



Executive Committee

Tue 14 Jan
2020
6.30 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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

Committee

Tuesday, 14th January, 2020

6.30 pm

Committee Room 2 - Town Hall
Redditch

Agenda

Membership:

Cllrs:	Matthew Dormer (Chair)	Julian Grubb Bill Hartnett
	David Thain (Vice- Chair)	Mike Rouse Craig Warhurst
	Greg Chance	
	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 - 12)

5. Support to the Voluntary and Community Sector 2020/21

This report will be pre-scrutinised at a meeting of the Overview and Scrutiny Committee due to take place on Thursday 9th January 2020. Any recommendations arising from this meeting will be reported for Members' consideration in an additional papers pack for this meeting.

This report is being published in an Additional Papers pack for the meeting.

6. Essential Living Fund Policy (Pages 13 - 34)

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee that is due to take place on Thursday 9th January 2020. Any recommendations on this subject arising from this meeting will be reported for the consideration of the Executive Committee in an Additional Papers pack.

7. Flexible Homelessness Support Grant Award for 2020-21 (Pages 35 - 38)

8. Worcestershire Regulatory Services - Budget Recommendations (Pages 39 - 56)

9. North Worcestershire Economic Growth Strategy (Pages 57 - 84)

10. Fees and Charges 2020/21 (Pages 85 - 134)

The proposed fees and charges for 2020/21 are attached for Members' consideration.

This report was pre-scrutinised by the Budget Scrutiny Working Group in December 2019. A recommendation proposed on this subject by the group is also attached for the consideration of the Executive Committee.

This report is also due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee due to take place on Thursday 9th January 2019. Any recommendations arising from this meeting will be published for Members' consideration in an additional papers pack for this meeting.

11. Council Tax Base (Pages 135 - 138)

12. Medium Term Financial Plan 2020/21 to 2023/24 - Presentation

13. Management Review (Pages 139 - 160)

This report is due to be pre-scrutinised at a meeting of the Budget Scrutiny Working Group that is due to take place on Monday 13th January 2020. Due to the short timescales between this meeting and the meeting of the Executive Committee any recommendations arising from the meeting of the Budget Scrutiny Working Group will be tabled at the meeting of the Executive Committee for Members' consideration.

14. Overview and Scrutiny Committee (Pages 161 - 176)

There are two sets of minutes from meetings of the Overview and Scrutiny Committee held on Thursday 5th December and Monday 16th December 2019 attached.

There are no outstanding recommendations for consideration at this meeting.

15. 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.

16. Advisory Panels - update report

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

- a) Climate Change Cross Party Working Group – Chair, Councillor Brandon Clayton
- b) Constitutional Review Working Panel – Chair, Councillor Matthew Dormer;
- c) Corporate Parenting Board – Council Representative, Councillor Julian Grubb;
- d) Member Support Steering Group – Chair, Councillor Matthew Dormer; and
- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer.

17. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Chief Executive, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

These paragraphs are as follows:

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

- Para 3 – financial or business affairs;

18. Far Moor Lane, Redditch - Land Disposal to Homes England (Pages 177 - 190)

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Executive Committee

Thursday, 19 December
2019

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor David Thain (Vice-Chair) and Councillors Greg Chance, Brandon Clayton, Julian Grubb, Bill Hartnett, Mike Rouse and Craig Warhurst

Officers:

Clare Flanagan, Rebecca Green, Sue Hanley, Jayne Pickering, Guy Revans, Paul Stephenson and Judith Willis

Senior Democratic Services Officer:

Jess Bayley

68. APOLOGIES

There were no apologies for absence.

69. DECLARATIONS OF INTEREST

There were no declarations of interest.

70. LEADER'S ANNOUNCEMENTS

The Leader's announcements were tabled at the meeting.

71. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Monday 11th November 2019 be approved as a true and correct record and signed by the Chair.

72. REDDITCH COUNCIL PLAN

The Policy Manager presented the Redditch Council Plan for Members' consideration. The Committee was informed that in the plan the number of the Council's strategic purposes had been reduced from six to five, though various elements of the previous

.....
Chair

strategic purpose “provide good things for me to do, see and visit” had been incorporated into the plan across all the priorities. There was a green thread running through the plan, which helped to demonstrate the Council’s commitment to tackling climate change. Organisational priorities which set out how the Council would deliver on each strategic purpose had been included in the plan, as had community priorities and information about how the Council would measure progress.

Members noted that the report had been subject to pre-decision scrutiny, though the Overview and Scrutiny Committee had not made any recommendations on the subject.

RECOMMENDED that

the Redditch Council Plan be approved.

73. REVIEW OF THE ONE STOP SHOPS

The Assistant Customer Support Manager presented a report which outlined proposals for the closure of the One Stop Shops in Batchley, Woodrow and Winyates. Officers were proposing that these One Stop Shops should close due to the declining number of customers using these facilities as well as the financial costs to the Council involved in maintaining the One Stop Shops. Several years previously the opening hours of the One Stop Shops had been reduced following a review so that they were now accessible on a reduced hours’ basis. Customers who currently visited the One Stop Shops to pay Council bills would be able to use Allpay facilities at other locations including local Post Offices and would also still be able to visit Redditch Town Hall to make direct payments to the Council. Prior to the closure of the One Stop Shops customers would be provided with guidance about alternative payment methods as well as other locations where payments could be made. The Council was projected to achieve savings of £65,000 following the closure of the One Stop Shops and there was the potential for the authority to receive £5,000 – £6,000 in rental income should the unit in Winyates subsequently be leased to an external organisation.

During consideration of this item reference was made to the Overview and Scrutiny Committee’s discussion in respect of the One Stop Shops report at a meeting held on Monday 16th December 2019. The Overview and Scrutiny Committee had raised a number of concerns about the impact that the closure of the One Stop Shops might have on vulnerable and elderly residents who might struggle or be reluctant to use alternative payment methods outside of a secure Council environment. The Committee had asked for their concerns to be noted by the Executive Committee.

Officers had explained that there were 70 pay points across the Borough that could be used by customers. The Council would ensure that time was spent providing advice and support to customers in advance of the closure of the One Stop Shops in April 2020 in order to minimise any potential for disruption. The Overview and Scrutiny Committee had also enquired about the potential staffing implications and Officers had advised that there would be no redundancies as the Council would be deleting vacant posts as a result of the closure of the One Stop Shops.

The proposals detailed in the report were subsequently debated by the Committee. On the one hand Members noted that the One Stop Shops were expensive for the Council to run. There would be alternative payment methods and support would be provided to effected customers. On the other hand concerns were raised that the closure of the One Stop Shops could impact on the viability of the district centres in Batchley, Woodrow and Winyates. Concerns were also raised about the potential impact that this could have on customers who struggled to access other venues.

RECOMMENDED that

closure of the One Stop Shops at Batchley, Winyates and Woodrow from April 2020 be approved and officers work with the public to enable a smooth transition in relation to payments and other contact requirements.

