formal consultation period with the trade unions in order to negotiate a collective agreement. If a collective agreement is reached the new 'Pay and Grading Model' will be implemented for all Redditch Borough Council employees within an agreed timescale. This is the preferred implementation route as it ensures that any new pay model has appropriate backing from the unions.
- 4.2.9 If a collective agreement cannot be reached, the Council will need to undertake a further period of individual consultation during which notice would be served to dismiss and re-engage staff on a new pay model. This is the same process as followed during the implementation of JE in 2016 during which only a handful of staff objected to the new terms and had to be dismissed and re-engaged. It is considered likely that, if the proposal in respect of model 1 is advanced, there will be a similar outcome.
- 4.2.10 Bearing in mind the work that will be required simply to introduce a revised pay model for RBC alone, and that it is almost inevitable that a combined pay model with BDC will need to be produced within the near future, it seems eminently sensible to deal with both of these issues at the same time. This will avoid the need to repeat the processes outlined above which are both time consuming and potentially damaging to staff morale.

EXECUTIVE COMMITTEE**8TH January 2019**

- 4.2.11 This report is exempt in accordance with S.100 1 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to consultations or negotiations in connection with labour relations matters arising between the authority and its employees. For this reason it is felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4.3 Service / Operational Implications

Due to the corporate nature of the Pay Model all services will be affected.

Employees within services are aware that the pay model differential with Bromsgrove specifically where there is additional head room within grades. This has been raised on a number of occasions since the implementation of Job Evaluation in 2016 and during service reviews and TUPE Transfers.

4.4 Customer / Equalities and Diversity Implications

An Equality Impact Assessment (EIA) has been undertaken for both models and will be provided to the TUs as part of formal consultation. The EIA is attached at Appendix 3 & 4.

The implementation of the new Joint Pay Model will minimise the risk associated with Equal Pay claims and will ensure that our pay structure is in line with the Nationally negotiated Pay Spines.

5. RISK MANAGEMENT

- 5.1 Failure to implement the new Nationally agreed pay spine by 1st April 2019 would result in a breach of employees contracts. If we are unable to agree a new joint pay model with the Trade Unions the Council may have to engage in a Dismissal and Re-engagement process to achieve this, however this process would not be completed by 1st April 2019, which would therefore leave the Council open to Breach of Contract claims by employees.
- 5.2 If the new combined Pay Model is not implemented there is a greater risk of equal pay claims as Redditch employees may be able to use Bromsgrove employees as a comparator. In addition the Council will be in breach of contract as we would not be paying employees in accordance with the National new pay spines.
- 5.3 The morale of the workforce is in part detrimentally impacted by the different pay models between Bromsgrove and Redditch. The frequency of this being raised in various forums is increasing and is becoming more difficult to defend due to the nature of the shared services we undertake.

EXECUTIVE COMMITTEE**8TH January 2019**

- 5.4 Grades 7, 8 and 9 contain professional posts that are notoriously difficult to recruit to due to competitive salaries in other organisations. Any further reduction in salary would make it more challenging to recruit and retain such posts.
- 5.5 A joint pay model goes some way to support the recommendations put forward as part of the Peer Review Challenge, which recommended that the Councils establish a single workforce and reduce duplication and time spent navigating two structures and systems of governance.
- 5.6 Therefore, based on the risks and legal implications outlined in this report, it is recommended that Model 1 is adopted.

6. APPENDICES

Appendix 1 - Pay Model 1
Appendix 2 – Pay Model 2
Appendix 3 - Equalities Impact Assessment Model 1
Appendix 4 – Equalities Impact Assessment Model 2

AUTHOR OF REPORT

Name: Becky Talbot Human Resources and Organisational Development Manager
email: becky.talbot@redditchandbromsgrove.gov.uk
Tel.: 01527 64252 ext 3885

This page is intentionally left blank



Redditch Borough Council

**Gender Equality Impact Assessment for Proposed Pay
Award 2019/20 Structure and Assimilation**

Model 1

Andrew Worth

Principal Reward Consultant

NGAHR

Client Confidential

- 1 -



November 2018.

Contents

1	Purpose of Report	- 3 -
2	Scope of Report.....	- 3 -
3	Composition of the Workforce	- 4 -
4	The Pay Award and Proposed Assimilation in Year 2 19/20.....	- 5 -
5	Gender Pay Gap.....	- 7 -
6	Future Monitoring	- 9 -
7.	Conclusion	- 9 -



1 Purpose of Report

- 1.1 Redditch Borough Council (RBC) is required to implement the two year pay deal agreed between the Trades Union and the Employers, communicated via the National Joint Council for Local Government Services on the 10th April 2018.
- 1.2 The second year of the pay deal requires an assimilation to a new pay spine with new points being added and points in the lower end of the pay spine being amalgamated with the intention of evening out the pay spine and raising the minimum salary to £9.00 per hour.
- 1.3 In conjunction with the new pay award Redditch and Bromsgrove Councils have proposed a grading structure which is the same for both organisations due to the principle of shared working across both Authorities.
- 1.4 The purpose of this report is therefore to assess the gender impact and any equality implications arising from the assimilation to the new pay points and any revisions to the structure to adopt the new pay points.
- 1.5 The report is based on a data set provided by RBC in November 2018.

2 Scope of Report

- 2.1 The pay award affects the majority of the overall workforce including all employees who are employed under the terms of the 1997 national agreement for Local Government Services. This includes all National Joint Council (NJC) employees who are currently paid between spinal column points 13 and 46 within Redditch Borough Council.
- 2.2 This report considers the assimilation of the agreed national pay spine for 2019/20 and the revision of grades to accomplish this.
- 2.3 The statistical analysis (of the workforce as at November 2018) includes the following breakdowns:
 - Population By Gender and Grade
 - Gender Pay Gap by Grade
 - Average Percentage increase by Grade
 - Distribution of increase by Gender



3 Composition of the Workforce

- 3.1 In terms of considering the equality impact of the proposed structure, it is important to understand the current composition of the workforce. Based on the table below it is evident that the workforce is predominantly female accounting for 69.47% of all NJC employees.
- 3.2 Unless otherwise stated all financial information is based on full time equivalent (FTE) analysis in order to determine costs at a full time rate. However, where 'actual' figures are pertinent, these are shown accordingly.
- 3.3 The following table illustrates the distribution of male and female employees by grade. A greater proportion of the female workforce is concentrated in the lower grades due to traditionally female dominated jobs typically being evaluated at a lower level. 31.5% of the total male population is in grades 1 to 5 whereas 70.24% of the total female population occupies these grades. This type of distribution of male and female employees will have an impact on the overall gender pay gap.

Grade	Grand Total	Female	Male	% of Females In Grade	% of Males in Grade	% of all Females In Grade as a percentage of the workforce	% of all Males in Grade as a percentage of the workforce
GRADE 1	5	4	1	80.00%	20.00%	1.38%	0.79%
GRADE 2	11	8	3	72.73%	27.27%	2.77%	2.36%
GRADE 3	51	41	10	80.39%	19.61%	14.19%	7.87%
GRADE 4	90	78	12	86.67%	13.33%	26.99%	9.45%
GRADE 5	86	72	14	83.72%	16.28%	24.91%	11.02%
GRADE 6	90	39	51	43.33%	56.67%	13.49%	40.16%
GRADE 7	53	23	30	43.40%	56.60%	7.96%	23.62%
GRADE 8	22	17	5	77.27%	22.73%	5.88%	3.94%
GRADE 9	3	3		100.00%	0.00%	1.04%	0.00%
GRADE 10	5	4	1	80.00%	20.00%	1.38%	0.79%
GRADE 11	0	0	0	0.00%	0.00%	0.00%	0.00%
Grand Total	416	289	127	69.47%	30.53%	100.00%	100.00%

4 The Pay Award and Proposed Assimilation in Year 2 19/20

4.1 The principal features of the Proposed Pay Structure are as follows:

- 11 grades, of which grades include between 2 and 6 incremental points.
- Increments have been awarded to employees under the current structure prior to assimilation to the new pay spine.
- There are a number of abutted grades at 8,9,10 and 11.
- The new combined proposed structure with Bromsgrove allows Redditch employees in grades 3,4,7,8 and 9 more headroom to align the structure.

4.2 The following table shows the new distribution of points within each of the proposed grades

Grade	Increments and values at Apr 2019						
	1	2	3	4	5	6	7
GRADE 1	17,364	17,711					
GRADE 2	17,711	18,065	18,426	18,795			
GRADE 3	18,795	19,171	19,554	19,945	20,344		
GRADE 4	20,344	20,751	21,166	21,589	22,021	22,462	
GRADE 5	22,462	22,911	23,369	23,836	24,313	24,799	
GRADE 6	24,799	25,295	25,801	26,317	26,999	27,905	
GRADE 7	28,795	29,636	30,507	31,371	32,029	32,878	
GRADE 8	32,878	33,799	34,788	35,934	36,876		
GRADE 9	36,876	37,849	38,813	39,782			
GRADE 10	39,782	40,760	41,675	42,683			
GRADE 11	42,683	43,662	44,632	45,591			

4.3 The following tables demonstrate the average increase by grade and gender for employees based on each stage of the assimilation process. The tables are as follows:-

- I. Average increase based on increments in current structure



- II. Average increase based on the application of the pay award following increments i.e. Pay Award only.
- III. Combined average increase in basic pay from 2018 to implementation of 2019 pay award and new structure.

I. Average of % increase Increments			
Grade	Female	Male	Grand Total
GRADE 1	0.00%	0.00%	0.00%
GRADE 2	0.00%	0.00%	0.00%
GRADE 3	0.86%	0.90%	0.87%
GRADE 4	1.57%	1.58%	1.57%
GRADE 5	1.24%	1.94%	1.35%
GRADE 6	1.64%	2.67%	2.22%
GRADE 7	1.26%	2.45%	1.94%
GRADE 8	1.42%	1.57%	1.45%
GRADE 9	0.88%		0.88%
GRADE 10	0.62%	0.00%	0.50%
Grand Total	1.28%	2.15%	1.54%

II. Average Increase following Increment and Pay Award assimilation			
Grade	Female	Male	Grand Total
GRADE 1	6.84%	7.01%	6.87%
GRADE 2	6.39%	6.30%	6.37%
GRADE 3	3.88%	4.16%	3.93%
GRADE 4	3.41%	3.95%	3.48%
GRADE 5	3.81%	4.13%	3.86%
GRADE 6	2.29%	2.30%	2.29%
GRADE 7	2.14%	2.21%	2.18%
GRADE 8	2.89%	2.54%	2.81%
GRADE 9	2.00%		2.00%
GRADE 10	2.00%	2.00%	2.00%
Grand Total	3.39%	2.92%	3.25%



III. Average of % increase Combined increment and pay award			
Grade	Female	Male	Grand Total
GRADE 1	6.83%	7.01%	6.87%
GRADE 2	6.39%	6.30%	6.37%
GRADE 3	4.77%	5.10%	4.83%
GRADE 4	5.04%	5.60%	5.11%
GRADE 5	5.09%	6.15%	5.27%
GRADE 6	3.96%	5.03%	4.57%
GRADE 7	3.43%	4.72%	4.16%
GRADE 8	4.36%	4.15%	4.31%
GRADE 9	2.90%		2.90%
GRADE 10	2.64%	2.00%	2.51%
Grand Total	4.71%	5.13%	4.84%

4.4 Table I shows the average pay increase due to incremental progression is higher for male employees this is due to 71% of male employees not being at the top of their current grade whereas only 50% of female employees are not at their grade maximum.

4.5 As a result of the pay award and assimilation to the new structure (table II) 215 female (74%) and 53 male (41%) employees will receive in excess of a 2% pay rise. As the higher percentage increases are in grades 2 to 6 and these grades are populated by more female employees there is a slightly higher average increase overall for male employees.

4.6 When the combined increase of any increment due and the assimilation to the new structure 84% of female employees and 80.3% of male employees will receive an increase of over 2%.

5 Gender Pay Gap

5.1 Having undertaken the analysis described above it is essential that there is an analysis of the impact on the gender pay gap:

- Comparison of current basic pay to proposed basic pay.

5.2 The analysis showing female earnings as a percentage of male earnings. The calculations have been based on averaged full time annualised pay rates. The table indicates the gender pay gap for each individual grade as well as showing the gender pay gap for the workforce.

TABLE: Analysis of current and proposed basic pay by grade following 2019/20 Assimilation

Proposed Grade	Number of Females	Number of Males	Current Average Female	Current Average Male	Female Current Pay as a % of Males	Proposed Average Female	Proposed Average Male	Female Proposed Pay as a % of Males
GRADE 1	4	1	17,081	16,881	101.18%	18,248	18,065	101.01%
GRADE 2	8	3	17,581	17,681	99.43%	18,704	18,795	99.51%
GRADE 3	41	10	18,510	18,361	100.81%	19,387	19,288	100.51%
GRADE 4	78	12	20,213	19,580	103.24%	21,211	20,655	102.69%
GRADE 5	72	14	23,034	22,621	101.83%	24,192	23,994	100.82%
GRADE 6	39	51	26,452	25,929	102.01%	27,480	27,220	100.95%
GRADE 7	23	30	30,164	29,311	102.91%	31,183	30,680	101.64%
GRADE 8	17	5	32,778	32,867	99.73%	34,168	34,208	99.88%
GRADE 9	3	0	37,419			38,492		
GRADE 10	4	1	40,898	41,846	97.73%	41,958	42,683	98.30%
GRADE 11	0	0						
Grand Total	289	127	23,396	25,300	92.47%	24,453	26,563	92.06%

- 5.3 The table above shows that following the progression of one increment where applicable then assimilation to the 2019/20 pay spine, there are no grades where the pay gap is greater than 2%. The overall pay gap increases marginally from female being 92.47% of male pay to 92.06%
- 5.4 The pay gap on a grade by grade basis has improved in all grades, with the exception of a slight decrease in grade 8. This demonstrates that based on work rated as equivalent through a robust job evaluation process there are no apparent equal pay issues.
- 5.5 The pay gap in favour of male employees is due to the workforce distribution with a high proportion of female employees in grades one to five.



6 Future Monitoring

- 6.1 As part of its future arrangements Redditch should undertake regular equal pay audits in conjunction with the trade unions to ensure that the pay and grading and job evaluation arrangements are maintained. This process should also identify further changes in the gender pay gap and recommend further action if required.

7. Conclusion

- 7.1 The proposal demonstrates a narrowing of the gender pay gap in basic pay on a grade by grade basis.
- 7.2 The proposal shows a greater percentage increase in salary for female employees as an impact of the pay award and assimilation.
- 7.3 Overall with increments due in 2018 and the pay award, male employees on average will receive 5.13% increase and females 4.71%.
- 7.4 The Council has developed a proposed structure which ensures grades no longer overlap and are now abutted.

This page is intentionally left blank



Redditch Borough Council

**Gender Equality Impact Assessment for Proposed Pay
Award 2019/20 Structure and Assimilation**

Model 2

Andrew Worth

Principal Reward Consultant

NGAHR

Client Confidential

- 1 -



November 2018.

Contents

1	Purpose of Report	- 3 -
2	Scope of Report.....	- 3 -
3	Composition of the Workforce	- 4 -
4	The Pay Award and Proposed Assimilation in Year 2 19/20.....	- 5 -
5	Gender Pay Gap.....	- 7 -
6	Future Monitoring	- 9 -
7.	Conclusion.....	- 9 -



1 Purpose of Report

- 1.1 Redditch Borough Council (RBC) is required to implement the two year pay deal agreed between the Trades Union and the Employers, communicated via the National Joint Council for Local Government Services on the 10th April 2018.
- 1.2 The second year of the pay deal requires an assimilation to a new pay spine with new points being added and points in the lower end of the pay spine being amalgamated with the intention of evening out the pay spine and raising the minimum salary to £9.00 per hour.
- 1.3 In conjunction with the new pay award Redditch and Bromsgrove Councils have proposed a grading structure which is the same for both organisations due to the principle of shared working across both Authorities.
- 1.4 The purpose of this report is therefore to assess the gender impact and any equality implications arising from the assimilation to the new pay points and any revisions to the structure to adopt the new pay points.
- 1.5 The report is based on a data set provided by RBC in November 2018.

2 Scope of Report

- 2.1 The pay award affects the majority of the overall workforce including all employees who are employed under the terms of the 1997 national agreement for Local Government Services. This includes all National Joint Council (NJC) employees who are currently paid between spinal column points 13 and 46 within Redditch Borough Council.
- 2.2 This report considers the assimilation of the agreed national pay spine for 2019/20 and the revision of grades to accomplish this.
- 2.3 The statistical analysis (of the workforce as at November 2018) includes the following breakdowns:
 - Population By Gender and Grade
 - Gender Pay Gap by Grade
 - Average Percentage increase by Grade
 - Distribution of increase by Gender

3 Composition of the Workforce

- 3.1 In terms of considering the equality impact of the proposed structure, it is important to understand the current composition of the workforce. Based on the table below it is evident that the workforce is predominantly female accounting for 69.47% of all NJC employees.
- 3.2 Unless otherwise stated all financial information is based on full time equivalent (FTE) analysis in order to determine costs at a full time rate. However, where 'actual' figures are pertinent, these are shown accordingly.
- 3.3 The following table illustrates the distribution of male and female employees by grade. A greater proportion of the female workforce is concentrated in the lower grades due to traditionally female dominated jobs typically being evaluated at a lower level. 31.5% of the total male population is in grades 1 to 5 whereas 70.24% of the total female population occupies these grades. This type of distribution of male and female employees will have an impact on the overall gender pay gap.

Grade	Grand Total	Female	Male	% of Females In Grade	% of Males in Grade	% of all Females In Grade as a percentage of the workforce	% of all Males in Grade as a percentage of the workforce
GRADE 1	5	4	1	80.00%	20.00%	1.38%	0.79%
GRADE 2	11	8	3	72.73%	27.27%	2.77%	2.36%
GRADE 3	51	41	10	80.39%	19.61%	14.19%	7.87%
GRADE 4	90	78	12	86.67%	13.33%	26.99%	9.45%
GRADE 5	86	72	14	83.72%	16.28%	24.91%	11.02%
GRADE 6	90	39	51	43.33%	56.67%	13.49%	40.16%
GRADE 7	53	23	30	43.40%	56.60%	7.96%	23.62%
GRADE 8	22	17	5	77.27%	22.73%	5.88%	3.94%
GRADE 9	3	3		100.00%	0.00%	1.04%	0.00%
GRADE 10	5	4	1	80.00%	20.00%	1.38%	0.79%
GRADE 11	0	0	0	0.00%	0.00%	0.00%	0.00%
Grand Total	416	289	127	69.47%	30.53%	100.00%	100.00%



4 The Pay Award and Proposed Assimilation in Year 2 19/20

4.1 The principal features of the Proposed Pay Structure are as follows:

- 11 grades, of which grades include between 2 and 6 incremental points.
- Increments have been awarded to employees under the current structure prior to assimilation to the new pay spine.
- All grades are abutted with the maximum of one grade sharing a SCP with the minimum of the grade above.
- The new combined proposed structure with Bromsgrove allows for Redditch employees to progress to the equivalent previous grade maximums and maintain headroom as the previous structure.

4.2 The following table shows the new distribution of points within each of the proposed grades

Grade	Increments and values at Apr 2019						
	1	2	3	4	5	6	7
GRADE 1	17,364	17,711					
GRADE 2	17,711	18,065	18,426	18,795			
GRADE 3	18,795	19,171	19,554	19,945	20,344		
GRADE 4	20,344	20,751	21,166	21,589	22,021	22,462	
GRADE 5	22,462	22,911	23,369	23,836	24,313	24,799	
GRADE 6	24,799	25,295	25,801	26,317	26,999	27,905	
GRADE 7	27,905	28,795	29,636	30,507	31,371		
GRADE 8	31,371	32,029	32,878	33,799	34,788		
GRADE 9	34,788	35,934	36,876	37,849	38,813		
GRADE 10	38,813	39,782	40,760	41,675	42,683		
GRADE11	42,683	43,662	44,632	45,591			



4.3 The following tables demonstrate the average increase by grade and gender for employees based on each stage of the assimilation process. The tables are as follows:-

- I. Average increase based on increments in current structure
- II. Average increase based on the application of the pay award following increments i.e. Pay Award only.
- III. Combined average increase in basic pay from 2018 to implementation of 2019 pay award and new structure.

I. Average of % increase Increments			
Grade	Female	Male	Grand Total
GRADE 1	0.00%	0.00%	0.00%
GRADE 2	0.00%	0.00%	0.00%
GRADE 3	0.86%	0.90%	0.87%
GRADE 4	1.57%	1.58%	1.57%
GRADE 5	1.24%	1.94%	1.35%
GRADE 6	1.64%	2.67%	2.22%
GRADE 7	1.26%	2.45%	1.94%
GRADE 8	1.42%	1.57%	1.45%
GRADE 9	0.88%		0.88%
GRADE 10	0.62%	0.00%	0.50%
Grand Total	1.28%	2.15%	1.54%

II. Average Increase following Increment and Pay Award assimilation			
Grade	Female	Male	Grand Total
GRADE 1	6.84%	7.01%	6.87%
GRADE 2	6.39%	6.30%	6.37%
GRADE 3	3.88%	4.16%	3.93%
GRADE 4	3.41%	3.95%	3.48%
GRADE 5	3.81%	4.13%	3.86%
GRADE 6	2.29%	2.30%	2.29%
GRADE 7	2.14%	2.21%	2.18%
GRADE 8	2.00%	2.00%	2.00%
GRADE 9	2.00%		2.00%
GRADE 10	2.00%	2.00%	2.00%
Grand Total	3.34%	2.90%	3.20%

III. Average of % increase Combined increment and pay award			
Grade	Female	Male	Grand Total
GRADE 1	6.83%	7.01%	6.87%
GRADE 2	6.39%	6.30%	6.37%
GRADE 3	4.77%	5.10%	4.83%
GRADE 4	5.04%	5.60%	5.11%
GRADE 5	5.09%	6.15%	5.27%
GRADE 6	3.96%	5.03%	4.57%
GRADE 7	3.43%	4.72%	4.16%
GRADE 8	3.45%	3.60%	3.48%
GRADE 9	2.90%		2.90%
GRADE 10	2.64%	2.00%	2.51%
Grand Total	4.65%	5.11%	4.80%

- 4.4 Table I shows the average pay increase due to incremental progression is higher for male employees this is due to 71% of male employees not being at the top of their current grade whereas only 50% of female employees are not at their grade maximum.
- 4.5 As a result of the pay award and assimilation to the new structure (table II) 211 female (74%) and 52 male (41%) employees will receive in excess of a 2% pay rise. As the higher percentage increases are in grades 2 to 6 and these grades are populated by more female employees there is a slightly higher average for female employees when reviewing the new structure and assimilation only.
- 4.6 When the combined increase of any increment due and the assimilation to the new structure 84% of female employees and 85% of male employees will receive an increase of over 2%. Overall Female employees will receive an average increase of 4.65% and Male employees 5.11%.

5 Gender Pay Gap

- 5.1 Having undertaken the analysis described above it is essential that there is an analysis of the impact on the gender pay gap:
- Comparison of current basic pay to proposed basic pay.
- 5.2 The analysis showing female earnings as a percentage of male earnings. The calculations have been based on averaged full time annualised pay rates. The table indicates the gender pay gap for each individual grade as well as showing the gender pay gap for the workforce.


TABLE: Analysis of current and proposed basic pay by grade following 2019/20 Assimilation

Proposed Grade	Number of Females	Number of Males	Current Average Female	Current Average Male	Female Current Pay as a % of Males	Proposed Average Female	Proposed Average Male	Female Proposed Pay as a % of Males
GRADE 1	4	1	17,081	16,881	101.18%	18,248	18,065	101.01%
GRADE 2	8	3	17,581	17,681	99.43%	18,704	18,795	99.51%
GRADE 3	41	10	18,510	18,361	100.81%	19,387	19,288	100.51%
GRADE 4	78	12	20,213	19,580	103.24%	21,211	20,655	102.69%
GRADE 5	72	14	23,034	22,621	101.83%	24,192	23,994	100.82%
GRADE 6	39	51	26,452	25,929	102.01%	27,480	27,220	100.95%
GRADE 7	23	30	30,164	29,311	102.91%	31,183	30,680	101.64%
GRADE 8	17	5	32,778	32,867	99.73%	33,891	34,038	99.57%
GRADE 9	3	0	37,419			38,492		
GRADE 10	4	1	40,898	41,846	97.73%	41,957	42,683	98.30%
GRADE 11	0	0						
Grand Total	289	127	23,396	25,300	92.47%	24,436	26,556	92.02%

- 5.3 The table above shows that following the progression of one increment where applicable then assimilation to the 2019/20 pay spine, there are no grades where the pay gap is greater than 2%. The overall pay gap increases marginally from female being 92.47% of male pay to 92.02%
- 5.4 The pay gap on a grade by grade basis has improved in all grades with the exception of grade 8 where there is a minor increase, this demonstrates that based on work rated as equivalent through a robust job evaluation process there are no apparent equal pay issues.
- 5.5 The pay gap in favour of male employees is due to the workforce distribution with a high proportion of female employees in grades one to five.



6 Future Monitoring

- 6.1 As part of its future arrangements Redditch should undertake regular equal pay audits in conjunction with the trade unions to ensure that the pay and grading and job evaluation arrangements are maintained. This process should also identify further changes in the gender pay gap and recommend further action if required.

7. Conclusion

- 7.1 The proposal demonstrates a narrowing of the gender pay gap in basic pay on a grade by grade basis with the exception of Grade 8.
- 7.2 The proposal shows a greater percentage increase in salary for female employees as an impact of the pay award and assimilation.
- 7.3 Overall with increments due in 2018 and the pay award male employees on average will receive 5.05% increase and females 4.66%.
- 7.4 The Council has developed a proposed structure which ensures grades no longer overlap and are now abutted.

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

8th January 2019

COUNCIL TAX BASE 2019/20

Relevant Portfolio Holder	Cllr. Tom Baker-Price, 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 2019/20

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 2019/20, 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 2019/20 be 26,096.0 and for the parts of the area listed below be:

Parish of Feckenham	370.1
Rest of Redditch	<u>25,725.9</u>
Total for Borough	<u>26,096.0</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****8th January 2019**

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 2019/20. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2019.

- 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 2018, 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 2019/20 has been calculated to be **26,096.0**. 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 25th February 2019.

4. RISK MANAGEMENT

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

**EXECUTIVE
COMMITTEE**

8th January 2019

5. APPENDICES

None

6. BACKGROUND PAPERS

CTB1 (October 2018) Return.

AUTHOR OF REPORT

Name: Kate Goldey
E Mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**8th January 2019**HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING 2019/20**

Relevant Portfolio Holder	Councillor Craig Warhurst, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Director Finance & Resources Judith Willis, Head of Community Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the Budget for the Housing Revenue Account and the proposed dwelling rents for 2019/20.

2. RECOMMENDATIONS

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

- 1) the draft 2019/20 Budget for the Housing Revenue Account attached to the report at Appendix A be approved;
- 2) the actual average rent decrease for 2019/20 be 1%;
- 3) that the £5,729k allocated to Major Repairs Reserve in 2019/20 be applied to fund the HRA capital programme; and
- 4) that £4,619k be allocated to the acquisition of new dwellings funded from earmarked capital receipts (£1,386k) and the HRA capital reserve (£3,233k).

3. KEY ISSUESFinancial Implications

- 3.1 This report only considers those items included in the Housing Revenue Account (HRA). General Fund items will be considered separately when setting the Council Tax.
- 3.2 The rent increase that would have applied in 2019/20, if it were not for the Welfare Reform and Work Act 2016, would have been 3.2%, September CPI (2.2%) plus 1% which would have generated over £738k additional income to fund the Housing Service.

**EXECUTIVE
COMMITTEE**8th January 2019

- 3.3 As members are aware the system of housing revenue account subsidy ceased on the 31st March 2012 and was replaced with a devolved system of council housing finance called self-financing. The proposal in the form of a financial settlement meant a redistribution of the 'national' housing debt. This resulted in the Council borrowing £98.9 million from the Public Works Loan Board.
- 3.4 Self-financing placed a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12 at £122.2 million, however it has been announced that this debt cap has now been removed. Officers are currently reviewing the implications of this change. The figures at Appendix A allow for the payment of interest on this sum.
- 3.5 The Welfare Reform and Work Act 2016 set out that rents within the social housing sector are to be decreased by 1% each year for 4 years commencing on 1st April 2016. This decrease is to take place on the 1st April for 2016, 2017, 2018 and 2019. 2019/20 will be the fourth and final year of a 1% rent reduction.
- 3.6 There has also been an increased number of right to buy sales reducing rent income to the HRA which is set to continue. However this is partly offset by new rent income from the acquisition of new dwellings funded 30% from right to buy receipts and 70% from the HRA capital reserve. In 2019/20 the Council plan to invest £4,619k acquiring new dwellings.

2019/20

- 3.7 For 2019/20, based on the legislative changes, the actual average rent decrease will be 1%. The average rent on a 52 week basis will be £77.02 for 52 weeks or £83.44 on a 48 week basis. This compares to the average for 2018/19 on a 52 week basis of £77.80 and £84.29 on a 48 week basis.
- 3.8 The impact of the 1% rent reduction over four years has had a significant negative impact on the HRA and in 2018/19 and 2019/20 there has been a need to use working balances to achieve a balanced budget. Working balances will reduce to £615k by 31st March 2020 very close to the £600k minimum recommended amount. However, from 2020/21 rent will start increasing again at CPI plus 1% which will help bring the account back into balance without the reliance on the use of balances.
- 3.9 In addition, new housing stock purchased through the right to buy one for one replacement scheme will provide additional rent income and

**EXECUTIVE
COMMITTEE**8th January 2019

work is currently being undertaken to explore the extent that this can be maximised.

Future years

- 3.10 Appendix A also has forecasts for 2020/21 and 2021/22. With the HRA currently going through a period of transition these estimates have a number of caveats attached to them. At present there is no inflationary factor on R&M, with a view that any increases in inflation on costs can be mitigated by efficiencies in delivery. All interim arrangements are expected to be removed post 2019/20 (with the exception of the heads of service recharge for supporting the transition), with the stock condition survey currently underway it is not possible to estimate any impact it may have on future budgets at present. Officers and members are currently working on reducing costs within the HRA to improve its financial position and replenish reserves as well as increase resources for service delivery. Officers and members are doing this in a number of ways, from looking at service delivery design to cost management. This initial estimate suggests that reserves will be replenished by year end 2021/22 for the amount forecast to be drawn down in 2019/20.

Capital Resources

- 3.11 In April 2013 the Government gave local authorities the option to retain right to buy capital receipts if they agreed that they would be used to replace the sales with either new build, buy back of properties or purchase on the open market (new stock). In the case where these receipts are not used then the Council will have to pay a back the capital receipts to the Government together with interest at 4% above base rate. Redditch has opted to retain the receipts.
- 3.12 The transitional period for the Major Repairs Allowance expired at the end of 2016/17 and was replaced from 2017/18 by component depreciation. Component depreciation is similar to a sinking fund where money is set aside annually so that there is enough to replace key components when required. The key components being bathrooms, kitchens, roof, wiring, boiler, central heating system, windows and structure. This should ensure there are sufficient resources set aside to meet future investment requirements. The cost is built into the budget and this is transferred to the Major Repairs Reserve and then applied to finance the capital programme. In 2019/20 this amounts to £5,729k.

Housing Repairs

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**8th January 2019

- 3.13 The 2019/20 budget includes £5,523k for day to day repairs and maintenance which is in addition to the capital resources of £5,729k for replacement of components.

Housing Revenue Account Balances

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

Legal Implications

- 3.15 Section 76 of the Local Government and Housing Act 1989 requires that the Council sets its budget relating to the Housing Revenue Account such that the account does not plan to be in a deficit position.
- 3.16 Section 21 of the Welfare and Reform Act 2016 requires 'In relation to each relevant year, registered providers of social housing must secure that the amount of rent payable in respect of that relevant year by a tenant of their social housing in England is at least 1% less than the amount of rent that was payable by the tenant in respect of the preceding 12 months.'

Service/Operational Implications

- 3.17 The Council needs to approve the rents in a timely manner in order to allow officer time to notify the tenants of the annual rent. Tenants must have 28 calendar days' notice of any change to their rent charge.

Customer/Equalities and Diversity Implications

- 3.18 The rent decrease will be applied by the same percentage regardless of property size. The 2019/20 Budget provides for continuity of existing services. The equality and diversity implications of the changes will be evaluated and considered as part of the decision making process.

4. RISK MANAGEMENT

- 4.1 There is a risk to the HRA Capital Programme if sufficient resources do not exist within the Housing Revenue Account to provide funding. Although the HRA borrowing cap is due to be lifted this is to provide headroom for the provision of additional Council homes rather than capital works in the existing stock.
- 4.2 The risk continues to be recorded in the Risk Register for the Council.