74. FEES AND CHARGES 2020/21

The report was withdrawn. The Chair confirmed that the fees and charges report would be considered in January 2020 instead.

75. FINANCE MONITORING REPORT QUARTER 2 2019/20

The Executive Director of Finance and Resources presented the Financial Monitoring report for quarter 2 of the 2019/20 financial year.

The Section 24 Notice had highlighted concerns about how the Council would achieve a balanced budget in 2019/20. Since the notice was issued senior officers had agreed that non-essential spend would not be permitted and additional income had been received for CCTV services and bulky waste collections. As a consequence an underspend of £571,000 was anticipated by the end of the financial year. A number of additional savings were proposed including from vacancies in Environmental Services and a review of the Corporate Management Team (CMT). A full review of the capital programme had also been undertaken and it was anticipated that there would be an underspend of £3.5 million in the

programme by the end of the year which would contribute to savings in borrowing costs.

The Housing Revenue Account (HRA) was projected to be in a better position than had been assumed at the start of the year, though in order to balance the budget funding would be required from reserves and this would take the HRA below the minimum revenue position. The Housing Department was therefore only undertaking essential expenditure and Officers were aiming to achieve significant savings including in Housing Capital. A stock condition survey was in the process of being undertaken and the results of this survey would help to inform the work of the Housing Capital team moving forward.

Members discussed the report and noted that a significant amount in savings was anticipated arising from staff vacancies, particularly in Environmental Services. Officers advised that the staffing budget for Environmental Services was relatively large, at approximately £7 million. A number of vacancies had arisen in the department in recent months and a decision had been taken not to recruit to those posts. The Council also no longer employed tree officers, though the authority was separately paying external contractors to work on tree maintenance. Members noted that residents were reporting a delay of 12 to 18 months in tree maintenance work. Officers explained that there had been some initial issues in the transfer to contract use but the contractors were picking up more work and undertaking the same volume of tasks compared to working practices in previous years.

The reasons for the underspend in the capital programme were also debated by Members. The Committee was informed that a large amount of this underspend had occurred due to a review of the Council's vehicle replacement scheme. As the Borough of Redditch was relatively small geographically the Council did not need to replace vehicles as frequently as many other district Councils and there tended to be less damage incurred to those vehicles. The vehicles would still need to be replaced but the timeframes had been phased throughout the period of the capital programme.

RESOLVED that

the current financial position in relation to Revenue and Capital for the General Fund and HRA for the financial period April 2019 – September 2019 be noted; and

RECOMMENDED that

the re-profiling of the capital programme due to officers completing a full review of the Capital budget for 2019/20 – 2022/23 be approved.

76. HOUSING REVENUE ACCOUNT RENT SETTING REPORT

The Executive Director of Finance and Corporate Resources presented the Housing Revenue Account Rent Setting Report for 2020/21. Members were advised that 2019/20 was the final year in the four year period in which Council had been required to reduce rents by 1% per annum. In 2020/21 the Government had clarified that authorities could increase rents for tenants by CPI + 1%. The Council was proposing to increase rents in line with this figure which would have a positive impact on the HRA.

Members discussed the report and commented that the previous requirement to reduce Council tenants' rent by 1% per annum had had a negative impact on the HRA. This had created financial difficulties for the authority and Members noted that a similar requirement had not been placed on Housing Associations.

RECOMMENDED that

the actual average rent increase for 2020/21 be set as September 2019 CPI, 1.7%, plus 1% resulting in an increase of 2.7%

77. HOUSING / HOUSING REVENUE ACCOUNT STRATEGIC IMPROVEMENT PLAN PROGRESS REPORT

The Deputy Chief Executive presented the Housing / Housing Revenue Account Strategic Improvement Plan Progress Report for the Committee's consideration and in doing so noted that this was the third update that had been reported to Members on this subject. A number of key issues detailed in the report were highlighted for Members' consideration:

- The Cultural Change Programme referred to in the report was being implemented across the whole of the local authority and not just in the Housing Department.
- The management structure within Housing had been reviewed and a number of appointments had been made.
- There remained one Housing manager vacancy which would be reviewed early in the New Year.
- Housing compliance remained a key area to address and Officers were providing regular updates on this subject to the Portfolio Holders.
- Over the following 12 months a number of service reviews would be taking place in the Housing Department, including reviews of the Repairs and Maintenance, Gas Safety and Locality teams.

- The Council had procured external advice to ensure that the authority was complying with best practice requirements in respect of Repairs and Maintenance.
- The stock condition survey was progressing and Officers were anticipating that it would be completed early in the New Year.
- The Council had procured a new Housing Management IT system which would be introduced on an incremental basis up to December 2021.

Members thanked Officers for their hard work on the strategic improvement plan for housing. It was noted that a number of Council Houses had been purchased to replace stock that had been sold, building on the buy back scheme and mortgage rescue scheme of previous years, and the Council was building new Council houses. Reference was also made to the difficulties that had been experienced in the Housing Department in recent years and the work that had needed to be undertaken to address these problems. The introduction of the new housing IT system was a big project for the Council to undertake but in the long-term it was envisaged that this would enable the authority to obtain greater control over the Council's housing stock. Further work was still required on compliance and the security of Council Houses.

During consideration of this item Members noted that the report had been pre-scrutinised at a meeting of the Overview and Scrutiny Committee held on 16th December 2019. However, no recommendations had been proposed by the Committee on this subject.

RESOLVED that

progress with each of the items detailed in the Housing / Housing Revenue Account Strategic Improvement Plan be noted.

78. MEDIUM TERM FINANCIAL PLAN 2020/21 TO 2023/24 - UPDATE REPORT

The Executive Director of Finance and Corporate Resources presented a report updating Members on the Medium Term Financial Plan 2020/21 to 2023/24. The Council was subject to a Section 24 Notice and the recommendations made by the external auditors in that notice needed to be addressed if the notice was to be lifted. In addition, Members were asked to note that there was significant uncertainty with regard to the funding that local government would receive from central government moving forward. One concern for local government was that the revaluation of business rates might be brought forward and this could impact on income for local authorities. However, it was hoped that the Council

would benefit financially, as a member of the West Midlands Combined Authority (WMCA), from the expansion of the devolution bill.

The budget gap in the general fund in 2020/21 was £1.1 million rising to £1.5 million in 2023/24. Officers had been reviewing additional pressures and potential income. Further detail in respect of this matter would be available for Members' consideration early in the New Year. Officers were anticipating that the budget for 2020/21 would balance. However, the Council did not have the level of balances needed to balance the budget in the subsequent three years of the plan. Therefore, difficult decisions still needed to be taken by Members if the Council's Medium Term Financial Plan was to balance.