**EXECUTIVE
COMMITTEE**8th January 2019

5. APPENDICES

Appendix A - Housing Revenue Account Budget 2019/20

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Chris Forrester
Email: chris.forrester@bromsgroveandredditch.gov.uk
Tel: 01527 64252

Name: Jayne Pickering
E Mail: j.pickering@bromsgroveandredditch.gov.uk
Tel: 01527 64252

This page is intentionally left blank

HOUSING REVENUE ACCOUNT (HRA) - 2019/20

	2019/20 Budget £'000	2020/21 Forecast £'000	2021/22 Forecast £'000
<u>INCOME</u>			
Dwelling Rents	22,857	22,945	23,522
Non-Dwelling Rents	523	530	540
Tenants' Charges for Services & Facilities	649	651	658
Contributions towards Expenditure	43	25	25
Total Income	24,072	24,151	24,745
<u>EXPENDITURE</u>			
Repairs & Maintenance	5,523	5,557	5,620
Supervision & Management	8,660	8,341	8,452
Rent, Rates, Taxes & Other Charges	144	144	144
Provision for Bad Debts	273	237	257
Depreciation & Impairment of Fixed Assets	5,729	5,729	5,729
Interest Payable & Debt Management Costs	4,179	4,179	4,179
Total Expenditure	24,508	24,187	24,381
Net cost of Services	436	36	- 364
Net Operating Expenditure	436	36	- 364
Interest Receivable	-36	36	- 36
Revenue Contribution to Capital Outlay (RCCO)	0		
Transfer to/(from) general reserves	-400		400
Transfer to/(from) Earmarked Reserves	0		
(Surplus)/Deficit on Services	0	0	0
<u>HOUSING REVENUE ACCOUNT BALANCE</u>			
Forecast Balance as at beginning of year	1,015		
Surplus/(deficit) for year	-400		
Forecast Balance as at end of year	615		

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**Executive
Committee****8th January 2019****FEES AND CHARGES**

Relevant Portfolio Holder	Councillor Tom Baker-Price
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 2019/20 – 2022/23.

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

3. KEY ISSUES**Financial Implications**

- 3.1 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A new process was followed for the review of income to be realised from 1st April 2019/20. This included an assessment of each fee to identify how it met the Councils strategic purposes and the level of increase that was proposed. There was no overall increase proposed based on an inflationary percentage as officers were to consider each fee separately in line with the new process.
- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council
 - Service to break even
 - Service to make a surplus to offset other overhead costs

**Executive
Committee****8th January 2019**

- 3.3 Appendix 1 details all of the fees and charges for each area with a commentary against each block.

Legal Implications

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

- 3.7 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.

7. KEY

None

AUTHOR OF REPORT

**Executive
Committee**

8th January 2019

Name: Kate Goldey – Senior Business Support Accountant
E Mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: 01527 881208

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL

Business Transformation

Rounded to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>New & Existing Properties</u>				
Renaming an existing street (additional £61 for each premise)	269.00	0.00%	0.00	269.00
Renaming (where the premise is not also numbered) or re-numbering a premise (additional £24 for each additional adjoining premise)	133.00	0.00%	0.00	133.00
*Adding a name of renaming a premise (where the premise is also numbered)	26.00	0.00%	0.00	26.00
Additional charge where this includes naming of a building (e.g. block of flats)	67.00	0.00%	0.00	67.00
Naming a new street (additional £61 for each premise)	269.00	4.83%	13.00	282.00
Naming and numbering new premises (£24 for each additional adjoining premise)	133.00	5.26%	7.00	140.00
Confirmation of address to solicitors/conveyancers/occupiers or owners	26.00	3.85%	1.00	27.00
Additional charge where this includes naming of a building (e.g. block of flats)	67.00	4.48%	3.00	70.00

Comments

The title "New Properties" to be changed to "New & Existing Properties"

Deleting top 4 charges as the new titles states "New & Existing Properties"

REDDITCH BOROUGH COUNCIL

Customer Access & Financial Support

Roundings to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease	Proposed charge from 2019 £
<u>Revenues</u>				
<u>Court Costs</u>				
Council Tax				
Summons	56.10	-4.46%	-2.50	53.60
Liability Order	28.60	0.00%	0.00	28.60
Magistrates Court Fee	3.10	-83.87%	-2.60	0.50
NNDR				
Summons	56.10	-4.46%	-2.50	53.60
Liability Order	28.60	0.00%	0.00	28.60
Magistrates Court Fee	3.10	-83.87%	-2.60	0.50
Property Services (all exclusive of VAT)				
Minor Land Sales Request for Information	49.10	3.00%	1.50	50.60
Minor Land Sales Full Application	359.90	3.00%	10.80	370.70
Advertising - Estimated Fee	610.70	3.00%	18.30	629.00
Surveyors Fees - Estimated Fee	490.80	3.00%	14.70	505.50

Comments

A reduction in Summons costs is proposed following an assessment of staff time and this revised level covers all associated costs
There is no increase proposed in the Liability Orders
The Magistrates Courts have advised of a new charge of 50p to be levied on any summons
The property services costs are proposed to increase by inflation to fund associated increases in general costs

REDDITCH BOROUGH COUNCIL

Community Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease	Proposed charge from 2019 £
<u>Private Sector Housing</u>				
House Fitness Inspections	119.00	3.36%	4.00	123.00
Registration of housing in multiple occupation: per occupant	100.00	4.00%	4.00	104.00
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004, per hour	30.00	6.67%	2.00	32.00
Enforcement of Statutory Notices, Supervision of Work in Default etc				Actual + officer p/hr + 10% admin
<u>Lifeline</u>				
Installation Fee - New Charge (Private & HRA)	50.00	2.00%	1.00	51.00
Alarms private user pre April 2004 x 52 weeks*	2.60	0.00%	0.00	2.60
Community Alarm Hire Private/self funder x 52 weeks	4.00	2.50%	0.10	4.10
GSM Alarm Hire	5.80	1.72%	0.10	5.90
GPS Tracker Hire	6.75	2.22%	0.15	6.90
Key safes types 1 and 2	Manufacturers cost + 17% admin fee			Manufacturers cost + 17% admin fee
Replacement Pendant	Actual cost + 17% admin fee			Actual cost + 17% admin fee
*This is a lifetime set price and cannot be increased				

Comments

Based on statutory fees or cost recovery with an inflationary increase

In respect of the Valuation fee we have been informed that from September19 the charge made by the external valuer will increase to £225.

Description change (per hour)

Hire Products

Hire of smoke alarm per week	1.30	3.85%	0.05	1.35
CO2 Detector per week	1.30	3.85%	0.05	1.35
Bogus Caller Panic Button	1.30	3.85%	0.05	1.35
Flood Detector	1.30	3.85%	0.05	1.35
Falls Detector	1.30	3.85%	0.05	1.35
Additional pendant	1.30	3.85%	0.05	1.35

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease	Proposed charge from 2019 £
<u>Dial a Ride Service</u>				
Minibus - single journey	2.50	4.00%	0.10	2.60
Concessionary fare	2.00	5.00%	0.10	2.10
<u>Shopmobility</u>				
Annual registration fee	10.00	0.00%	0.00	10.00
Daily Charge (Redditch resident)	2.00	0.00%	0.00	2.00
Daily Charge (Non resident)	3.00	0.00%	0.00	3.00
Escort fee (starting Jan 2018)	2.00	0.00%	0.00	2.00
Pay as you go	5.00	0.00%	0.00	5.00
Wheelchair Hire - per day	5.00	0.00%	0.00	5.00
Wheelchair Hire - per week	20.00	0.00%	0.00	20.00
Wheelchair Hire - per month	70.00	0.00%	0.00	70.00
<u>Comments</u> The fees are based on full cost recovery and the Proposal to raise charges by between 2 - 3 % based on salary and inflationary increases. In respect of hire charges consideration is given to market forces as well as cost recovery for the initial purchase and ongoing maintenance of the product. Shopmobility: No increase is proposed. Consultation with users and analysis of customer data over the last 12 months has shown that any additional increase is likely to impact on usage and have an overall negative impact of income. The data on the dashboard already shows that there has been a reduction in users of the service in the last few months. The drop in usage is a consequence of Marks & Spencer closing in the shopping centre.				

REDDITCH BOROUGH COUNCIL

Corporate

Roundings to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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

Comments

REDDITCH BOROUGH COUNCIL

Environmental

Roundings to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<p><u>Bulky Household Waste</u></p> <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*</p> <p>*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>Items not on the boundary of the property</p> <p>Mechanically Sweep Private Road / Car Park - Mini Sweeper per Hour</p> <p>Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour</p> <p>Orange sacks each</p> <p>Garden Waste Collection Service - new charge</p> <p>Garden Waste Set up fee - new charge</p> <p>Re-issue of service - new charge</p> <p><u>MOT</u></p> <p>Class 4 (car)</p> <p>Class 7 (van)</p> <p>Class 5 vl (minibus)</p> <p>VOSA have yet to set a revised charge.</p> <p>Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.</p> <p><u>Supplies Service</u></p> <p>On cost for cash sales</p> <p>Logs per cubic metre per bag</p>	<p>8.50</p> <p>Quotation</p> <p>Quotation</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>45.00</p> <p>20.00</p> <p>40.00</p> <p>Set by VOSA</p> <p>Set by VOSA</p> <p>Set by VOSA</p> <p>0.30</p> <p>19.10</p>	<p>0.00%</p> <p></p> <p></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></p> <p></p> <p></p> <p>0.00%</p> <p>0.00%</p>	<p>0.00</p> <p></p> <p></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></p> <p></p> <p></p> <p>0.00</p> <p>0.00</p>	<p>8.50</p> <p>Quotation</p> <p>Quotation</p> <p>0.00</p> <p>0.00</p> <p>0.00</p> <p>45.00</p> <p>20.00</p> <p>40.00</p> <p>Set by VOSA</p> <p>Set by VOSA</p> <p>Set by VOSA</p> <p>0.30</p> <p>19.10</p>

Comments

Remove the fee for the sale of logs as this service is no longer provided. Cordwood timber sales are carried out - these are not for a set or quantity, they are infrequent and are completed through price negotiation.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Crematorium/Cemetery</u>				
<u>Interment</u>				
Full earth interment under 1 year (non resident only)	0.00	0.00%	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%	0.00	0.00
Interment 1 year to 17 years (inc) (Redditch Resident)	No Charge			No Charge
<u>Interment 18 years and over*</u>				
Single Depth	613.00	2.12%	13.00	626.00
Double Depth	613.00	2.12%	13.00	626.00
Interment of cremated remains *	204.00	1.96%	4.00	208.00
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
<u>Scattering cremated remains in grave or in rose/memorial garden (roll back turf)</u>	85.00	2.35%	2.00	87.00
<u>Charges for Burials</u>				
<u>Exclusive Right of Burial for 75 years</u>				
In adult size grave	1,543.00	2.20%	34.00	1,577.00
In babies grave	265.00	2.26%	6.00	271.00
In child's grave (4 x 2)	282.00	2.13%	6.00	288.00
In ashes grave	590.00	2.20%	13.00	603.00
<u>Extending Rights in existing grave for 25 years</u>				
In existing full earth grave	440.50	2.16%	9.50	450.00
In child's grave	93.50	2.67%	2.50	96.00
In ashes grave	171.50	2.04%	3.50	175.00
Assignment / Transfer of Exclusive Right	100.00	2.00%	2.00	102.00
Certified copy of entry in Register of Burials	21.80	2.29%	0.50	22.30
Disinterment of Remains - Cremated Remains	536.10	2.22%	11.90	548.00
<u>Cemetery Memorials</u>				
Memorial application administration fee	100.00	2.00%	2.00	102.00

Comments

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
Cremation related fees				
Direct Cremation 18+ years 08:30am & 08:45am	410.00	2.44%	10.00	420.00
Cremation 17 years and under	No Fee			No Fee
Cremation 18+ years 09:00am Only	535.00	7.48%	40.00	575.00
Cremation 18+ years 09:30am 10:15 am	595.00	8.40%	50.00	645.00
Cremation 18+ years 11am onwards	695.00	7.19%	50.00	745.00
None Resident Cremation Fees				
Cremation 18+ years 9:00 am service only	635.00	6.30%	40.00	675.00
Cremation 18+ years 09:30am 10:15 am	695.00	7.19%	50.00	745.00
Cremation 18+ years 11am onwards	795.00	6.29%	50.00	845.00
Weekday scattering of ashes from other Crematoria	60.00	-100.00%	-60.00	0.00
Weekend scattering of ashes from other Crematoria	77.00	-100.00%	-77.00	0.00
Certified extract from Register of Cremations	22.00	2.27%	0.50	22.50
Replacement certificate of cremation	11.50	2.17%	0.30	11.80
Organist's fee	55.00	0.00%	0.00	55.00
Extra Service Time in Chapel	171.00	2.34%	4.00	175.00
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	237.00	2.11%	5.00	242.00
Use of Chapel for burial service (RBC Cemeteries)	171.00	2.34%	4.00	175.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 8.30 and 9.00 am	535.00	7.48%	40.00	575.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.30 and 10.15 am	595.00	8.40%	50.00	645.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 11.00 am onwards	695.00	7.19%	50.00	745.00
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	79.00	2.53%	2.00	81.00
Late arrival at Crematorium (only if service runs into next time slot)	171.00	2.34%	4.00	175.00
Cremation of a body part where the original cremation was elsewhere -	156.00	1.92%	3.00	159.00

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Caskets</u>				
Wooden cremated remains casket	112.00	1.79%	2.00	114.00
<u>Wesley music additional options</u>				
CD of chapel service (tbc)	58.00	3.45%	2.00	60.00
DVD of Chapel service (tbc)	70.00	2.86%	2.00	72.00
Webcast of Chapel service (tbc)	83.00	3.61%	3.00	86.00
<u>Memorials</u>				
Book of Remembrance - Name + 1 line	89.10	2.13%	1.90	91.00
Each additional line in the Book	33.40	1.80%	0.60	34.00
Miniature Book of Remembrance - Name + 1 line	78.00	2.56%	2.00	80.00
Remembrance Card - Name + 1 line	39.10	2.30%	0.90	40.00
Additional lines in miniature and cards	27.90	2.15%	0.60	28.50
Crests - Floral depiction	55.70	2.33%	1.30	57.00
- Badge or other	66.90	1.64%	1.10	68.00
Bench with 10 year lease & top rail engraving (max 40 letters) -	831.00	2.17%	18.00	849.00
Bench with 10 year lease & standard silver plaque (max 60 letters) -	790.00	2.15%	17.00	807.00
Bench replacement plaque - £110.00	114.00	1.75%	2.00	116.00
<u>Wall Plaques – Internal</u>				
Indoor single (12" x 3") - 5 year lease	188.70	2.28%	4.30	193.00
Indoor single (12" x 3") - 10 year lease	300.10	2.30%	6.90	307.00
Indoor single (12" x 3") - 20 year lease	411.50	2.19%	9.00	420.50
Indoor double (12" x 6") - 5 year lease	300.10	2.30%	6.90	307.00
Indoor double (12" x 6") - 10 year lease	411.50	2.19%	9.00	420.50
Indoor double (12" x 6") - 20 year lease	522.90	2.12%	11.10	534.00
<u>Outdoor Wall Plaques</u>				
5 year lease	211.10	2.32%	4.90	216.00
10 year lease	322.50	2.33%	7.50	330.00
20 year lease	433.80	2.12%	9.20	443.00
Photo or motif	177.60	2.48%	4.40	182.00