The potential funding that the Council would receive from central government was briefly discussed. Officers advised that the Council had not anticipated the New Homes Bonus funding that the government had awarded to the authority for 2020/21. The government had clarified that this funding would be for one year only and there would be no legacy payments. Therefore, Officers had not incorporated any further New Homes Bonus funding into the Medium Term Financial Plan for 2021/22 to 2023/24. The government had also announced that district Councils could only increase Council Tax by a maximum of 2% in 2020/21, though officers were anticipating that Council Tax could be increased by 2.99% in subsequent years.

There was general consensus amongst Members that district Councils were struggling financially and tended to receive less in financial settlements than County Councils and unitary authorities. It was suggested that a review of local authority funding was needed together with some clear direction from the government about the future of local government moving forward.

RESOLVED that

the current medium term financial plan gap be noted and officers continue to review the position to enable a balanced budget to be presented to Council on the 24th February 2020.

79. OVERVIEW AND SCRUTINY COMMITTEE

The Committee considered the minutes of the Overview and Scrutiny Committee meeting held on Thursday 7th November 2019. During consideration of the minutes Members noted that there was a recommendation that had been made by the Committee in respect of the Council's Concessionary Rents Policy which had not yet been considered by the Executive Committee. The Chair

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observed that the Overview and Scrutiny Committee had stipulated that this recommendation should be presented for the consideration of the Executive Committee alongside a report on the Concessionary Rents Policy. However, as there would no longer be a report focusing only on the Concessionary Rents Policy in the New Year, Members were invited to discuss the recommendation at this meeting.

During consideration of this item Councillor Greg Chance proposed that the recommendation from the Overview and Scrutiny Committee, which called for the Council to abolish the idea of removing concessionary rent relief and to instead identify alternative methods of funding for Voluntary and Community Sector (VCS) groups, should be accepted. This proposal was seconded by Councillor Bill Hartnett. In proposing the recommendation Councillor Chance suggested that many VCS groups were worried about their finances in the future. Approval of this recommendation would therefore provide reassurance to local VCS groups.

Members discussed the recommendation and in so doing noted that the Overview and Scrutiny Committee had discussed the subject of the Concessionary Rents Policy without reference to a report. A report focusing on the support that the Council could provide to the VCS in general was due to be considered by the Executive Committee in January 2020 and Members expressed concerns that any decisions at this stage relating to funding for VCS groups would pre-empt the outcomes of the debate around that report.

On being put to the vote the recommendation was lost.

At the end of the debate about this item Members noted that there were no further recommendations in the minutes requiring a decision as they had previously been considered at earlier meetings of the Executive Committee.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 7th November 2019 be noted.

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

Members were advised that during a meeting of the Budget Scrutiny Working Group held on 2nd December 2019 Members had received a presentation from Professor Peter Latchford OBE, from Black Radley, in respect of commercialism. The group had thought that the presentation was very interesting and that all Members would find the information provided helpful. For this reason the

group had recommended that there should be a briefing for all Members on the subject of commercialism. This recommendation had received the support of the Overview and Scrutiny Committee at a meeting on 5th December 2019.

There was general consensus that the action proposed in the recommendation was positive. However, concerns were raised about low levels of Councillors' attendance at recent training sessions. Members suggested that this low attendance level was unacceptable, particularly given that officers and external trainers were giving their time to provide the training. The Committee was also asked to note that the Council would be charged for a training session delivered by representatives of Black Radley. In this context Members concurred that the briefing should only go ahead if sufficient numbers of Members confirmed in advance that they would be attending the briefing. It was suggested that a confirmed attendance of fifty percent would be appropriate.

During consideration of this matter it was noted that the Member Support Steering Group was responsible for co-ordinating Member training. It was suggested that the group could investigate further the reasons why Members did not attend training and any action that could be taken to address the issue.

RESOLVED that

there should be an all Member briefing from Black Radley in respect of commercialism in January 2020, subject to a sufficient number of Members confirming attendance, in advance of the session.

81. ADVISORY PANELS - UPDATE REPORT

The following updates were provided in respect of the work of the Executive Advisory Panels:

- a) Climate Change Cross Party Working Group – Chair, Councillor Brandon Clayton

Councillor Clayton explained that a meeting of the group was due to take place in January 2020.

- b) Constitutional Review Working Party – Chair, Councillor Matthew Dormer

Councillor Dormer advised Members that a meeting of the Constitutional Review Working Party was due to take place on 13th January 2020.

c) Corporate Parenting Board – Council Representative,
Councillor Julian Grubb

Councillor Grubb noted that he had attended a Corporate Parenting Fair in the autumn. The event had been interesting and Councillor Grubb had requested further information, particularly with regard to the roles and responsibilities of District Councillors as Corporate Parents.

Unfortunately Councillor Grubb had not been able to attend the latest meeting of the board as this had clashed with a meeting of the West Mercia Police and Crime Panel. However, Councillor Grubb would be attending the following meeting of the board which was due to take place on 8th February 2020.

Councillor Grubb had received the Corporate Parenting Annual Report 2018-19. The report had highlighted that a number of areas were working well. However, there were also some challenges highlighted in the report including:

- Keep in touch events, which provided an opportunity for direct experience of working with looked after children, were not well attended by Members.
- Provision of accommodation to care leavers was still considered to be inadequate.
- Performance against health assessments, Pathway Plans and PEPs, though getting better, needed to improve further.
- Having a clear understanding of children and young people in care, care leavers and the role of corporate parents.

The board had identified the following key priorities for 2020/21:

- Housing for care leavers.
- Promoting the health and wellbeing of looked after children and care leavers.
- The quality and timeliness of care and pathway planning for looked after children and care leavers.
- Looked after children and care leavers not in employment, education or training (NEETs).
- Bringing Corporate Parenting Priorities to District Councils
- The voice of the child.

Members discussed the points raised in the Corporate Parenting Annual Report for 2018-19. There was general

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consensus that the subject of corporate parenting, looked after children and care leavers was very important. However, Members questioned whether they had received invitations to attend the keep in touch events referred to in the report. It was suggested that if officers from Worcestershire County Council sent calendar invitations to district Councillors many would attend these events. In addition, Members suggested that some of the low turnout figures might be attributable to the timing and location of the events. Members commented that these events tended to take place in Worcester during the day which meant that it was difficult for some Councillors reliant on public transport or those with work commitments to attend. As an alternative, Members suggested that short events could take place in the evenings in the north of the county and these sessions might then be better attended by elected Members from Redditch Borough and Bromsgrove District.

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

Councillor Dormer informed the Committee that the following meeting of the Member Support Steering Group would take place on 4th February 2020.

e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Councillor Dormer explained that the Planning Advisory Panel had no meetings scheduled.

The Meeting commenced at 6.30 pm
and closed at 7.50 pm

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****14th January 2020****ESSENTIAL LIVING FUND POLICY**

Relevant Portfolio Holder	Cllr David Thain
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Executive Director of Finance and Resources
Wards Affected	All Wards

1. SUMMARY OF PROPOSALS

The report and appendices provide a revised Essential Living Fund (ELF) policy to replace the existing guidance. The new guidance will be introduced from 1st April 2020 and will provide greater clarity on the operation of the ELF scheme.

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

- 1) The Essential Living Fund (ELF) policy is approved.
- 2) The policy is implemented from the 1st April 2020.

3. KEY ISSUES**Financial Implications**

- 3.1 The costs for the provision of ELF are met locally by Redditch Borough Council. The existing budget for the ELF scheme is £30k. Failure to provide clear procedures for the allocation of funds under the scheme may result in budget being overspent and insufficient funds being available for high need cases.

Legal Implications

- 3.2 There are no specific legal implications.

Service/Operational Implications

- 3.3 The Welfare Reform Act 2012 introduced major changes to welfare benefits. The changes included the introduction of Universal Credit, the implementation of the under occupancy charge for claimants in social sector housing, and changes to the existing Social Fund scheme.

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3.4 The Social Fund scheme previously consisted of 3 elements:

- Budgeting Loans to meet intermittent needs.
- Crisis loans for emergency situations.
- Community care grants to help vulnerable people live independently rather than enter care institutions.

The changes to the Social Fund abolished crisis loans and community care grants and funding was made available to local authorities to provide local assistance to people needing additional support.

3.5 In response to the changes Redditch Borough Council introduced the Essential Living Fund (ELF) the purpose of the fund is to provide assistance similar to that which was previously available from crisis loans and community care grants.

3.6 For the period from 1st April 2013 to 31st March 2015 funding for the operation of ELF was provided by Worcester County Council. Funding was withdrawn from 1st April 2015 and the cost for this provision has been met by the local authority.

3.7 The existing ELF guidance has become out-dated and does not provide consistency in the operation of the scheme. There is a need to revise the guidance to; provide greater clarity for council officers for making determinations of entitlement to support; increased clarity for customers when making applications for support; and better oversight of the operation of the scheme and the allocation of funds.

3.8 The current guidance is limited to providing short term support in the form of food bank referrals and/or utility vouchers. This short-term support helps to alleviate urgent financial pressures however it is not helping to enable long term support and a move towards financial stability which can be strengthened through referring to appropriate outside agencies for more specialist support.

3.9 The revised policy enables decision makers to provide targeted support to those that most require it as well as ensuring that this support is appropriate and provides the assistance that can help customers work towards long term financial stability.

Customer / Equalities and Diversity Implications

3.10 The ELF policy identifies those groups that would be most impacted should an award not be made.

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- 3.11 Having a framework which identifies that flexibility is required, both in the claiming process and the administration of the scheme will assist in ensuring that the scheme objectives are fairly administered and do not place unreasonable restrictions on either staff or the people looking to access the scheme

4. RISK MANAGEMENT

- 4.1 Failure to manage the Essential Living Fund could result in a budgetary Overspend. The risk of overspend will be mitigated by the introduction of measures monitoring the overall costs of the ELF scheme on a month to month basis.
- 4.2 The failure to adopt a robust policy may lead to a risk of not offering a consistent service to some of our most vulnerable residents. Measures relating to application for ELF support and both approvals and refusals of support will be monitored to ensure that decisions are being made in line with the policy and support is targeted to the residents most in need.

5. APPENDICES

Appendix 1 – Essential Living Fund Policy

Appendix 2 – Summary of allocation of awards from 2015 to 2018

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

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Redditch Borough Council

Essential Living Fund (ELF)

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9 - Needs which are NOT Covered by ELF

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Appendix A - Other Funds / Schemes

Essential Living Fund

Mission Statement

The Essential Living Fund scheme is designed to help members of the community remain in their home and to assist residents in times of financial hardship whilst aiming to secure financial independence.

The Essential Living Fund team will endeavour to be:

- **Efficient**
- **Understanding of the needs of the people claiming**
- **Fair and unbiased**
- **Easily accessible**

We will undertake the above whilst putting people at the heart of everything we do, and supporting our local communities.

1. Purpose of the Scheme

The Essential Living Fund (ELF) is primarily intended to help vulnerable people live as independent a life as possible in the community.

Its prime objectives are to:

- Ease exceptional pressures on people or their families
- Help people who are unable to meet their immediate short term needs either in an emergency in relation to some expenses or as consequence of an unforeseen event.
- Help people establish in the community following a stay in an institution, care home, Local Authority care, hostel, prison or similar and also to support people to remain in the community.
- Helping our residents maximise their benefit entitlement and also exploring other income opportunities and signposting where appropriate.

For more on each of these see the explanations under 'Eligibility'.

2. Start Date of the Scheme

This version of the ELF scheme is effective from the 1st April 2020.

3. Decision Makers

An award under the ELF scheme will be made by a Decision Maker (DM). This is an employee of Redditch Borough Council who is acting within the principles of the ELF schemes policy to make a discretionary decision as to the eligibility of the applicant.

The DM will also liaise with other council departments and fully engage in partnership working to get the best outcome for the customer.

4. Purpose of the Fund

Careful consideration will be given to all the circumstances of an application before deciding whether or not to make a Essential Living Fund award.

Each case will be decided based on the details as presented and verified.

The flexibility of the scheme and wide variety of individual circumstances covered mean that a decision in one case does not constitute a precedent for others.

Regard must be given, in particular to:

- The nature, extent and urgency of the need.
- The existence of other resources from which the need may be met.
- The possibility that some other person or body may wholly or partly meet that need. In providing this help care must be taken to ensure the Essential Living Fund does not duplicate support provided by other agencies.

See **Appendix A** for a list of other schemes and funds to be considered and also the section 'Needs which are not covered by ELF'.

- The Councils Essential Living Fund budget – The ELF's budgetary position will vary throughout the financial year. Decision makers must control and manage the ELF budget so that priority needs are met first throughout the whole of the year and the allocation is not exhausted before year end.

In making a decision the decision maker should:

- Clearly and fully document the reason for their decision.
- Always use discretion.
- Use discretion sensitively and with imagination to ensure that the objective of the scheme is promoted.
- Avoid rigid interpretation of the guidance.
- Remember that the absence of guidance applying to a particular circumstance, item or service does not mean help should be refused.
- Consider all the circumstances of a case when they determine an application.
- Consider the consequences of refusing an award.

The decision maker should ensure the reasons for their decision is fully supported by evidence and recorded in their decision.

The way in which we will provide this help could be:

- Referral to sources for recycled goods/furniture.
- Provision of fuel vouchers.

- Food Parcels – by the issuing of a food bank referral.
- Signposting or providing advice and information.

This list is not exhaustive.

The groups of people most likely to require help from an ELF are:

- Frail elderly people.
- People with learning difficulties.
- People with mental health problems.
- People with a physical impairment, including those with sensory impairment.
- Chronically sick people/Terminally ill people.
- People who have (or still do), misuse alcohol, drugs or other substances.
- People released from prison or youth offending institute.
- Young people leaving Local Authority care or special residential schools.
- Families with complex needs or living in difficult circumstances.

This list is not exhaustive.