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Bird Bath Memorial</u>				
5 year lease				
Size 1 - small	200.60	2.19%	4.40	205.00
Size 2	222.80	2.33%	5.20	228.00
Size 3	245.10	2.41%	5.90	251.00
Size 4	267.30	2.13%	5.70	273.00
Size 5 - large	289.60	2.21%	6.40	296.00
10 year lease				
Size 1 - small	312.00	2.24%	7.00	319.00
Size 2	334.20	2.33%	7.80	342.00
Size 3	356.50	2.10%	7.50	364.00
Size 4	378.70	2.19%	8.30	387.00
Size 5 - large	401.00	2.24%	9.00	410.00
20 year lease				
Size 1 - small	423.30	2.29%	9.70	433.00
Size 2	445.60	2.11%	9.40	455.00
Size 3	467.90	2.16%	10.10	478.00
Size 4	490.10	2.22%	10.90	501.00
Size 5 - large	512.40	2.26%	11.60	524.00
<u>Motif</u>	111.40	2.33%	2.60	114.00
<u>Additional inscription on plaque</u>	138.60	2.45%	3.40	142.00
<u>Comments</u>				
Weekday scattering of ashes from other Crematoria/Weekend scattering of ashes from other Crematoria - Delete charge				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Memorial Plaque extension fee 5 years ONLY</u>	139.30	1.94%	2.70	142.00
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	65.00	2.31%	1.50	66.50
Additional Leaves - new charge	45.00	2.22%	1.00	46.00
<u>Memorial Vaults</u>				
Double Unit - 20 year lease including first interment and casket	1,250.00	2.16%	27.00	1,277.00
2nd interment of remains including casket	172.00	2.33%	4.00	176.00
Inscribed tablet upto 80 letters	140.00	2.14%	3.00	143.00
Additional Letters (per letter)	4.00	2.50%	0.10	4.10
Standard Motif	100.00	2.00%	2.00	102.00
Photo of 1 person	120.00	2.50%	3.00	123.00
Photo of 2 people	190.00	2.11%	4.00	194.00
Photo of 3 people	245.00	2.04%	5.00	250.00
Other items are available but will be quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY
<u>Memorial Posts</u>				
Memorial plaque - 3 year lease	240.00	2.08%	5.00	245.00
Motif	45.00	2.22%	1.00	46.00
Replacement Plaque	120.00	2.50%	3.00	123.00
<u>Private Memorial Garden</u>				
Including memorial - 20 year lease	1,600.00	2.19%	35.00	1,635.00
<u>Purchase of memorial plaque (bronze)</u>	180.00	2.22%	4.00	184.00
Road Closures	85.00	0.00%	0.00	85.00
<u>Parking Fines PCN's On Street - statutory</u>				
Set by Statute				
Certain Contraventions	70.00	0.00%	0.00	70.00
If paid within fourteen days	35.00	0.00%	0.00	35.00
Other Contraventions	50.00	0.00%	0.00	50.00
If paid within fourteen days	25.00	0.00%	0.00	25.00
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)				

Comments

REDDITCH BOROUGH COUNCIL

Housing Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Dispersed Units</u>				
Water charge - per week	5.10		0.20	5.30
Minimum Charge	13.80		0.40	14.20
Maximum Charge	14.90		0.50	15.40
<u>Service Charges</u>				
Three Storey Flats*	7.30		0.20	7.50
Woodrow Estate	3.80		0.10	3.90
Evesham Mews	6.30		0.20	6.50
St David's House	27.60		0.80	28.40
Queen's Cottages	27.60		0.80	28.40
Replacement Key Fobs (each)	11.50		-6.50	5.00
<u>Sheltered Scheme (VAT inclusive)</u>				
Use of washing machines	2.60		0.10	2.70
Use of drying machines	2.20		0.10	2.30
Use of guest bedrooms per night	15.40		9.60	25.00
Use of communal lounge	11.50		0.50	12.00
<u>St David's House</u>				
Heating charge	8.70		0.30	9.00
Water charge	4.40		0.10	4.50
Laundry Charge	6.60		0.20	6.80
<u>Mendip House</u>				
Gas boiler and cooker F1/B3	9.70		0.30	10.00
Gas boiler and cooker F1/1(B)	11.50		0.40	11.90
<u>Bredon House</u>				
Gas boiler and cooker F1/1(A)	8.70		0.30	9.00
Gas boiler and cooker F1/1(B)	8.70		0.30	9.00
Gas boiler and cooker F3/BS	8.70		0.30	9.00
Gas boiler and cooker F1/2P	9.90		0.30	10.20
<u>Malvern House</u>				

Gas boiler and cooker F1/BS	8.80		0.30	9.10
Gas boiler and cooker F1/1	9.50		0.30	9.80
Gas boiler and cooker F1/2	10.00		0.30	10.30
<u>Mendip House</u>				
Gas boiler & electric cooker F1/B3	8.10		0.30	8.40
Gas boiler & electric cooker F1/1	10.10		0.30	10.40
<u>Bredon House</u>				
Gas boiler & electric cooker F1/1(A)	6.20		0.20	6.40
Gas boiler & electric cooker F1/1(B)	6.30		0.20	6.50
Gas boiler & electric cooker F3/BS	6.30		0.20	6.50
Gas boiler & electric cooker F1/2P	7.20		0.20	7.40
<u>Malvern House</u>				
Gas boiler & electric cooker F1/BS	6.40		0.20	6.60
Gas boiler & electric c ooker F1/1	6.50		0.20	6.70
Gas boiler & electric cooker F1/2	7.40		0.20	7.60
<u>Garage Rents</u>				
Garages	8.70		0.50	9.20
Car Ports	3.30		0.10	3.40
Non Council Tenants plus VAT	10.50		above plus VAT	above plus VAT

Comments

There are certain restrictions that we cannot make a profit out of charge eg water charges following a recent challenge in court.

It is planned that there will be a detailed exercise undertaken in 2019/20 to understand the true cost of services across housing. It will also look at the inbalance of how some service charges such are cleaning various across schemes.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Rechargeable Repairs</u>				
Boarding up a domestic property:				
Minimum charge	23.80		0.00	23.80
Maximum charge	Full cost			Full cost
Glazing:				
Minimum charge	49.70		0.00	49.70
Maximum charge	Full cost			Full cost
Lock replacement:				
Minimum charge	27.60		0.00	27.60
Maximum charge	Full cost			Full cost
Larger repairs (eg door, w/c replacement):				
Minimum charge	One third			One third
Maximum charge	Full cost			Full cost
Out of Hours call out	37.40		0.00	37.40
<u>St Davids House Luncheon Club</u>				
Residents	4.40		0.10	4.50
Non Residents (Over 60) (inc VAT)	5.60		0.00	5.60
All Others (inc VAT)	6.80		0.00	6.80
Drinks	0.60		0.05	0.65
<u>Home Support Service</u>				
Weekly well being telephone call	4.20		0.10	4.30
Weekly well being home visit	8.00		0.30	8.30
Weekly Individual Support visiting service	15.90		0.50	16.40
<u>Tenants' Support - St David's House/Queen's Cottages</u>				
Full Charge	39.50		1.20	40.70
<u>Landlords References</u>				
Landlords References	57.40		2.60	60.00
<u>Comments</u> <p>It is planned that there will be a detailed exercise undertaken in 2019/20 to understand the true cost of services across housing. It will also look at the inbalance of how some service charges such are cleaning various across schemes.</p> <p>Officers will be bringing forward a committee report to future committee and it will deal with the handbook and recharging policy.</p>				

REDDITCH BOROUGH COUNCIL

Legal, Equalities and Democratic Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Legal Costs</u>				
Legal work - General hourly rate		0.00%	140.50	140.50
Legal Consent - Admin Fee		0.00%	25.00	25.00
Mortgage Redemption Fee	64.70	3.00%	1.90	66.60
Second Mortgage questionnaire	44.40	3.00%	1.30	45.70
Surrender of Garage Lease	73.90	3.00%	2.20	76.10
Discount questionnaire	33.70	3.00%	1.00	34.70
Leasehold Questionnaire	77.90	3.00%	2.30	80.20
Notice of Postponement during Right to Buy	24.60	3.00%	0.70	25.30
Notice of Postponement post Right to Buy	33.70	3.00%	1.00	34.70
Re-mortgage	57.80	3.00%	1.70	59.50
Consent for alterations to former Council house/flat	149.80	3.00%	4.50	154.30
Retrospective Consent for alterations to former Council house/flat	187.30	3.00%	5.60	192.90
Garden licence - initial administration fee (plus annual fee)	103.90	130.00%	135.10	239.00
WayLeave Agreement	155.90	130.00%	202.70	358.60
Deed of Grant/Easement	364.90	3.00%	10.90	375.80
* Licence to Assign	364.90	3.00%	10.90	375.80
* Rent Deposit Deed	364.90	3.00%	10.90	375.80
* Authorised Guarantee Agreement	364.90	3.00%	10.90	375.80
* Licence for Alterations	364.90	3.00%	10.90	375.80
* Licence to Sub-let	364.90	3.00%	10.90	375.80
* Deed of Variation	364.90	3.00%	10.90	375.80
* Grant of Lease	493.50	3.00%	14.80	508.30
* Extended Lease	493.50	3.00%	14.80	508.30
* Deed of Surrender	364.90	3.00%	10.90	375.80
* 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				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
Tenancy at Will	364.90	3.00%	10.90	375.80
Renewal of Lease	364.90	3.00%	10.90	375.80
Minor land sales - legal fees upto the value of £1000	493.50	0.00%	0.00	493.50
Major land sales - legal fees £10000+	0.5% of the purchase price, with a minimum charge of £500.00			
Major land sales - legal fees £50000+	0.5% of the purchase price, with a minimum charge of £750			
Deed of release of covenant	0.5% of the release consideration with a minimum of £750			
Footpath Diversion Orders	2,011.90	3.00%	60.40	2,072.30
Freehold reversions - admin fee	364.90	3.00%	10.90	375.80
Copy of lease (up to 25 pages)				
Copies of RTB service charges (up to last three years)				
Extra copies of valuation - S.125 Notice				
Comments Legal Consent - Admin Fee - New charge to cover legal officer/solicitors rates, admin assistances, copying and postage and overheads for simple, non-procontracted consents and certificates for property Garden licence and Wayleave agreement - significant increase of 130% proposed. Previous fee reflected initial admin fee, but the new fee reflects all legal costs for a minimum of 1-2 hours' work Deed of variation and unilateral undertaking - increase of 2% proposed to reflect planning solicitor charges within Legal Services. Where specific changes have not been proposed we consider it is appropriate to reflect inflation for charging in 2019/20. Minor land sales - remains unchanged, as a percentage of the potential cost of up to £10,000 we feel this remains a fair charge.				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Section 106</u>				
Private Owner	500.30	3.00%	15.00	515.30
Each additional unit added (up to a maximum of £1,500) *	62.70	3.00%	1.90	64.60
100% Affordable housing schemes	939.00	2.00%	18.80	957.80
Deed of Variation **	356.90	2.00%	7.10	364.00
Fee for agreeing a unilateral undertaking	356.90	2.00%	7.10	364.00
<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>				
<u>LOCAL LAND CHARGES</u>				
<u>Search Type</u>				
Official Certificate of Search (LLC1) only	27.60	3.00%	0.80	28.40
CON29R Enquiries of Local Authority (2007)				
- Residential	101.30	4.90%	5.00	106.30
- Commercial	144.70	4.35%	6.30	151.00
Standard Search Fee: LLC1 and CON 29R combined				
- Residential	128.80	4.60%	5.90	134.70
- Commercial	172.30	4.20%	7.20	179.50
CON 29O Optional enquiries of Local Authority (2007)				
(Questions 5,6,8,9,11,15) per question	12.70	3.00%	0.40	13.10
(Questions 7,10,12,13,14,16-21) per question	6.40	3.00%	0.20	6.60
(Question 22)	25.40	5.00%	1.30	26.70
(Question 4)	13.80	6.50%	0.90	14.70
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	49.80	3.00%	1.50	51.30
Each additional parcel of land (LLC1 and CON29R)	23.30	3.00%	0.70	24.00
Refresher Search	40.20	3.00%	1.20	41.40
Expedited (within 48 hrs)	31.80	3.00%	1.00	32.80
<u>Comments</u>				
Con29 - higher percentage increases are required to incorporate the uplift imposed by the County Council on their element of the charges				
Q4 & Q22 - as Con29				

REDDITCH BOROUGH COUNCIL

Leisure & Cultural Services

Roundings are to the nearest 10p.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>FOOTBALL - ADULT (INC. CHANGING FACILITIES)</u>				
Abbey Stadium/Ipsley/Old Forge/Greenlands				
Charge	93.70	2.50%	2.30	96.04
Concession 25	70.30	2.50%	1.80	72.06
Concession 50	46.85	2.50%	1.20	48.02
<u>FOOTBALL - JUNIOR (INC. CHANGING FACILITIES)</u>				
Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands/Kingsley				
Charge	47.70	2.50%	1.20	48.89
Concession 25	35.80	2.50%	0.90	36.70
Concession 50	23.85	2.50%	0.60	24.45
Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands. Without changing facilities.				
Charge	31.75	2.50%	0.80	32.54
Concession 25	23.80	2.50%	0.60	24.40
Concession 50	15.90	2.50%	0.40	16.30
Small Sided Football				
Charge	15.85	2.50%	0.40	16.25
Concession 25	11.90	2.50%	0.30	12.20
Concession 50	7.95	2.50%	0.20	8.15

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
SPORTS DEVELOPMENT CHARGES				
Adult fitness Sessions	3.40	0.00%	0.00	3.40
Community exercise class	3.30	0.00%	0.00	3.30
Health & Well Being Sessions	2.30	43.48%	1.00	3.30
Curriculum Cost	23.15	8.00%	1.90	25.00
Schools Hire – lunchtime / after school sessions	23.15	0.00%	0.00	23.15
Inclusive Activities	3.15	0.00%	0.00	3.15
PSI Falls Prevention	3.15	-4.76%	-0.20	3.00
Activity Referral	17.85	-4.76%	-0.90	17.00
Junior Sports Sessions	5.90	0.00%	0.00	5.90
Comments Football fees and charges proposed to increase by 2.5% based on CPI average to ensure best value service delivery against increased expenditure (see above) School curriculum & after school costs (no increase last year) to increase available provision as costs of deliverers increase. After school cost to haneg top per head, per child to give schools greater flexibility. Allotment fees and charges proposed to increase by 2.5% based on CPI average to ensure best value service delivery against increased expenditure. Health and Well Being, PSI Falls Prevention and Activity Referral have revised to reflect the current charges incurred by the service.				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Allotment Charges</u>				
<u>Large (<254m2)</u>				
Water	116.40	2.50%	2.90	119.31
No Water	84.25	2.50%	2.10	86.36
Concession 25 Non Water	63.15	2.50%	1.60	64.73
Concession 50 Non Water	42.10	2.50%	1.10	43.15
<u>Medium (>177<254m2))</u>				
Water	87.90	2.50%	2.20	90.10
No Water	57.50	2.50%	1.40	58.94
Concession 25 Non Water	43.15	2.50%	1.10	44.23
Concession 50 Non Water	28.75	2.50%	0.70	29.47
<u>Small (>177m2)</u>				
Water	60.60	2.50%	1.50	62.12
No Water	33.45	2.50%	0.80	34.29
Concession 25 Non Water	25.10	2.50%	0.60	25.73
Concession 50 Non Water	16.75	2.50%	0.40	17.17
<u>Redditch Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces</u>				
<u>Outdoor Event Space</u>				
<u>Small Attendance = 0-100</u>				
Commercial Rates	50.00	3.00%	1.50	51.50
Concession 50	25.00	0.00%	0.00	25.00
Concession 75	12.50	0.00%	0.00	12.50
<u>Medium 101- 499</u>				
Commercial Rates	100.00	3.00%	3.00	103.00
Concession 50	50.00	0.00%	0.00	50.00
Concession 75	25.00	0.00%	0.00	25.00
<u>Large 500+</u>				
Commercial Rates	150.00	3.00%	4.50	154.50
Concession 50	75.00	0.00%	0.00	75.00
Concession 75	37.50	0.00%	0.00	37.50
<u>Outdoor Fitness Session - Commercial</u>				
<u>Summer Fee (Apr to Sept)</u>				
Commercial Rates Per Day	401.85	0.00%	0.00	401.85
Concession 25	301.40	0.00%	0.00	301.40
Concession 50	200.90	0.00%	0.00	200.90