5. How Much to Award

An ELF award may be for a single item or expense or a number of items and expenses added together.

Decision makers should bear in mind that the scheme is cash limited. Paying more than the applicants needs would mean there is less funding for other applications. The ELF budgetary position may vary throughout the financial year. Decision makers must control and manage the ELF budget so that priority needs are met first throughout the whole of the year and the allocation is not exhausted before year end.

Therefore irrelevant of what the applicant requests the decision maker is advised to:

- Use, as appropriate, the agreed suppliers for the provision of certain items.
- If not using the prescribed suppliers, use national high street chain retailers and/or national catalogue outlets that are available locally to determine the amount to be awarded when awarding for furniture and household equipment, clothing and footwear.
- Make the best use of the ELF funding by awarding the lowest prices where that will still meet the applicants needs.
- Consider the use of Discretionary Housing payments (DHP) where appropriate.

6. Eligibility

To claim an ELF the applicant must be aged 16 or over and a 'resident' in Redditch Borough Council area and on a low income or with little or no resources. For the purpose of this scheme 'resident' means someone who lives in a property in the Redditch Borough Council area or are accessing services such as the Job Centre as if a resident of the area.

When assessing an applicant's entitlement to an ELF the amount of resources the applicant has available to them should be taken into account.

Resources include

- Capital assets.
- Earnings.
- Any other income.
- Cash in hand.
- Funds in banks, building societies, post office or credit union accounts.
- Any sources of credit such as cash cards, store cards, credit cards, overdraft facilities or loan schemes (unless they are receiving Income Based Jobseekers Allowance, Income related Employment and Support Allowance, Income Support or Pension Credit)
- Help which might be available from any other source to meet or partly meet the need if there is a realistic expectation that help would be available in time such as charities and benevolent funds, friends and family.

The decision maker can disregard certain resources where it would be reasonable to do so, for example, Housing Benefit and Council Tax Reduction could be disregarded as they are intended for use in covering rent and council tax charges.

The following people are ineligible from claiming for an ELF:

- People in care homes or hospital – unless they are due to be released within the next 6 weeks and are applying for an ELF grant to help them set up in the Community. See further guidance below.
- People who are members of and fully maintained by a religious order.
- Prisoners – unless they are due to be released within the next 6 weeks and are applying for an ELF to help them set up in the Community. See further guidance below.
- People in education – except those that receive Income Support, Income Based Jobseekers Allowance or Income Related Employment and Support Allowance or Pension Credit OR those who do not have access to the Student Loans and Grants intended to help with living costs whilst a student.

- People who fail the Habitual Residency Test / Subject to Immigration Control i.e. those that have no recourse to public funds.

Help people establish in the community following a stay in an institution, care home, Local Authority care, hostel, prison or similar.

Examples of accommodation this refers to are:

- Hospitals.
- Care homes.
- Hostels for homeless people, alcohol misusers or drug misusers.
- Prisons and Youth Offender Institutions.
- Foster Care.
- Staffed Group Homes.
- Supported Lodgings.
- Staff intensive sheltered housing providing a substantial level of personal care.

This list is not exhaustive.

Each case must be looked at as an individual case; as even residents within the same hostel may receive a different level of support

An ELF may also be awarded if an applicant moves to a larger or more suitable accommodation so that they, or a member of their family can take care of a person discharged from institutional or residential care who will be living in the same household and is unable to live freely in the community without some provision of care under this rule.

This could include people who have been without a settled way of life and have been placed in accommodation as part of a planned resettlement programme.

Help people remain in the community rather than enter an institution or care home in which they will receive care

There does not need to be an immediate threat of being taken into care for a payment to be made. The award should however be ensuring the applicants independent life in the community will improve and the risk of admission will lessen.

The ELF award may help to improve an applicant's existing living conditions with the provision of certain goods or enable them to move to accommodation which is more suitable, for example by providing them with furniture if moving from a furnished to an unfurnished property.

An ELF award could also be claimed under this rule for applicants who are moving nearer to relatives/close friends who will provide support OR applicants moving nearer or into the house of a vulnerable person to provide support. The decision maker should try and check that the new care arrangement is meant to be permanent by talking informally the person who will be providing the care. If that is not possible they could seek advice from other interested parties such as the Social Services Department. The decision maker should have particular regard to the nature, extent and urgency of the need.

Ease Exceptional Pressures On People And Their Families

All families, especially those on low incomes, face pressures at various times so that in itself is not a reason to award an ELF payment. However, they may be awarded to ease exceptional pressures on a family, i.e. circumstances which put a family under greater pressure than might normally be associated with low income.

Examples of exceptional pressure could be:

- The breakdown of a relationship (especially where domestic violence is involved) – this is for when a relationship has recently ended. However the decision maker should give consideration to what happened since the relationship broke down; for example if the applicant had spent time in a refuge or other temporary accommodation until permanent accommodation could be found it could still be considered despite the fact the relationship had not recently ended. It will not normally be appropriate to make an ELF award more than once for the breakdown of the same relationship.
- The onset of or deterioration in, a disability of a member of the family. This could include repair or replacement of items damaged by the behavioural problems within the family or where new or better items are needed since the deterioration occurred
- Sudden domestic upheaval imposed by an unforeseen calamity such as a house fire, natural disaster such as flooding

Help people who are unable to meet their immediate short term needs either in an emergency in relation to some expenses or as a consequence of a disaster.

This is referred to as help with 'general living expenses'. Any need that would be expected to last more than 14 days is not 'short term'.

Examples of when this would apply include:

- An unexpected disaster. A disaster is an event of great or sudden misfortune or sudden calamitous event. Examples being flooding, gas explosion, chemical leak or fire.
- Had an emergency which is defined as a situation which caused them to have a pressing need or unforeseen circumstance either of which requires immediate remedy or action, and the expense of that has left them with no funds to live on.

There is no provision within the scheme to assist people:

- In the situation where their money has been lost or stolen. The applicant must accept some personal responsibility for taking care with their monies
- Affected by the Governments Welfare Reform Programme, unless the Decision Maker feels they meet an exception and fit the other eligibility criteria as above
- Affected by delays with the Department for Work and Pensions processing benefit applications, unless a short term benefit advance has been applied for and refused AND they meet the other eligibility criteria as above

The Decision Maker must give consideration to the resources the applicant still has available to them. See the section on 'Eligibility' for more.

7. Number of Awards and Repeat Applications

For help with furniture, furnishings, household equipment, clothing, footwear and other items not covered under the title of 'general living expenses' it will not normally be appropriate to make an award for the same expense if it has been less than 12 months since the last application. Unless the applicant has had a relevant change in circumstances that require them to reapply for the same expense – for example an application is made and agreed for a bed, the bed is destroyed in a house fire and the applicant applies for another bed.

For help with 'general living expenses' an award is at the discretion of the decision maker. If an applicant makes multiple claims under this rule the decision maker should take account of what the applicant will do and has done to resolve the issues that have caused them to claim. Ultimately the maximum number of awards allowed will be no more than 3 in any 12 month rolling period.