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Winter Fee (Oct to Mar)</u>				
Commercial Rates Per Day	172.00	0.00%	0.00	172.00
Concession 25	129.00	0.00%	0.00	129.00
Concession 50	86.00	0.00%	0.00	86.00
<u>Annual Fee</u>				
Commercial Rates Per Day	459.05	0.00%	0.00	459.05
Concession 25	344.30	0.00%	0.00	344.30
Concession 50	229.55	0.00%	0.00	229.55
<u>Parks and Open Spaces Hire</u>	420.00	0.00%	0.00	420.00
<u>Summer Fee (Apr to Sept) One day maximum usage per week</u>	315.00	0.00%	0.00	315.00
Concession 25	210.00	0.00%	0.00	210.00
Concession 50	682.50	0.00%	0.00	682.50
<u>Summer Fee (Apr to Sept) Two days maximum usage per week</u>	511.90	0.00%	0.00	511.90
Concession 25	341.25	0.00%	0.00	341.25
Concession 50	735.00	0.00%	0.00	735.00
<u>Summer Fee (Apr to Sept) Three days maximum usage per week</u>	551.25	0.00%	0.00	551.25
Concession 25	367.50	0.00%	0.00	367.50
Concession 50				
	210.00	0.00%	0.00	210.00
<u>Winter Fee (Oct to Mar) One day maximum usage per week</u>	157.50	0.00%	0.00	157.50
Concession 25	105.00	0.00%	0.00	105.00
Concession 50	420.00	0.00%	0.00	420.00
<u>Winter Fee (Oct to Mar) Two days maximum usage per week</u>	315.00	0.00%	0.00	315.00
Concession 25	210.00	0.00%	0.00	210.00
Concession 50	630.00	0.00%	0.00	630.00
<u>Winter Fee (Oct to Mar) Three days maximum usage per week</u>	472.50	0.00%	0.00	472.50
Concession 25	315.00	0.00%	0.00	315.00
Concession 50				
	546.00	0.00%	0.00	546.00
<u>Annual Fee One day maximum usage per week</u>	409.50	0.00%	0.00	409.50
Concession 25	273.00	0.00%	0.00	273.00
Concession 50	892.50	0.00%	0.00	892.50
<u>Annual Fee Two days maximum usage per week</u>	669.40	0.00%	0.00	669.40
Concession 25	446.25	0.00%	0.00	446.25
Concession 50	1,050.00	0.00%	0.00	1,050.00
<u>Annual Fee Three days maximum usage per week</u>	787.50	0.00%	0.00	787.50
Concession 25	525.00	0.00%	0.00	525.00
Concession 50				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
Bandstand Hire T/centre Commercial Rates per day Community Rates per day Charities / Not for Profit Organisations per day <u>Band Stand</u> <u>Criteria and eligibility guidance notes attached in events toolkit</u> <u>Additional Costs for Outdoor Event Space:</u> 1 Set up and Clearance charged @ 50% of applicable rate 2 Any event in excess of 1999 attendees is STN <u>Additional Costs for Outdoor Fitness Space:</u> 1 Set up and Clearance charged @ 50% of applicable rate	Price on application 27.60 27.60	 0.00% 0.00%	 0.00 0.00	Price on application 27.60 27.60
<u>Comments</u> Outdoor Fitness fees and charges propose no increase to encourage more clubs and activities to use our parks and green spaces in 19/20 year. Outdoor events space hire at small, medium and large scale have all had their corporate rates increased in line with RPI (3%). All other category of charges remain unchanged as a precaution due to considerable concerns raised about affordability by community forum after completion of fees and charges changes implemented in 2018/19.				
<u>CIVIC SUITE COMMERCIAL CHARGES</u> <u>Committee Room 1:</u> 4 hour minimum - Standard Concession 25 Concession 50 Concession 75 8 hour minimum - daytime and/or evening Concession 25 Concession 50 Concession 75	 55.70 41.80 27.85 13.95 73.55 55.15 36.80 18.40	 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00%	 1.70 1.30 0.80 0.40 2.20 1.70 1.10 0.60	 57.37 43.05 28.69 14.37 75.76 56.80 37.90 18.95

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Committee Room 2/3:</u>				
4 hour minimum - daytime	112.45	3.00%	3.40	115.82
Concession 25	84.35	3.00%	2.50	86.88
Concession 50	56.25	3.00%	1.70	57.94
Concession 75	28.10	3.00%	0.80	28.94
8 hour minimum - daytime and/or evening	159.55	3.00%	4.80	164.34
Concession 25	119.65	3.00%	3.60	123.24
Concession 50	79.75	3.00%	2.40	82.14
Concession 75	39.90	3.00%	1.20	41.10
<u>Council Chamber:</u>				
4 hour minimum - daytime	159.55	0.00%	0.00	159.55
Concession 25	119.65	0.00%	0.00	119.65
Concession 50	79.75	0.00%	0.00	79.75
Concession 75	39.90	0.00%	0.00	39.90
8 hour minimum - daytime and/or evening	260.65	0.00%	0.00	260.65
Concession 25	195.50	0.00%	0.00	195.50
Concession 50	130.35	0.00%	0.00	130.35
Concession 75	65.15	0.00%	0.00	65.15
<u>Full Civic Suite: Monday to Saturday (including servery)</u>				
4 hour minimum - daytime	260.65	0.00%	0.00	260.65
Concession 25	195.50	0.00%	0.00	195.50
Concession 50	130.35	0.00%	0.00	130.35
Concession 75				
8 hour minimum - daytime and/or evening	473.20	0.00%	0.00	473.20
Concession 25	354.90	0.00%	0.00	354.90
Concession 50	236.60	0.00%	0.00	236.60
Concession 75	118.30	0.00%	0.00	118.30
<u>Full Civic Suite: Sunday - exceptional (including servery)</u>				
4 hour minimum - daytime	296.30	0.00%	0.00	296.30
Concession 25	222.25	0.00%	0.00	222.25
Concession 50	148.15	0.00%	0.00	148.15
Concession 75	74.10	0.00%	0.00	74.10
8 hour minimum - daytime and/or evening	539.10	0.00%	0.00	539.10
Concession 25	404.35	0.00%	0.00	404.35
Concession 50	269.55	0.00%	0.00	269.55
Concession 75	134.80	0.00%	0.00	134.80

Comments

Increased the charges for the 3 Committee Rooms by 3% due to new projectors and TV screens available - Council Chamber and Weekend remain the same to encourage more weekend hire/use

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>CIVIC SUITE COMMERCIAL CHARGES</u>				
<u>Equipment Hire</u>	23.35	0.00%	0.00	23.35
OHP/Screen	23.35	0.00%	0.00	23.35
TV/Video	23.35	0.00%	0.00	23.35
Conferencing Sound System				
Flipchart stand	7.75	0.00%	0.00	7.75
4 hour minimum - daytime	8.85	0.00%	0.00	8.85
8 hour minimum - daytime and/or evening				
<u>Other Fees</u>				
Security	245.60	0.00%	0.00	245.60
Retainer				
<u>CIVIC SUITE - REFRESHMENT CHARGES</u>				
Teas and Coffees	1.10	0.00%	0.00	1.10
Commercial - per cup				

Comments

no increase on any of the commercial charges above as these are considered to reflect the market charges

REDDITCH BOROUGH COUNCIL

Planning & Regeneration

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.

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

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.

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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 and alterations to a Single Building (please contact us)</u> Application Regularisation Additional Garage Conversion to habitable room Application Regularisation Additional Extension project Consolidated to just the Table B heading (delete) Application Regularisation Additional	Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us			Please Contact Us Please Contact Us Please Contact Us 360.00 422.00 Please Contact Us Please Contact Us Please Contact Us Please Contact Us

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
All other extensions Consolidated to just the Table B heading (delete) Loft Conversions Consolidated to just the Table B heading (delete) Detached garage over Consolidated to just the Table B heading (delete) Electrical works by non-qualified electrician Application Regularisation Renovation of thermal element Application Regularisation Installing steel beam(s) within an existing house Application Regularisation Window replacment Application Regularisation Installing a new boiler or wood burner etc. Application Regularisation	Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us			Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us Please Contact Us 215.00 258.00 215.00 258.00 420.00 504.00
Comments No VAT is payable on Regularosation charges The above fees (where stated) are to be published on the Council website as fixed fees. These fees reflect minor repetitive operations where the cost neutral input from the service can be determined. The remaining 'please contact us' fees require site specific charges in line with regulatory requirements.				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<p>TABLE C: All Other works - Alterations and new build £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> 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>	Please Contact Us			Please Contact Us
<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> Process request to re-open archived building control file, resolve case and issue completion certificate Each visit to site in connection with resolving archived building control cases</p>	52.00 67.90	1.60% 1.47%	0.80 1.00	52.80 68.90

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>WITHDRAWN APPLICATIONS</u> Process request With additional fees of..... Withdraw Building Notice application where no inspections have taken place Withdraw Building Notice application where inspections have taken place Withdrawn Full Plans application without plans being checked or any site inspections being made Withdraw Full Plans application after plan check but before any inspections on site Withdraw Full Plans application after plan check and after site inspections made	52.00	1.60%	0.80	52.80
<u>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u> Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services	52.00 Please Contact Us	1.60%	0.80 Please Contact Us	52.80 Please Contact Us
<p align="center"><u>Charges note</u></p> <p>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. 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. Inspection fees equate to 70% of the total fee payable for a project.</p>				
<u>Comments</u>				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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:				
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

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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
<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</u>				
High Hedge Complaints	237.60	0.00%	0.00	237.60
<u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u>				
1* Dwelling	200.00	3.00%	6.00	206.00
2 - 4 Dwellings	300.00	3.00%	9.00	309.00
5 - 9 Dwellings	600.00	3.00%	18.00	618.00
10 - 49 Dwellings	1,200.00	3.00%	36.00	1,236.00
50 - 99 Dwellings	2,200.00	3.00%	66.00	2,266.00
100 - 199 Dwellings	3,000.00	3.00%	90.00	3,090.00
200+ Dwellings	4,000.00	3.00%	120.00	4,120.00
* includes one-for-one replacements				
Non-residential development (floor space)				
Floor area is measured externally				
Less than 500sqm	0.00	#DIV/0!	0.00	0.00
500 - 999sqm	500.00	3.00%	15.00	515.00
1000 - 1999sqm	1,000.00	3.00%	30.00	1,030.00
2000 - 4999sqm	2,000.00	3.00%	60.00	2,060.00
5000 - 9999sqm	2,500.00	3.00%	75.00	2,575.00
10,000sqm or greater	3,000.00	3.00%	90.00	3,090.00

Non-residential development (site area) where no building operations are proposed Less than 0.5ha 0.5 - 0.99ha 1 - 1.25ha 1.26 - 2ha 2ha or greater				
	300.00	3.00%	9.00	309.00
	600.00	3.00%	18.00	618.00
	1,000.00	3.00%	30.00	1,030.00
	2,000.00	3.00%	60.00	2,060.00
	3,000.00	3.00%	90.00	3,090.00
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%.				
Comments Title change from "Development Management Charges" to Development Management" Deleted charges - All new and relevant planning policy documents are now placed online, the documents contained in this list are in some cases no longer required or relevant to the work of the strategic planning section. In the last 12 months we have no requests for hard copy versions of any of the documents on this list.				

Service Category	Charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>Business Centres</u>				
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
<u>Comments</u>				

REDDITCH BOROUGH COUNCIL

Regulatory Services

Roundings are to the nearest 5/10p.

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<u>TAXI LICENSING</u>				
- Hackney Carriage Vehicle Licence per annum (charge excludes vehicle testing)	258.70	0.00%	0.00	258.70
- Hackney Carriage Driver's Licence - 1 Year	58.60	2.39%	1.40	60.00
- Hackney Carriage Driver's Licence - 3 Year	144.00	2.08%	3.00	147.00
- Private Hire Vehicle Licence per annum (charge excludes vehicle testing)	258.70	0.00%	0.00	258.70
- 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	2.39%	1.40	60.00
- Private Hire Driver Licence - 3 Year	144.00	2.08%	3.00	147.00
- Dual Hackney Carriage and Private Hire Driver's Licence - 1 Year	83.00	2.41%	2.00	85.00
- Dual Hackney Carriage and Private Hire Driver's Licence - 3 Year	200.00	2.00%	4.00	204.00
- Knowledge test	20.00	10.00%	2.00	22.00
- Administration Charge - new applications	35.00	2.86%	1.00	36.00
- Transfer of plate - per transfer	48.00	4.17%	2.00	50.00
- Replacement Vehicle Plates	20.00	10.00%	2.00	22.00
- Replacement Driver's Badge (card)	11.00	9.09%	1.00	12.00
- Amendment to paper licence - eg change of address	10.50	4.76%	0.50	11.00
- 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	3.77%	2.00	55.00

Comments

Any increases here are working towards cost recovery

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
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 - to be deleted	126.00	0.00%	0.00	126.00
- Animal Boarding - Renewal - to be deleted	126.00	0.00%	0.00	126.00
- Animal Boarding - Vet fees/Animal welfare visit if applicable charged at cost - to be deleted	Recharged at cost			Recharged at cost
- Dog Breeding - Initial - to be deleted	126.00	0.00%	0.00	126.00
- Dog Breeding - Renewal - to be deleted	126.00	0.00%	0.00	126.00
- Dog Breeding - Vet fees/Animal welfare visit if applicable charged at cost - to be deleted	Recharged at cost			Recharged at cost
- Pet Shops - Initial - to be deleted	126.00	0.00%	0.00	126.00
- Pet Shops - Renewal - to be deleted	126.00	0.00%	0.00	126.00
- Pet Shops - Vet fees / Animal welfare visit if applicable charged at cost - to be deleted	Recharged at cost			Recharged at cost
- Riding Establishments - to be deleted	200.00	0.00%	0.00	200.00
- Riding Establishment - Vet fees / Animal welfare visit if applicable charged at cost - to be deleted	Recharged at cost			Recharged at cost
- Animal Activity License (includes animal boarding, dog breeding, pet shops, & ride establishments)	NEW CHARGE			
Application Fee	NEW CHARGE	0.00%	322.00	322.00
Variation Fee	NEW CHARGE	0.00%	235.00	235.00
Inspection Fee	NEW CHARGE	0.00%	160.00	160.00
1 Year License Fee	NEW CHARGE	0.00%	180.00	180.00
2 Year License Fee	NEW CHARGE	0.00%	357.00	357.00
3 Year License Fee	NEW CHARGE	0.00%	535.00	535.00
Vet fee recharge - if applicable	NEW CHARGE			Full Cost Recovery
- Performing Animals	NEW CHARGE			
Application Fee	NEW CHARGE	0.00%	215.00	215.00
Variation Fee	NEW CHARGE	0.00%	155.00	155.00
Inspection Fee	NEW CHARGE	0.00%	160.00	160.00
3 Year License Fee	NEW CHARGE	0.00%	290.00	290.00
Vet fee recharge - if applicable	NEW CHARGE			Full Cost Recovery
- Dangerous Wild Animals - Initial	199.50	15.29%	30.50	230.00
- Dangerous Wild Animals - Renewal	199.50	15.29%	30.50	230.00
- Dangerous Wild Animals - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost
- Zoo - Initial	126.00	1.59%	2.00	128.00
- Zoo - Renewal / Variation / Transfers	126.00	1.59%	2.00	128.00
- Zoo - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost
- Control of Sex Establishments	979.00	2.15%	21.00	1,000.00

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
Acupuncture, Tattooing, Ear Piercing and Electrolysis				
- Premises	130.00	2.31%	3.00	133.00
- Practitioners	85.00	2.35%	2.00	87.00
Scrap Metal Dealers Act 2013				
- Site Licence (New)	290.00	0.00%	0.00	290.00
Per Additional Site	150.00	0.00%	0.00	150.00
- Collectors Licence (New)	145.00	0.00%	0.00	145.00
- Site Licence (Renewal)	240.00	0.00%	0.00	240.00
Per Additional Site	150.00	0.00%	0.00	150.00
- Collectors Licence (Renewal)	95.00	0.00%	0.00	95.00
- Variation of Licence	65.00	0.00%	0.00	65.00
- Copy of Licence (if lost or stolen)	25.00	0.00%	0.00	25.00
<u>Comments</u> New Charges - Agreed at licensing committee and full council				
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	20.00	0.00%	0.00	20.00
- Admin charge	15.00	0.00%	0.00	15.00
- Levy for out of hours	35.00	0.00%	0.00	35.00
- Repeat offence levy	25.00	0.00%	0.00	25.00
<u>Comments</u>				

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
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
- Notification of Change	50.00	0.00%	0.00	50.00
- 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
- Notification of Change	50.00	0.00%	0.00	50.00
- 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
- Notification of Change	50.00	0.00%	0.00	50.00
- Application by Re-instatement	596.00	0.00%	0.00	596.00

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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
- Notification of Change	50.00	0.00%	0.00	50.00
- 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
- Notification of Change	50.00	0.00%	0.00	50.00
- 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

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
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
- 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

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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>Comments</u>				

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
<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
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.				
Personal Licence	37.00	0.00%	0.00	37.00
Temporary Event Notice (Per Notice)	21.00	0.00%	0.00	21.00

Service Category	charge 1st April 2018 £	% Change	increase/ decrease £	Proposed charge from 2019 £
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.				
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.				
Application for copy of licence or summary on theft, loss etc.	10.50	0.00%	0.00	10.50
Notification of change of name or address (holder of premises licence)	10.50	0.00%	0.00	10.50
Application to vary the Designated Premises Supervisor	23.00	0.00%	0.00	23.00
Application to transfer a premises licence	23.00	0.00%	0.00	23.00
Interim authority notice following death etc. of licence holder	23.00	0.00%	0.00	23.00
Application for making of a provisional statement	315.00	0.00%	0.00	315.00
Application for copy of certificate or summary on theft, loss etc.	10.50	0.00%	0.00	10.50
Notification of change of name or alteration of club rules	10.50	0.00%	0.00	10.50
Change of relevant registered address of club	10.50	0.00%	0.00	10.50
Temporary Event Notices	21.00	0.00%	0.00	21.00
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00%	0.00	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00%	0.00	10.50
Notification of change of name or address (Personal Licence)	10.50	0.00%	0.00	10.50
Notice of interest in any premises	21.00	0.00%	0.00	21.00
Minor variation application	89.00	0.00%	0.00	89.00
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@worcsregservices.gov.uk In all cases, cheques must be made payable to 'Redditch Borough Council'				
<u>Comments</u>				

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**8th January 2019**BUDGET SCRUTINY WORKING GROUP – SHOPMOBILITY**

Lead Scrutiny Member	Councillor Jenny Wheeler
Relevant Head of Service	Head of Community Services
Ward(s) Affected	All wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report provides Members with an opportunity to consider proposals that have been made by the Budget Scrutiny Working Group in respect of fees and charges for Shopmobility.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the Council should investigate the potential to introduce incentives for frequent use of the Shopmobility service.

3. KEY ISSUES**Background**

- 3.1 The Budget Scrutiny Working Group is responsible for reviewing items that have financial implications for the Council to ensure that the Council is achieving value for money.
- 3.2 In 2017/18 the Budget Scrutiny Working Group scrutinised the Shopmobility service and recommended that charges should be introduced for the service. At a meeting of the group on 26th November 2018 Members revisited this decision to find out what impact this had had on customer demand. A relevant extract from the notes of the meeting have been attached at Appendix 1 to the report.
- 3.3 During the meeting Members were advised that prior to the introduction of fees for the service a number of customers reported that they were visiting Redditch town centre four or five times a week. Following the introduction of fees for the Shopmobility service the number of customers, as well as the number of times each customer used the service, had fallen.
- 3.4 The decrease in customer numbers had been expected but the level of decline had not been anticipated. The graph at Appendix 2 demonstrates the fall in custom for Shopmobility since April 2017 compared to demand for the service prior to the introduction of fees that month.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****8th January 2019**

- 3.5 The Budget Scrutiny Working Group has been advised that some customers have reported that they are visiting Redditch town centre less frequently because there has been a change to the retail units that they can visit in the town centre and in particular the lack of food retail.
- 3.6 During the discussions about the Shopmobility service Members questioned whether discounts were offered to customers and were advised that this did not happen. Members noted that a special discount offer for customers who had used the service a number of times might incentivise customers to use the service more frequently. Should this discount be effectively advertised Members also agreed that this might help to attract more customers to use the service.

Financial Implications

- 3.7 The Council currently charges a £10 registration fee for Shopmobility customers. Registered customers are then charged £2 for each journey if they are a Redditch resident and £3 for each journey if they live outside the Borough. Customers who do not wish to register are charged £5 to use the service.
- 3.8 Members have been advised that due to the decline in the number of customers and the frequency with which customers are using Shopmobility there are no plans to increase the fees and charges for the service in 2019/20.
- 3.9 Shopmobility currently costs the Council £70,000 per annum to maintain. Since the introduction of fees in April 2018 the Council has received approximately £30,000 in income from fees and charges. The Council also receives £30,000 from the Kingfisher Shopping Centre towards the costs of running Shopmobility.
- 3.10 The Budget Scrutiny Working Group has not proposed the level at which discount fees for the Shopmobility service should be set, if they are introduced. This is something that Members agreed should be determined by the Executive Committee following consultation with relevant Officers.
- 3.11 Whilst the offer of a discount for the Shopmobility service might impact on revenue from individual customers, the Budget Scrutiny Working Group are suggesting that the discount could incentivise new customers to make use of the service. In order for this to happen the discount option would need to be effectively publicised.

Legal Implications

- 3.12 There are no direct legal implications for the Council?

**EXECUTIVE
COMMITTEE**8th January 2019

Service / Operational Implications

- 3.13 In the event that a discount is offered for Shopmobility this could lead to an increase in demand being placed on the service.

Customer / Equalities and Diversity Implications

- 3.14 Changes to the Shopmobility service could have implications for existing customers as the proposals could lead to an increase in demand.

4. RISK MANAGEMENT

No specific risks have been identified.

5. APPENDICES

Appendix 1 – Extract from the notes of the meeting of the Budget Scrutiny Working Group held on Monday 26th November 2018.

Appendix 2 – Graph demonstrating demand for the Shopmobility service.

AUTHOR OF REPORT

Name: Jess Bayley, Democratic Services Officer
Email: jess.bayley@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 Ext: 3268

This page is intentionally left blank



Appendix 1

Budget Scrutiny**Working Group Notes**

Monday, 26 November 2018

Present:

Councillor Jennifer Wheeler (Chair), and Councillors Joanne Beecham, Michael Chalk, John Fisher and Yvonne Smith

Officers:

Kevin Dicks, Paul Spooner and Judith Willis

Committee Services Officer:

Jess Bayley

5. FEES AND CHARGES - INTERVIEW WITH THE HEAD OF COMMUNITY SERVICES

Members addressed a number of questions to the Head of community Services in respect of the fees and charges for Shopmobility, Dial A Ride and homes for elderly and vulnerable people. Answers were provided in turn to each question as follows.

Shopmobility**1) How well has Shopmobility been working since charges were introduced?**

The Executive Committee had agreed to introduce charges for the service in February 2017. This had introduced a £10 registration fee, a £2 hire fee for registered customers who lived in Redditch and a £3 hire fee for registered customers who lived outside the Borough. There was also a £5 fee for customers who chose not to register.

The service was primarily funded by Redditch Borough Council prior to the introduction of fees. The Council had also received £30,000 towards the cost of running the service from the Kingfisher Shopping Centre. Since the introduction of the fee the Council had received £30,000 in fees. The service cost £70,000 per annum to run.

Nationally the majority, or 80 per cent of Shopmobility schemes, relied on Council funding. The amount of funding contributed by local authorities varied from £4,000 to £100,000. Therefore, the costs to Redditch Borough Council of supporting the Shopmobility scheme were not unusual.

The Council had attempted to increase income from the service by selling peripheral products to customers. However, there was a need to be careful with this as the Council did not want to be regarded as being in direct competition with businesses in the Kingfisher Shopping Centre.

Appendix 1

Budget Scrutiny

Working group

Monday, 26 November 2018

To date the shopping centre had been supportive of the Council. Research conducted in 2017 had revealed that the majority of customers spent £30 when they visited the Kingfisher Shopping Centre. The Council had shared this information with the shopping centre as Officers were keen to demonstrate the value of the scheme to the centre.

2) Have there been any negative impacts linked to the change to charging?

There had been a decrease in terms of the number of customers of the scheme. A decline in numbers had been expected, though the level of that fall had not been anticipated. A chart highlighted this decline was circulated for Members' consideration. Some of this decline had coincided with the closure of the former Marks and Spencer's unit in the Kingfisher Shopping Centre. Customers had reported that they had reduced their number of visits in recent months as there was less to visit. Prior to the introduction of fees and charges for the service some customers had reported that they would use Shopmobility four or five times a week. Traditionally Redditch had been viewed as one of the top five providers of a Shopmobility service at the national level. However, recent figures indicated that this was no longer the case.

Members questioned whether an increasing number of people purchasing private equipment might have impacted on demand for Shopmobility. However, Officers explained that generally, unless a customer lived close to the centre of town, they did not tend to use personal the equipment due to the logistics of getting into town.

3) In your opinion have the fees been set at the right level?

Members questioned whether the service was financially sustainable and how it linked to the Council's strategic purposes. Officers explained that the Council was receiving more from fees and charges than it had ever received in donations prior to the introduction of charges.

However, the Council was not proposing an increase in the fees and charges for the service in 2019/20. As the number of customers was falling it was not considered to be an appropriate time to increase the charges.

Members questioned whether a special offer could be made to frequent users of the service. If this was well advertised, it could help to encourage new customers to use the service. The group agreed that this should form the basis of a recommendation.

Fees affecting homes for vulnerable and elderly people

4) What processes were followed to set the fees and decide how much to charge?

The Head of Community Services circulated a written response to these questions. Members were advised that residents were charged slightly more for residing in Queen's Cottages compared to St David's House as the properties were bigger. It was noted that The fee for residents living in another private Extra Care Home in Redditch

Appendix 1

Budget Scrutiny

Working group

Monday, 26 November 2018

was £145, however this provider did offer additional services on site such as hairdressers.

A refurbishment of St David's House was taking place. The new manager of the service had found that the property was looking tired and needed some updating.

- 5) In your opinion, are the charges fair and reasonable for customers, including those whom may have a low income?

The Council had to be careful about how it set the fees for the service. For instance in respect of charging for water, in another part of the country a Council had set up a company which had managed water services but had charged tenants in excess of the actual costs. This Council had eventually been taken to court for making a profit out of their tenants.

The Council was in the process of reviewing the fees for the laundry. Whilst some tenants paid for this service others did their own laundry, though were using the Council's electricity. It was not known whether the fee for this service achieved full cost recovery and that would be reviewed in 2019/20.

The luncheon club costs were also being reviewed. The majority of similar service providers across the country managed their luncheon clubs at a full cost recovery level. In Redditch this operated at a loss and so the fees and charges were being reviewed. The fees for visitors aged over 60 differed from those for those aged under 60 and it was uncertain whether these fees had been set at the right level. The luncheon club costs and fees would therefore be reviewed in 2019/20.

Dial a Ride Service

- 6) Can you comment please on whether the charges as set currently achieve full cost recovery?

Members were advised that Dial a Ride services relied on a mixture of public funding and fees. Many community transport schemes were run by charitable organisations. The Council continued to provide the Dial a Ride service in Redditch and it was felt that further efficiencies could be achieved.

The Head of Community Services circulated a document that provided further information in relation to the Dial a Ride scheme. Members were advised that the Council was part of a consortium of all community transport schemes in Worcestershire.

The group was informed that for many Dial a Ride customers the travel was ancillary. Often customers lived on their own and a journey on a Dial a Ride bus might provide the only social interaction that they would get that day.

The service operated between the hours of 8.30am and 5.00pm. There were opportunities available to expand income from the service by offering Dial a Ride

Appendix 1

Budget Scrutiny

Working group

Monday, 26 November 2018

services for social activities involving groups of customers (e.g. a group of residents from St David's House).

Frequently the service was not used to its full potential because only a handful of customers were using a bus. This was particularly likely to occur when a customer needed to get to a hospital or a Doctor's appointment. The Council was in discussions with Voluntary and Community Sector Groups over the potential for a volunteer community car scheme to serve the needs of customers in these circumstances. This would free up the Dial a Ride service to concentrate on journeys involving more customers which represented greater value for money.

The majority of customers paid for visits to locations within the Borough. However, during the festive season some customers could be interested in travelling to locations such as Webbs of Wychbold. Members questioned the potential for the Council to work more closely with Bromsgrove's community transport service, BURT, to provide services between Redditch and Bromsgrove. However, Members were advised that there was only one community bus for BURT so there were more limited options in that district.

Members were advised that the majority of customers made bookings over the phone, generally in the mornings. Currently the Council operated a phone service from 9.00am to 4.30pm. However, in other parts of the country the phone service was only available in the morning and a similar approach could help the Council to achieve savings.

Members questioned whether the service could be opened up to customers who did not have mobility problems. In particular, reference was made to elderly relatives of Councillors who were mobile but not confident about driving or using public transport and could become tired fairly quickly. The group was advised that demand often outstripped supply for use of the Council's five Dial a Ride buses and the criteria currently restricted customers to those with mobility problems and their carers.

- 7) If the answer is that the charges do not achieve full cost recovery, can you explain to members:
- a) Why it was decided to go with lower charges?
 - b) What the implications would be for trying to achieve full cost recovery.

The answer to this question had been addressed above.

RECOMMENDED that

- 1) **the Council should investigate the potential to introduce special discount fees for frequent use of the Shopmobility service; and**
- 2) **the criteria for customers using Dial A Ride services should be reviewed to enable elderly people, who need a bit of extra support but who may not yet have mobility problems, to use the service.**

Appendix 1

Budget Scrutiny

Working group

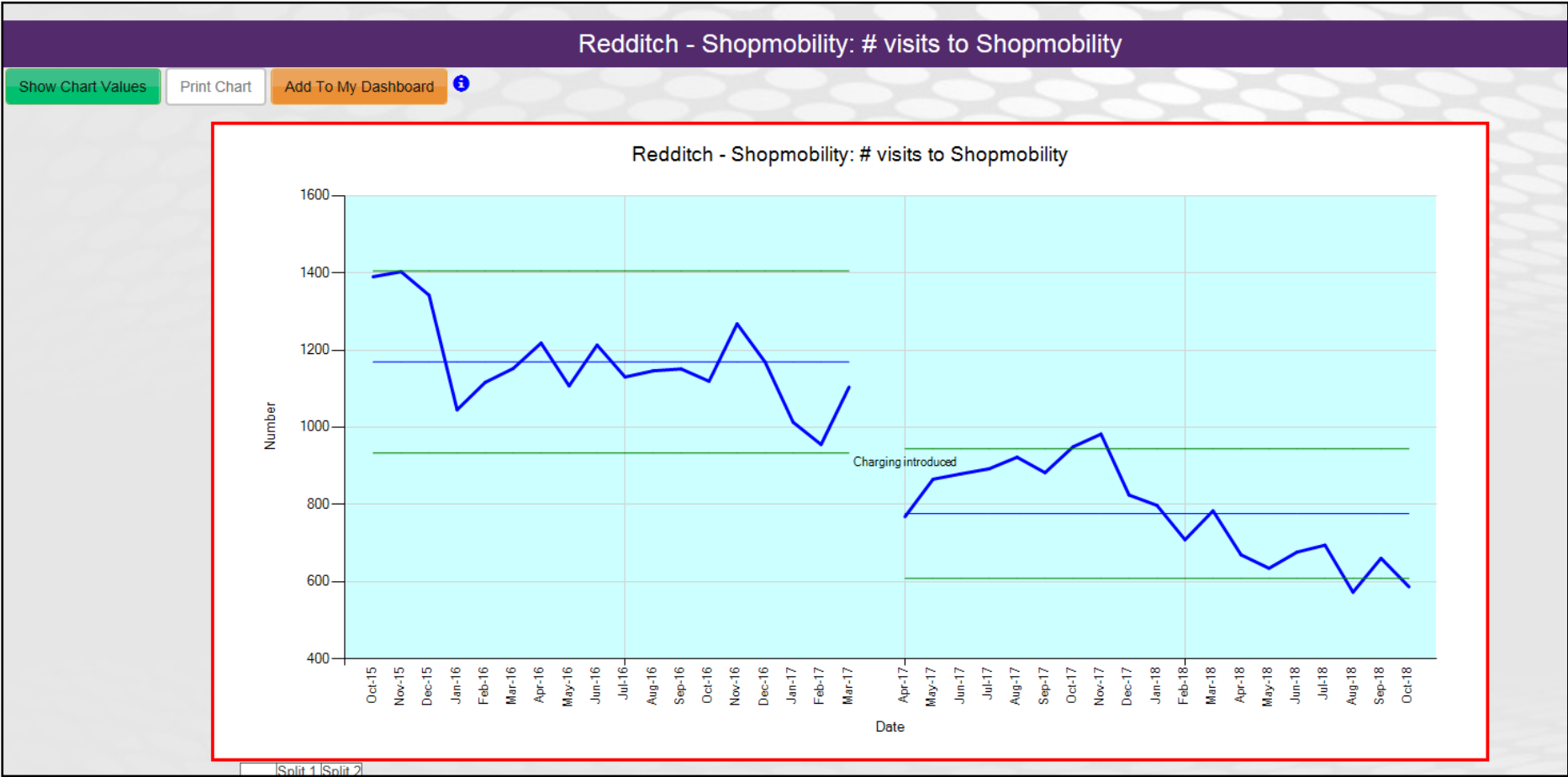
Monday, 26 November 2018

ACTION: Officers to clarify the fee for luncheon club for those aged under 60.

The Meeting commenced at 7.05 pm
and closed at 9.18 pm

This page is intentionally left blank

Appendix 2



This page is intentionally left blank

EXECUTIVE

8th January 2019

MEDIUM TERM FINANCIAL PLAN 2019/20 - 2022/23

Relevant Portfolio Holder	Councillor Tom Baker-Price, Portfolio Holder for Finance and Enabling Services
Relevant Head of Service	Jayne Pickering, Executive Director Finance and Corporate Resources
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 At Executive on the 5th February 2019 a recommendation will be made to Full Council on the Medium Term Financial Plan 2019/20 - 2022/23 and the Council tax will be set for 2019/20. This report outlines the issues faced by the council and delegates to officers to investigate ways to achieve a balanced budget for Executive to consider.