An exception to this could be made in extreme circumstances at the discretion of the decision maker. So long as the claim is not in consequence of an act or omission for which the applicant or their partner is responsible, or could have taken reasonable steps to avoid an example of an applicant causing the emergency is having no money because they have gambled or misspent it.

An emergency generally means a situation causing the applicant to have a pressing need or unforeseen circumstance either of which requires immediate remedy or action.

A disaster is an event of great or sudden misfortune or sudden calamitous event.

Examples being flooding, gas explosion, chemical leak or fire.

Needs which are covered by the Essential Living Fund

- Furniture – such as a bed, settee, armchair, wardrobe, table.
- Furnishings – such as curtains, bedding, curtain poles.
- Household Equipment – such as a cooker, fridge, washing machine.
- Clothing and Footwear.
- General Living Expenses – these are day to day living expenses such as groceries, nappies, toiletries, cleaning/hygiene products which will be provided by a food bank referral, vouchers to use in pay as you go fuel meters.

Needs which are NOT covered by the Essential Living Fund

- Maternity Expenses as covered by the Sure Start Maternity Grant which is designed to pay for the immediate needs of a new baby.
- Funeral Expenses as covered by the Funeral Payment regulated element of the Social Fund Scheme.
- Needs and costs which the Local Authority has a statutory duty to meet, for example the Disabled Facilities Grant.
- Repairs and improvements (both the cost of materials and labour) to the dwelling occupied as the home, including any garage, garden and outbuilding.
- A need which occurs outside the UK.
- An educational or training need including clothing and tools, distinctive school uniform or sports clothes for use at school or equipment to be used at school.
- Travelling Expenses.
- Expenses in connection with court (legal proceedings) such as legal fees, court fees, fines, costs, damages, subsistence or travelling expenses.
- Removal or Storage Charges.
- Domestic assistance and respite care.
- A medical, surgical, optical, aural or dental item or service.
- Work related expenses.
- Debts to government departments.
- Investments.
- Costs of purchasing, renting or installing a telephone and of any call charges.

- Council Tax and Rent.
- Items which can be met by the award of a Discretionary Housing Payment.

8. Applications

The date of a written application to the Essential Living Fund is the date it is received by the Councils offices.

Applications can be made:

- On a form approved by the Council in accordance with instructions on the form.
- By letter if sufficient information is included.
- By telephone.

An application that does not meet the requirements as above will be deemed defective.

However, the application could be treated as made on the date it was originally received if the applicant complies with any request made to supply further information as necessary.

The normal time limit allowed to provide any further information requested will be 1 calendar month. This can be extended where it is reasonable to do so.

Telephone Applications

An applicant will be able to make a claim for 'general living expenses' by telephone.

Where a need is to be met, they must agree to the terms and conditions but will not need to do so in writing. They will be informed that if they require immediate support that they will have to attend a designated office/building at a designated time with sufficient proof of identity to confirm their statement.

Where the decision is negative they will be informed by telephone and will also receive by post a full written confirmation of the decision with a right to review.

9. Evidence

It is the applicant's responsibility to provide all the evidence necessary to determine an application.

By minimum requirement all applications will need supporting evidence of bank statements detailing the last 2 months transactions and balances.

Where it is necessary to seek further information to clarify an aspect of the application this could be done by either:

- Contacting the applicant.
- Checking departmental records.
- Contacting a third party where appropriate, and either permission is given or the data protection laws would allow.
- Arranging for clarification to be provided at a pre-award visit.

Evidence can be documentary, verbal or physical. It may be derived from such sources as:

- The current application form.
- Supporting documents and correspondence.
- Telephone or interview records.
- A record of observations on visit.
- Previous applications.
- Computer systems.
- Local knowledge.

Evidence may be provided by, for example:

- Applicants and/or their representatives.
- Social workers.
- Probation officers.
- Medical doctors.
- Housing departments.
- Landlords.
- Decision makers.

Exceptionally, it may be appropriate to ask the applicant for any supporting evidence they may have, such as relevant evidence of a medical condition, e.g existing doctors note or a letter from a hospital.

If the evidence provided is inconsistent, improbable or contradictory, the applicant should be given the opportunity to clarify or comment on any aspect of the evidence that is causing doubt.

The decision maker should ask for as much supporting evidence from the applicant for validation as is reasonable and necessary to substantiate the application but should **not**:

- Ask for evidence which would incur any expense to the applicant.
- Insist that the applicant provides supporting evidence, particularly from a third party.

If the applicant does not provide the requested evidence then a decision should be made based on the completed application and any other evidence already held.

10. Reviewing A Decision

Applicants can request a review of ELF decision if they disagree. They must do this in writing within one month of the date they are notified of the decision. The applicant must sign the review request letter.

Late requests will be considered at the discretion of the Decision Maker where he/she considers that there were good reasons for the delay.

If a review is requested regarding the decision this will be looked at by a member of the Benefits Management Team who will then determine the final decision.

APPENDIX A**Other Grants/ Funds/ Schemes for consideration in the award of an ELF:**

- The Prison Service is responsible for ensuring a discharged prisoner has suitable and adequate clothing (Prison Services Manual V). This is for both convicted prisoners upon release and prisoners held on remand (if their own is not fit to wear). It is therefore recommended that the Decision Maker checks with the prison/probation services if the application is for clothing. The normal rule is the applicant should have a change of clothing and sufficient protective clothing.

The ex-prisoner may also be given a travel warrant to pay for travel back home or anywhere else in the British Isles or Republic of Ireland where they are going to settle down.

Most prisoners are also given a discharge grant to cover living expenses for the first week after they leave prison.

- The Family Fund – This provides discretionary grants for families caring for a severely disabled child or children aged 17 or under. It is an independent Government funded organisation registered as a charity.
- Items for severely disabled children that are the responsibility of a statutory agency such as the health authority, local government, social services, housing or education department. This would include;
 - Medical services such as equipment and continence supplies including nappies, buggies and wheelchairs – responsibility of health trusts or authorities
 - Equipment for daily living such as ramps, hoists and bath aids – responsibility of social services
 - Education equipment – responsibility of Children and Learning Department.
- Benevolent Funds.
- Other sources of help as cited by websites such as **Turn to Us**.
- Maternity Expenses as covered by the Sure Start Maternity Grant which is designed to pay for the immediate needs of a new baby.