2. RECOMMENDATIONS

- 2.1 **Executive is asked to note the issues and the medium term financial plan gap and to request officers continue to review the position to enable a balanced budget to be presented to Executive on the 5th February.**

3. KEY ISSUES

Financial Implications

- 3.1 The Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made. For 2019/20 a 4 year plan is proposed to 2022/23. The plan addresses how the Council will provide financial funding to the Strategic Purposes and ensure residents receive quality services to meet their needs in the future. The Purposes that drive the financial considerations are :

- Help me find somewhere to live in my locality
- Provide good things for me to see, do and visit
- Help me live my life independently
- Help me run a successful business
- Help me be financially independent
- Keep my place safe and looking good

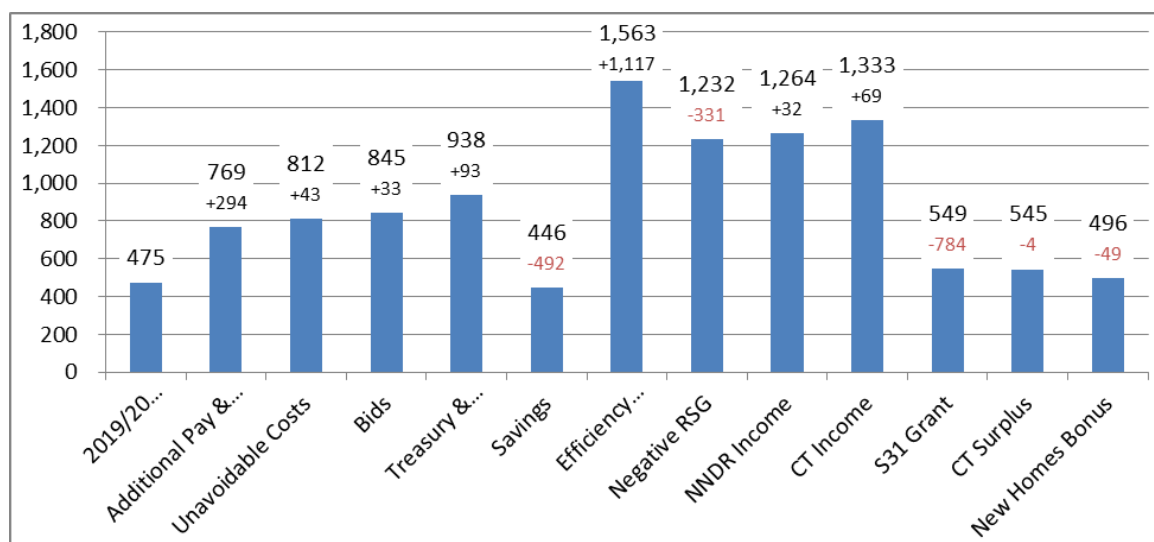
- 3.2 When reviewing the budget projections officers consider the impact of demand on service and the costs associated with this demand. This may

EXECUTIVE

8th January 2019

result in additional costs (associated with maintaining current service delivery) or reductions in anticipated income revenue over the next 4 years.

- 3.3** Over the last 12 months the Budget Scrutiny working group as established by the Overview and Scrutiny Committee has met on a regular basis to review costs, fees and charges and the capital programme and have made a number of recommendations to Executive.
- 3.4** Officers have factored in a number of assumptions into the Medium Term Financial Plan to update it in line with revised calculations and information from officers and Government. Once the final settlement is received the position will be updated.
- 3.5** The table below demonstrates the changes in the financial projections and budget gap for 2019/20 based on the original estimation of a £475k gap as presented in February 2018. Following the table there are explanations of the reasons for the changes resulting in the current gap of £496k for 2019/20. Officers are continuing to assess the position to enable a balanced budget to be presented in February.



3.6 Additional pay and inflation

The main additional pressure to the budget is the financial impact of implementing the National pay agreement in relation to increasing the spinal points attached to the current pay model. There is a separate item on the agenda to this meeting that details the rational for the proposed pay model and the financials implications of this have been included in the budget.

EXECUTIVE

8th January 2019

3.7 Unavoidable Costs

When proposing the budget officers have also identified a number of budget pressures that have been deemed “unavoidable”. Unavoidable includes the ongoing effects of pressures identified during 2018/19 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. In addition, income shortfalls that cannot be managed by improved marketing or price increases have been addressed during the budget planning. The pressures and income shortfalls of £43k are identified at Appendix 1

3.8 Bids

In addition to the unavoidable pressures revenue bids have been identified and included at Appendix 2. Bids relate to new funding requests made by officers to improve service delivery or to realise future efficiencies. The total bids for 2019/20 of £33k include funding for automation of transactional processing and funding for an apprentice

3.9 Treasury

The increase of £93k is a result of the additional borrowing costs associated with the capital programme offset by the savings from making an up front payment to the pension fund.

3.10 Identified Savings/additional income

Identified savings and additional income of £492k are detailed at Appendix 2. These are proposed to ensure that budget pressures can be met and demonstrate the additional income that the Council is generating. This includes the income of £90k that has been generated from the service agreement to provide Lifeline services to Cannock Council.

3.11 Unidentified savings

In previous years an assessment has been made of savings and additional income that could potentially be realised by the Council. It is proposed that there are no longer any savings or income allocations that are not specifically identified and therefore there is a pressure to the budget of £1,117k to reflect the removal of the unidentified savings

3.12 Negative RSG

Whilst the final settlement has not been received the projections include the removal of the £331k negative grant payment to Government. It is assumed that following consultation in August that this requirement will be removed. Any updates will be made following the final settlement.

EXECUTIVE

8th January 2019

3.13 NNDR Income

For 2019/20 the government assessed baseline for business rates is £2.203m, if business rates grow above the baseline, then this council keeps a proportion of that funding. The opposite applies for any losses with the Council having to repay some of its formula funding. There has been an increase in section 31 grant which compensates for government decisions to reduce rate liability mainly for small businesses. To get an overall position you need to look at the combined impact of section 31 and NNDR

3.14 Council Tax

The Council is allowed to increase Council Tax by up to 2.99% without the need for a referendum. The Council will decide the level of the council tax for 2019/20 on 25th February 2019. The current projections include a 2.99% increase and therefore the demand on the collection fund to meet the Council's own needs will be £6.358m. The Council Tax relating to the Councils services will rise from £234.00 to £241.00.

Compared with the base budget assumed for 2019/20 in the medium term financial plan there has been a reduction in Council Tax and reflects fewer new dwellings

3.15 S31 Grant

Since 1st April 2013 the Government has made decisions that have reduced the amount payable by businesses in relation to business rates. These decisions have included lowering the rate multiplier due to be paid by all businesses and also initiatives to reduce the business rate burden paid by small businesses.

These decisions have resulted in the Council share of the rate income being lower than it would otherwise be. The section 31 grant compensates for this loss of income. The concept is that it calculates what a Council would have been received if the Government had not made the decisions and pays the difference. The reality is that it is often driven by formula and this formula is often challenged by local authorities because it under estimates the lost income.

Over the years the decisions by the Government have had increasing impact on the lost rate income and therefore the level of Section 31 grant has grown.

EXECUTIVE

8th January 2019

3.16 CT Surplus

This is the estimated surplus based on the latest 2018/19 collection fund information.

3.17 New Homes Bonus (NHB)

3.17.1 The amount of NHB for 2019/20 has been confirmed as £752k, which is £49k more than anticipated in the MTFP. The 2019/20 income is 268 band D properties but less the 0.4% levy on growth which equated to 171 properties. In addition we received £26k for affordable housing enhancements and overall this provides £208k additional income.

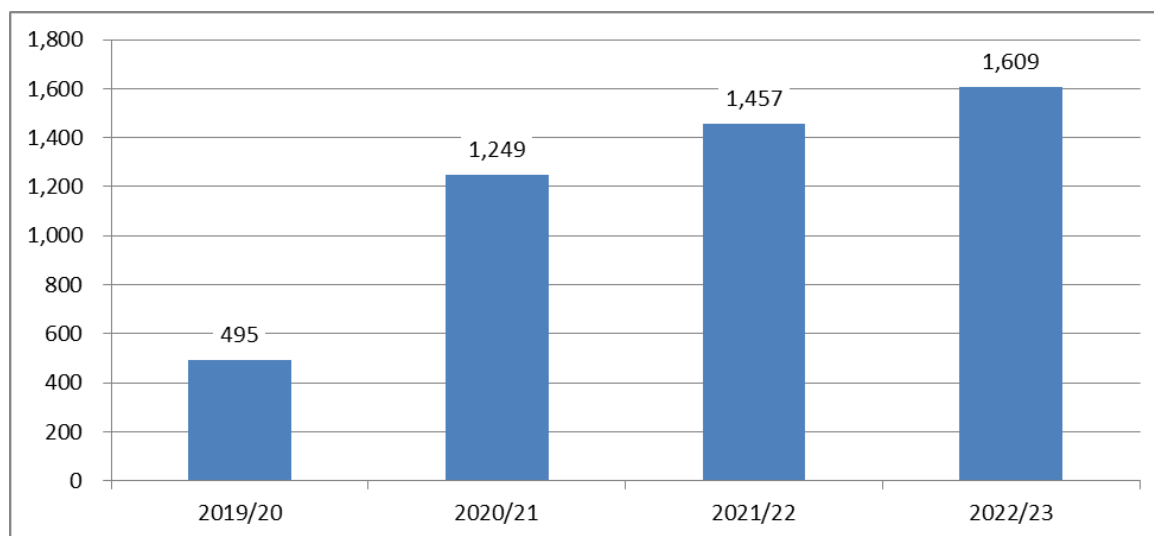
3.17.2 The MTFP will continue to be refreshed annually to take account of future changes in funding.

3.18 Future Years

3.18.1 Assumptions have been made in the financial plan for the following years including:

- Tapering of New Homes Bonus from 2019/20, which will result in a considerable funding gap for the Council.
- Additional costs of borrowing for the capital programme
- Financial impact of the revised pay model

This results in a medium term financial gap as follows:



EXECUTIVE

8th January 2019

3.19 General Fund

3.10.1 The level of the general fund balance is currently £1.8m. The minimum level of balances recommended is £750k.

3.20 Collection Fund

3.19.1 The anticipated collection fund surplus is £34k, which will be distributed amongst the major preceptors using the prescribed formulae. This Councils share of the surplus payable as a one off sum is £4k.

3.21 Precepts

3.20.1 The precepts from Worcestershire County Council, the Hereford and Worcester Fire and Rescue Service and the West Mercia Police and Crime Commissioner are due to set their precepts in the week commencing 11th February. This will enable the Council to set the Council Tax on 25th February 2019 which is in advance of the 28th February deadline on precepts being received.

3.22 Capital Programme

3.21.1 The Capital Programme has been extended to a 4 year rolling and officers are currently working to ensure that the level of expenditure falls within the current estimated project allocation. The borrowing costs associated with any schemes have been factored into the revenue summary statement. The Capital Programme is attached at Appendix 4 for consideration. There are detailed business cases available for all capital projects should members wish to consider them further.

4 Legal Implications

4.1 As part of the budget and the Council Tax approval process, the Council is required by the Local Government Finance Act 1992 to make specific calculations and decisions in approving a balanced budget for the following financial year and setting the Council Tax Level. These will be included in the report to Executive and Council in February.

5 Service / Operational Implications

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

EXECUTIVE

8th January 2019

6 Customer / Equalities and Diversity Implications

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

7 RISK MANAGEMENT

- 7.1 To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern. Risks include:
- Reductions in government funding leading to a reduction in the level of services delivered to the public
 - Reductions in business rates income as a result of appeals or reduction in the rateable value leading to a lower level of income for the Council.
 - Identification of sufficient and ongoing revenue savings to deliver a balanced budget.
 - Allocation of sufficient resources to meet the needs of service delivery and the Councils priorities.
 - Maintain adequate revenue and capital balances as identified in the MTFP to ensure financial stability.

The regular financial monitoring by Officers and Executive will provide a framework to mitigate the above risks.

8. APPENDICES

Appendix 1 – Unavoidable costs
Appendix 2 – Revenue Bids
Appendix 3 – Identified savings
Appendix 4 – Capital bids

AUTHOR OF REPORT

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

This page is intentionally left blank

UNAVOIDABLES - RBC

Appendix 1

Department	Strategic Purpose	Description of Pressure	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Comments
Business Transformation	Enabling	Occupational Health Budget	15	15	15	15	Budget was identified as a potential saving in future years as part of Training budget review, however this was interpreted as a definite and Budget was reduced in 17/18 Budget round
Electoral Shared Service	Support Role	Increase of Election costs for RBC	28	28	0	28	This is ongoing on top of the current 70,000 budget. A budget increase would not be required in 2020 as there are PCC elections to share the cost. A budget is not required in 2021 as there are only County Elections. A budget increase may not be required in 2022 as this is the next scheduled Parliamentary Election, however this will need to be reviewed if a Parliamentary Election is held in the intervening period.
TOTAL			43	43	15	43	

Page 223

Agenda Item 11

NEW REVENUE BIDS - RBC

Appendix 2

Department	Strategic Purpose	Description of revenue bid	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Comments
Business Transformation	Enabling	Legal advice specific to employment Law	10	10	10	10	
Business Transformation	Enabling	automation Resource	15	15	15	15	
Leisure and Cultural services	Provide me with good thinkgs to see, do and visit. Keep my place safe and lookingo good	Parks and green spaces - 1 x post for Modern Apprenticeships within the parks and green space team to provide additional support in maintained the premier parks and gardens across Redditch (Arrow Valley Country Park and Morton Stanley Park).	8	8	0	0	Apprenticeships for Leisure's Parks and Green Space team were approved by management within the restructure in September 2017. However, budget is required as a revenue bid to suport this important appreenticechip post. The additional support will help provide a quality green space and inspection team for AVCP and MS parks and play areas
TOTAL			33	33	25	25	

SAVINGS & ADDITIONAL INCOME - RBC

Appendix 3

Department	Strategic Purpose	Description of saving	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Comments
Community Services	Help me live my life independently	Lifeline - Additional Income from Cannock Chase contract	-90	-90	-90	-90	
Community Services	Help me live my life independently	Lifeline - Additional Income from Cannock Chase contract - SLA	-30	-30	-30	-30	
Community Services	Help me live my life independently	Reduction in budget following changes to the Grants to Voluntary Bodies scheme	-20	-20	-20	-20	Saving as per Executive decision 23 Oct 2018
Corporate	Enabling	Print contract	-54	-54	-54	-54	Savings realised on procurement of new print contract
Corporate	Enabling		-2	-2	-2	-2	Savings realised
Corporate	Enabling		-1	-1	-1	-1	Savings realised
Corporate	Enabling		-1	-1	-1	-1	Savings realised
Corporate		10 year pension liability from 2008 restructure	-84	-84	-84	-84	
CAFS	Enabling	NNDR budget	-13	-13	-13	-13	10 year lease given to tenant who is responsible for paying NNDR
CAFS	Help me be financially independent	Benefits - HRA Recharge for service	-40	0	0	0	Recharge to HRA for Locality service from Benefits team
CAFS	Help me run a successful business	Property - Additional rental income	-58	-58	-58	-58	Additional commercial rental income
Environmental Services	Keep my place safe and looking good	Additional Income from increased cremation fees	-75	-75	-75	-75	As per agreed structure from 15th Dec 2015 this is the final year of increases
Environmental Services	Keep my place safe and looking good	Budgets not required	-10	-10	-10	-10	Reductions in various materials, equipment and vehicle budgets.
Legal and Democratic	Help me find somewhere to live in my locality	Land charges - Budget not required	-1	-1	-1	-1	Budget not required
Reg Client	Help me run a successful business	Additional Income	-3	-3	-3	-3	
Reg Client	Help me run a successful business	Additional Income	-10	-10	-10	-10	
TOTAL			-492	-452	-452	-452	