- Funeral Expenses as covered by the Funeral Payment regulated element of the Social Fund Scheme.
- Expenses which the Local Authority has a statutory duty to meet, for example the Disabled Facilities Grant.
- DWP Cold Weather or Winter Fuel Payments.
- Expenses that could be covered by the DWP Budgeting Advance if the applicant meets the qualifying conditions.
- The Short Term Benefit Advance. This is an advance of some of a claimants benefit made where they declare a financial need which may result in a serious damage to their health and/or welfare of them or their family, either at the start of a new claim or when a change means their benefit will significantly increase.
- NHS Healthy Start Scheme – provides vouchers to buy cow's milk, fresh or frozen vegetables and instant formula milk and Healthy Start vitamins. It is for people who are pregnant or have a child under 4 if they are in receipt certain means tested benefits.
- NHS Low Income Scheme – If a person has a low income they may be able to get help with the costs of prescriptions, dentists, eye care, healthcare travel, wigs and fabric supports through this scheme. The application form is available from the Job Centre, Hospital and most doctors, dentists and opticians.
- Jobcentre Flexible Support Fund – A discretionary fund where a person can claim up to £120 over the lifetime of their benefit claim with the Jobcentre for:
 - Travel warrants to attend interviews and refunds for travel costs to attend interviews
 - Clothing for interviews
 - The cost of relevant checks to work in certain industries, such as the Construction Skills Certificate Scheme (CSCS) to work on a building site

This list is not exhaustive.

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APPENDIX 2**AMOUNT OF ELF FUNDING**

Year	Number of Awards	Cost Of Awards
2015/16	1498	£72k
2016/17	931	£20k
2017/18	822	£12k
2018/19	976	£11k

AWARD BREAKDOWN

ELF awards	Number of awards	Food vouchers	Utility Connection Charges	Clothing	White goods	Asst items (Detailed Below)
2015						
Crisis	320	52	44	0	154	70
Support	1178	512	474	11	47	134
Total	1498	564	518	11	201	204
2016						
Crisis	76	35	30	0	3	8
Support	855	424	372	1	3	55
Total	931	459	402	1	6	63
2017						
Crisis	58	26	22	0	1	9
Support	764	470	278	2	2	12
Total	822	496	300	2	3	21
2018						
Crisis	36	21	14	0	0	1
Support	940	632	304	0	2	2
Total	976	653	318	0	2	3

NB - Assisted items include: repairs, bedding, internal redecoration, toiletries and prescription charges.

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EXECUTIVE**14th January 2020****Flexible Homelessness Support Grant Allocation for 2020/21**

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

1. SUMMARY OF PROPOSALS

- 1.1 This report seeks Members approval to award Flexible Homelessness Support Grant to specific schemes recommended by the Strategic Housing Manager. Additionally it seeks to delegate authority to the Head of Community Services, in consultation with the Portfolio Holder for Housing, to allocate any underspend of Flexible Homelessness Support Grant and Homelessness Reduction Act New Burdens Funding during 2020/21 on schemes to prevent homelessness and assist those actually homeless.

2. RECOMMENDATIONS

- 2.1 **The Executive Committee RESOLVE that:-**

The Flexible Homelessness Support Grant is allocated to the initiatives in 3.7.

Delegated authority be granted to the Head of Community Services following consultation with the Portfolio Holder for Housing to use any unallocated Grant during the year or make further adjustments to current initiatives as necessary to ensure full utilisation of the Grant for 2020/21.

3. KEY ISSUES**Financial Implications**

- 3.1 The Council has received £193,040 Flexible Homelessness Support Grant for 2020/21 which is ring fenced by the MHCLG for the prevention of homelessness. The Temporary Accommodation Management Fee previously received through the DWP has been amalgamated into this grant.
- 3.2 The amount the Council would have ordinarily expected from the former Temporary Accommodation Management Fund of £66,380

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which supports the Council to provide a management service for temporary accommodation is deducted from this grant.

It is anticipated that an underspend of at least £30,000 Flexible Homelessness Support Grant 2017/20 will be carried forward into next year's grant.

Legal Implications

- 3.3 The Council has statutory duty under the Housing Act 1996 (as amended) to those people that are threatened with homelessness or homeless. In addition the Homelessness Reduction Act 2017 has placed additional duties on the Council regarding homelessness and the prevention of homelessness
- 3.4 The Flexible Homelessness Support Grant has been ring fenced to homelessness prevention and tackling homelessness by the Ministry of Housing, Communities and Local Government.

Service / Operational Implications

- 3.5 The main provisions of the Homelessness Reduction Act 2017 have extended the period during which the Council has to treat someone as threatened with homelessness from 28 to 56 days. This applies to all eligible households who approach the Council for homeless prevention assistance regardless of any priority need, intentionality or local connection criteria.
- 3.6 There is also a duty to relieve homelessness for all eligible applicants for up to 56 days. However the Council can take into account local connection at this stage. The Council's resources now have a greater focus on preventing homelessness wherever possible.
- 3.7 Proposed Allocation of available Flexible Homelessness Support Grant £156,660

Initiatives	£ (up to)
Redditch Nightstop - Outreach Worker to support 21 to 35 year olds and prevent homelessness or work towards planned moves into suitable and sustainable accommodation. .	30,000
CCP Rough Sleeper Outreach Service and Housing First support provider	62,080
Fry Accord – 18 units of supported	22,000

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accommodation for Ex Offenders or those likely to offend	
St Basils – Provide 23 units of Foyer accommodation for young people aged 16- 23 years of age additional funding to provide 24 hour cover following a reduction in funding from County Council	14,123
Total	£128,203

- 3.8 Delegated authority be granted to the Head of Community Services following consultation with the Portfolio Holder for Housing to use any unallocated Grant during the year or make further adjustments to current initiatives as necessary to ensure full utilisation of the Grant for 2020/21.

Customer / Equalities and Diversity Implications

- 3.9 The Flexible Homelessness Support Grant will benefit customers by providing quality supported accommodation to young people and offenders, prevent homelessness and tackle rough sleeping.
- 3.10 These schemes and functions play a role in meeting the Council's Strategic Purposes:
- Help me live my life independently (including health and activity)
 - Help me find somewhere to live in my locality
 - Help me to be financially independent (including education and skills)
- 3.11 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.

4. RISK MANAGEMENT

- 4.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness, or who are in housing need, will have limited alternative options. There is also therefore the risk that they may have to make a homeless approach and this could consequently lead to the following negative outcomes:
- Increased B&B costs
 - Increased rough sleeping in the Borough
 - Impacts on physical and mental health, educational achievement, ability to work and similar through increased homelessness

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

5. APPENDICES and BACKGROUND PAPERS

None

6. KEY**AUTHOR OF REPORT**

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WORCESTERSHIRE DISTRICT COUNCILS**MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD****THURSDAY, 28TH NOVEMBER 2019, AT 5:00 P.M.**

PRESENT: Councillors J. Grubb (Chairman), A. D. Kent (during Minute No's 19/19 to 23/19), H. J. Jones, J. Gallagher (substituting for Councillor J. Raine), T. Wells (during Minute No's part of 22/19 to 23/19). J. Squires, A. Stafford (substituting for Councillor L. Griffiths), E. Stokes, D. Morris, H. Dyke and P. Dyke

Partner Officers: Mr. P. Merrick, Malvern Hills District Council and Wychavon District Council, Mr. L. Griffiths, Worcester City Council and Mr. M. Parker, Wyre Forest District Council

Officers: Mr. S. Wilkes, Mr. R. Keyte, Mr. C. Forrester, Mr. M. Cox, Mr. D. Mellors and Mrs. P. Ross.