Page 225

Agenda Item 11

Department	Strategic Purpose	Description	Funding Source i.e. Grant, Borrowing, Reserve, S106	CAPITAL IMPLICATIONS				Commentary (link to priorities etc)
				2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	
Environmental Services	Keep my place safe and looking good	Fleet replacement	capital receipts/Borrowing	0	0	0	1,351,700	
Terrys Field	Provide Good things for me to see, do and visit	Improvement to Football Pitches	S106 2012/120/OUT Weights Lane. 2016/282/FUL Oakly Road, Redditch	102,555	0	0	0	Pitch improvement works at Terrys Field to establish full re-graded pitch provision - linked to existing S106 within previous capital programme
Morton Stanley Park (Play - Only)	Provide Good things for me to see, do and visit	Improvement to Morton Stanley -Play Area for toddler and junior play	S106 2013/094/FUL, The Vicarage, church road, Webheath. 2013/179/OUT Land of Birchfield Road, Webheath. 2016/131/OUT Land Off Church Road, Webheath. 2917/499/OUT Pumphouse Lane, Church Road	79,686	0	0	0	Proposal to replace existing toddler/junior play area, using S106 Play contribution, with a destination play facility to provide a greater attraction for people to see do and visit in Morton Stanley Park
Morton Stanley Park (POS - Only)	Provide Good things for me to see, do and visit	Improvement to Morton Stanley Open Space	S106 2013/094/FUL, The Vicarage, church road, Webheath. 2013/179/OUT Land of Birchfield Road, Webheath. 2016/131/OUT Land off Church Road, Webheath. 2017/499/OUT Pumphouse Lane, Church Road, Webheath	25,633	0	0	0	Propsoal to improve hard and soft landscaping areas within Morton Stanley Park using S106 open space contribution to improve the existing infrastructure within this premier park
Morton Stanley Park (Sport - Only)	Provide Good things for me to see, do and visit	Improvement to Sports Pitches infrastructure in Morton Stanley Park	2012/207/OUT - Football Pitch improvement works at Morton Stanley. 2017/499/OUT Land off Pumphouse Lane, Webheath	98,535	0	0	0	Proposal for Sports Pitch improvement works using S106 contribution for Sports Facility improvement at Morton Stanley Park to provide quality pitches for use by the junior club
Redditch Cricket Club	Provide Good things for me to see, do and visit	Improvement to Redditch Cricket Club Facilities	S106 2013/094/FUL, The Vicarage, church road, Webheath. 2013/179/OUT Land of Birchfield Road, Webheath. 2013/327/FUL Oak House, Herbert Street, Redditch.	17,470	0	0	0	Proposals to support Redditch Cricket Club improvement works using S106 funding for Sport within the local area to enhance the clubs facilities.
Morton Stanley Play, Sport and Open Space Improvements (General)	Provide Good things for me to see, do and visit	Open Space, Play, Sport expenditure on enhacing and improving Football Pitches/Toddler Junior play provision and pathway/access/routes enhancemen	2016/131/OUT Land of Church Road, Webheath	333,403	0	0	0	Proposal to use S106 Contribution for improvements to Morton Stanley Park. This contribution will support other enhacement projects within Morton Stanley on Junior / toddler Play Areas, Open Space Infrastructure and access routes and Sports Provision.
Arrow Valley Park (South) Play	Provide Good things for me to see, do and visit	Improvement to original Pump Track at AVCP	2014/096/OUT Jolly Farmer Play/POS. 2016/118/OUT Green Lane, Redditch	60,606	0	0	0	proposal for S106 funding specifically for Pumtrack in AVCP. This funding will be used to re-create the former pumtrack at AV South tp provide a free of charge facility for use by the community
Arrow Valley Park (South) Play	Provide Good things for me to see, do and visit	Improvement of 'Green Parking' at Arrow Valley South	S106 - 2016/118/OUT Green Lane, Redditch	17,271	0	0	0	Proposal forS106 funding specifically for 'green car parking' improvements at AV South to enhance and improve existing provision to support the sports provision in this location.

CAPITAL BIDS - RBC

Appendix 4

Department	Strategic Purpose	Description	Funding Source i.e. Grant, Borrowing, Reserve, S106	CAPITAL IMPLICATIONS				Commentary (link to priorities etc)
				2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	
Arrow Valley Park /Morton Stanley Park	Provide Good things for me to see, do and visit	Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	S106 - 2016/118/OUT Green Lane, Redditch	21,500	0	0	0	Proposal to use S106 funding specifically for Hedgerow restoration and hedgelaying with associated fencing and gates at Arrow Valley Park SHM and Arrow Valley Park North
Arrow Valley Park /Morton Stanley Park	Provide Good things for me to see, do and visit	Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	S106 - 2016/118/OUT Green Lane, Redditch	146,590	0	0	0	Proposal to use S106 funding specifically for Grassland habitat restoration, recreation and monitoring at Arrow Valley Park and/or Morton Stanley Park
Abbey Stadium Sports and Fitness Facilities (Rubicon Leisure)	Provide Good things for me to see, do and visit	Pitch or sports facilities improvements at the Abbey Stadium	2016/173/FUL - Land off Dixon Close, Enfield	17,419	0	0	0	Proposal to use S106 funding specifically for Abbey Stadium sports facilities enhancments. This contribution to be allocated to Rubicon Leisure to use as per S106 agreement terms
Forge Mill and Bordesley Abbey Visitor Centre (Rubicon Leisure)	Provide Good things for me to see, do and visit	POS/Play Improvements to Forge Mill (24,528 POS and 26,700 Play) and Bordesley Abbey Visitor Centre. PI	2016/173/FULL - Land off Dixon Close, Enfield	51,248	0	0	0	Proposal to use S106 funding specifically for Forge Mill and Bordesley Abbey play and open space enhancments. This contribution to be allocated to Rubicon Leisure to use as per S106 agreement terms
Morton Stanley Park Pathway Mainteance works	Provide Good things for me to see, do and visit	Maintemane works to existing tarmac pathways in Morton Stanley Park	Borrowing	26,000	0	0	0	Officers request funding for pathway mainteannce works following risk inspections and records. Pathway maintenance to ensure health and safety of users is maintained
TOTAL				997,916	0	0	1,351,700	

This page is intentionally left blank



Overview and Scrutiny Committee

Thursday, 6th December, 2018

MINUTES

Present:

Councillor Joe Baker (Chair), Councillor Debbie Chance (Vice-Chair) and Councillors Joanne Beecham, Michael Chalk, Andrew Fry, Wanda King, Anthony Lovell, Gemma Monaco and Jennifer Wheeler

Also Present:

Councillor David Bush – Portfolio Holder for Economic Development, Town Centre and Commercialism

Councillor John Smith, Worcestershire County Councillor Liz Altay, Tracy Furlow, Sally-Anne Osbourne and Dr. Bill Spice

Officers:

Derek Allen, Kevin Dicks, Luke Samuels and Judith Willis

Democratic Services Officers:

Jess Bayley and Farzana Mughal

60. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Pattie Hill. Members were advised that Councillor Wanda King was attending as substitute.

61. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Wheeler declared an other disclosable interest in respect of Minute no. 66 in relation to the review of the Voluntary and Community Sector Grants Policy, as she was a Member of the Redditch Town Centre Partnership. However, as she had been awarded a dispensation in respect of this matter by the Audit, Governance and Standards Committee she was allowed to speak and vote on any matters related to this item.

.....
Chair

Overview and Scrutiny Committee

Thursday, 6th December, 2018

62. MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE HELD ON 18 OCTOBER 2018

The minutes of the Overview and Scrutiny Committee held on 18th October, 2018 were submitted for Members' consideration.

RESOLVED that

the minutes of the Overview and Scrutiny Committee held on 18th October, 2018 be approved as a correct record and signed by the Chair.

63. SEXUAL HEALTH SERVICES IN REDDITCH UPDATE

The Committee was provided with an update in respect of the range of Sexual Health Services in Redditch, the commissioning process for these services and the arrangements that were in place locally.

Written responses were provided to questions that had been asked by Members in advance of the meeting. There were supplementary questions asked by the Committee and the following points were raised during a subsequent discussion of the matter:

- Training would be rolled out to all health professionals to help increase understanding of services required for transgender patients.
- Outreach nurses could provide support across the voluntary sector, schools, and colleges.
- There had been some challenges engaging with the Lesbian, Gay, Bisexual and Transgender (LGBT) community. The Chair suggested that services should contact him with regards to the activities of the Redditch LGBT community group.
- The requirement to collect data in respect of chlamydia had not been mandatory until recently and this was partly why the figures were low.
- It was anticipated that clinics would be in operation every Saturday once staff had been trained in order to meet patient demand.
- It was reported that the rates of teenage pregnancy in Redditch were falling.
- Screening kits for Sexually Transmitted Infections (STI) were available online.
- It was difficult to say if there would potentially be further reductions in staff numbers as budgets for relevant services were constantly changing.

Overview and Scrutiny Committee

Thursday, 6th December, 2018

Members suggested that online booking arrangements for appointments would be useful to help meet patient demand. It was also noted that services for young people would more usefully be provided to young people in the afternoon rather than in the mornings.

Furthermore, the Committee suggested that more had to be done to raise awareness of the red and white ribbon campaign in Redditch. It was acknowledged that more had to be done to work closely with partner organisations to promote awareness in the Borough and the Council could assist by providing ribbons for customers in the Town Hall.

64. PUBLIC BUS SERVICES IN REDDITCH UPDATE

Members were informed that representatives from Diamond Buses were unavailable to attend this meeting due to ill health. Therefore, consideration of this item in respect of the bus Services in Redditch had been deferred until March, 2019.

65. HOMELESSNESS POLICY (HOMELESSNESS REDUCTION ACT)

The Strategic Housing Manager and the Housing Options Officer provided a report in respect of the Council's policy in Homelessness Policy and the impact of the Homelessness Reduction Act 2017.

It was reported that the Homelessness Reduction Act profoundly altered the ways in which local authorities and their clients would work together to try and resolve housing issues. The Act recognised that there was a shortage of social housing and that by clients and the Council working together there was a much better chance of preventing homelessness.

The Act had transformed the way the Council tackled homelessness and the way the services were delivered by introducing two new duties in addition to the main housing duty:

- **Duty to prevent homelessness:** The Council had to help people at risk of losing suitable accommodation, as soon as they were threatened with homelessness, within 56 days. This meant that the Council would try to prevent the homelessness of everyone who was eligible and threatened with homelessness.

Overview and Scrutiny Committee

Thursday, 6th December, 2018

- **Duty to take steps to relieve homelessness:** This duty was for those who were already homeless. The Council would provide advice and assistance to all those who were homeless to help them find suitable accommodation for themselves and their families.
- **The original Housing Duty:** If the Council had not been able to secure alternative accommodation, Officers would assess whether or not a main housing duty would be owed to the client after the relief duty ended. The main housing duty was owed to those who remained homeless after the relief duty, were in priority need and had not made themselves intentionally homeless.

In advance of the introduction of the Act in April, 2018, training events had been provided for all Housing Options staff to ensure that they had a good working knowledge of current local authority homelessness duties and associated policies and procedures.

The challenges and risk going forward were identified as follows:

- The additional administrative requirements associated with the Act could lead to backlogs in casework and lengthen waiting times for appointments;
- Accommodation options had not increased to cater for the greater focus on prevention and relief so the increase in duties had not been accompanied by an increase in resources; and
- Recruitment issues could impact on provision of the service - high turnover rates of temporary staff could be particularly challenging with a national shortage of experienced staff driving up the rates of pay.

The Chief Executive reminded the Committee that the Overview and Scrutiny Committee had proposed a recommendation in September, 2018 that "Redditch Borough Council should take part in any opportunity to deliver Housing First in properties in the Borough. This should include applying to participate in any Housing first pilot schemes operated by the West Midlands Combined Authority (WMCA)". The Chief Executive stated that Officers were working closely with the WMCA on this and hoped to be able to deliver Housing First arrangements in the Borough in the future.

One of the key challenges that Housing Services were facing related to the availability of experienced and trained staff. To help individuals and families to avoid homelessness it was recognised that there was a need for more capacity in order to work with all

Overview and Scrutiny Committee

Thursday, 6th December, 2018

clients to help resolve any housing issues. As part of the review of the Housing department the number of staff and the specialisms required were being assessed.

66. REVIEW OF THE VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY - PRE-SCRUTINY

The Head of Community Services provided Members with an overview of the draft policy and Councillor guidance notes in respect of the Councillor Community Grants Scheme.

Members were reminded that on 19th November, 2018, full Council had agreed to change the way in which the Council allocated grant funding to voluntary and community sector in Redditch. From April 2019 all Members would have a budget of £5,000 from which they could provide funding to Voluntary and Community Sector (VCS) groups.

The Committee was provided with full details in respect of the revised scheme. Members were advised that training would be provided to all Members which would be mandatory. In addition, guidance notes would be provided to all Members explaining the full process. The scheme would be piloted for one year with it being evaluated during the year.

In discussing the revised scheme, Members highlighted some concerns and expressed the view that this scheme would be more onerous for officers. Some Members commented that the scheme was not transparent and that they did not feel comfortable with the process. Clarity was requested in respect of who would make the final decision in relation to the £350 that would be dedicated from each Councillor's allocated projects. Questions were raised about how funding would be spent in some wards where there were very few Voluntary and Community Sector groups that would be eligible to apply for funding. Members also expressed concerns that £20k would be cut from the budget for 2019/20.

Councillor David Bush – Portfolio Holder for Economic Development, Town Centre and Commercialism, stated that the new scheme would be beneficial for the people of Redditch and that the money would be fairly distributed across the town. Councillor Bush also noted concerns that the existing grants systems was too bureaucratic and often smaller groups that did not have access to professional bid writers struggled to secure funding. There were lots of wards in the Borough where grant funding had not been

Overview and Scrutiny Committee

Thursday, 6th December, 2018

received in recent years and Councillor Bush suggested that the new system would help to address this problem. A proposal was made for the Committee to endorse the resolution detailed in the report to approve the policy and guidance. On being put to the vote this proposal was lost.

A further proposal was made for the £20,000 that would otherwise be cut from the grants budget to be retained for use by all Members where needed to provide funding to address issues relevant to the town as a whole. This proposal was agreed.

RECOMMENDED that

the Council should retain the £20,000, due to be cut from the grants budget, to invest in town wide issues and issues of importance to Redditch.

67. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

Councillor Wheeler provided an updates in respect of the following Working Groups:

a) Budget Scrutiny Working Group

Redditch Business Improvement District

The Chair of the Budget Scrutiny Working Group presented a report detailing proposals in respect of the introduction of a Redditch Business Improvement District.

It was reported that on Friday 19th October, 2018, Members considered information about proposals for the introduction of a Redditch Business Improvement District (BID). The group had concluded that, should a BID be introduced in Redditch, this could have a positive impact on the economy in the town centre.

RECOMMEND that

the Executive Committee should support the introduction of a Business Improvement District in Redditch Town Centre.

Overview and Scrutiny Committee

Thursday, 6th December, 2018

Fees and Charges for Shopmobility

On 26th November, 2018 the Head of Community Services was invited to a meeting of the Budget Scrutiny Working Group to address a number of questions in respect of the fees and charges for Shopmobility, Dial A Ride and homes for elderly and vulnerable people.

During their discussions Members had learned that the introduction of fees and charges for Shopmobility had led to a greater decline in customer numbers than had been anticipated. To encourage more customers to use the service Members had suggested that incentives should be offered.

RECOMMENDED that

the Council should investigate the potential to introduce special discount fees for frequent use of the Shopmobility service.

Enterprise System

It was reported that on 3rd December, 2018 the Budget Scrutiny Working Group considered a report in respect of the new Finance and HR system for the Council, also known as the Enterprise System. The Group was provided with an overview of the progress that had been made with the procurement of an Enterprise System for the Council.

Members had learned that the system, regardless of the choice of software provider, would cost the Council a lot of money.

To ensure that Members could make an informed decision on the matter the group was proposing that there should be a briefing for all Members prior to this matter being reported to full Council.

RECOMMENDED that

there should be an all Member briefing on the subject of the new Finance System before Council makes a decision on this subject on 28th January, 2019.

The Chair concluded by thanking the Group for their hard work and commitment.

Overview and Scrutiny Committee

Thursday, 6th December, 2018

b) Performance Scrutiny Working Group

Members were reminded that the Measures Dashboard training was scheduled to be delivered on 10th December, 2018 and that all Members who were not on the group were also welcome to attend the training.

68. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY

Members considered the Executive Committee minutes held on 23rd October, 2018 and the Executive Committee's Work Programme.

The Committee was informed that the Executive Committee had rejected the Overview and Scrutiny Committee's recommendation in respect of the Corporate Peter Challenge.

Members considered the Executive Committee's work programme and agreed to pre-scrutinise the Homelessness Grant, Flexible Homelessness Support and Homelessness New Burden's Fund for 2019/20.

RESOLVED that

- 1) the minutes of the Executive Committee held on 23rd October, 2018 be noted:**
- 2) the Executive Committee's Work Programme be noted; and**
- 3) the following item be included to the Overview and Scrutiny Work Programme for pre-scrutiny as agreed:**
 - a) Homelessness Grant, Flexible Homelessness Support and Homelessness New Burden's Fund for 2019/20.**

69. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Senior Democratic Services Officer (Redditch) presented the Overview and Scrutiny Committee's Work Programme for 2018/19.

Overview and Scrutiny Committee

Thursday, 6th December, 2018

Members were reminded that currently there was no Task Group or Short Sharp Review and that there was capacity if Members had an appetite to undertake a review if there was a matter they felt needed to be urgently investigated.

RESOLVED that

the Overview and Scrutiny Committee's Work Programme be noted.

The Meeting commenced at 6.30 pm
and closed at 8.51 pm

This page is intentionally left blank