19/19 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

Apologies for absence were received from Councillors J. Raine, Malvern Hills District Council and L. Griffiths, Worcester City Council, with Councillors J. Gallagher and A. Stafford present as substitute members respectively.

20/19 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

21/19 **MINUTES**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 26th September 2019, were submitted.

Councillor H. Jones, Bromsgrove District Council commented that she had not received a response to the two queries that she had raised at Minute Number 14/19.

The Head of Regulatory Services responded to both queries.

RESOLVED that the minutes of the Worcestershire Regulatory Services Board held on 26th September 2019, be approved as a correct record.

Due to the late commencement of the meeting and having been informed that two Members of the Board had to leave the meeting early, the Chairman altered the running order of the Agenda, in order for the Board to consider Agenda Item 5, Worcestershire Regulatory Services Budgets 2020/21 – 2022/23 and Agenda Item 4, Worcestershire Regulatory Services Revenue Monitoring April – September 2019 first.

22/19

WORCESTERSHIRE REGULATORY SERVICES BUDGETS - 2020/21 - 2022/23

The Financial Services Manager, Bromsgrove District Council, introduced the report and in doing so drew Members' attention to the tabled amended Recommendations; and clarified that the vote was by majority and not unanimous, as detailed in the report.

In response to questions from Members:

The Financial Services Manager clarified that, the 1% pay award for 2021/22 and 2022/23, had been included in the budget; and was based on the pay award assumption made by the host authority Bromsgrove District Council (BDC). The Head of Regulatory Services further commented that BDC usually worked to a 1% assumption, however, moving forward he was happy to work with the Financial Services Manager to look at a higher level of pay award for 2021/22 and 2022/23 and the potential impact on WRS; with an information report being presented to a future meeting of the Board.

The Head of Regulatory Services explained that not all partner authorities included the taxi test within their licensing fees, some kept the taxi test fee separate from the licensing fee; hence taxi tests being included in the Supplies and Service section on Appendix 1 to the report.

The Financial Services Manager agreed to amend Appendix 1 to the report, in order to include the 2019/2020 figures. The Democratic Services Officer to be tasked to ensure that the amended appendix, Appendix 1, and the amended Recommendations tabled at the meeting to be provided to each partner authority, in order to be included in their budget setting and decision making process.

RECOMMENDED that partner authorities approve the following for 2020/21:

1.1 The base revenue partner contributions for 2020/21-2022/23

Bromsgrove District Council	£439k
Malvern Hills District Council	£386k
Redditch Borough Council	£529k
Worcester City Council	£499k
Wychavon District Council	£701k
Wyre Forest District Council	£463k

Total	£3,017k
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1.2 The partner percentage allocations for 2020/21 onwards:-

	%
Bromsgrove District Council	14.55
Malvern Hills District Council	12.79
Redditch Borough Council	17.53
Worcester City Council	16.54
Wychavon District Council	23.24
Wyre Forest District Council	15.35

1.3 The additional partner liabilities for 2020/21 in relation to unavoidable salary pressure and increase in WRS pension forward funding rate.

Bromsgrove District Council	£13k
Malvern Hills District Council	£11k
Redditch Borough Council	£16k
Worcester City Council	£15k
Wychavon District Council	£21k
Wyre Forest District Council	£14k
Total	£90k

1.4 The additional partner liabilities for 2020/21 in relation to three additional Technical Officers.

Council	Tech Officer Primary Authority – 3 Months £000	Tech Officer Animal Activity £000	Tech Officer Gull Control £000
Bromsgrove District Council	1	6	

Malvern Hills District Council	1	9	
Redditch Borough Council	1	1	
Worcester City Council	1	4	30
Wychavon District Council	2	9	
Wyre Forest District Council	1	4	
Total	7	33	30

1.5 The 2020/21 gross expenditure budget of £3,547k as shown in Appendix 1 to the report; and

1.6 The 2020/21 income budget of £530k as shown in Appendix 3 to the report.

23/19

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL - SEPT 2019

The Board considered the Worcestershire Regulatory Services (WRS) Revenue Monitoring report, April to September 2019.

The Financial Services Manager, Bromsgrove District Council (BDC), introduced the report and in doing so highlighted that the revenue report as detailed at Appendix 1 to the report, showed a projected outturn 2019/2020 of an £18k deficit. WRS officers would continue to work on income generation and would do their utmost to mitigate this excess as much as possible by the end of the financial year. It was appreciated that this was an estimation to the year end based on the assumptions, as detailed on page 11 of the main agenda report.

The Financial Services Manager, BDC reported that if April to September 2019 spend on pest control continued on the same trend for the rest of the year, that there would be an overspend on this service of £19k. WRS officers would continue to monitor and analysis this spend and advise of any changes in quarter 3.

The actual bereavements costs for April to September 2019 to be funded by partners, were charged on an as and when basis. Due to the nature of the charge it was not possible to project a final outturn figure.

Appendix 2 to the report detailed the income achieved by WRS from April to September 2019.

With regard to questions raised on the additional Animal Activity licensing, the Head of Regulatory Services briefly explained that there had been an additional £23k worth of vet inspections, which was fully recovered.

The licensing of various animal-related establishments, Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 had come into effect on 1st October 2018, with specific procedural documents and guidance documents published by the Department for Environment, Food and Rural Affairs (DEFRA).

As a result of these new regulations a large number of licences already in force under the previous licensing regimes expired in December 2018 and new licence applications were also received. Each application made under the new regulations required an inspection to be undertaken, with some inspections requiring a vet to be in attendance.

The Head of Regulatory Services further responded to a question raised with regard to 'Works in Default'.

The Technical Services Manager, WRS, responded to questions with regard to the Dog Warden and explained that WRS had recently employed 2 new dog wardens who were very active and worked later into the evenings, therefore taking away some of the work previously carried out by 'out of hours' contractors.

RESOLVED:

- (a) that the final financial position for the period April – September 2019 be noted;
- (b) that partner councils be informed of their liabilities for 2019-20 in relation to Bereavements, as follows; and

Council	April – Sept 2019 Actual for Bereavements £000
Redditch Borough Council	3
Malvern Hills District Council	2
Worcester City Council	10
Bromsgrove District Council	7
Total	22

- (c) that partner councils be informed of their liabilities for 2019-20 in relation to Pest Control, as follows; and

Council	Estimated Projected Outturn Recharge in relation to Pest Control 2019/20 £000
Redditch Borough Council	11
Wychavon District Council	7
Wyre Forest District Council	1
Total	19

(d) that partner councils be informed of their liabilities for 2019-20 in relation to three additional Technical Officers, as follows:

Council	Estimated Projected Outturn 2019/20 Tech Officer Primary Authority £000	Estimated Projected Outturn 2019/20 Tech Officer Animal Activity £000	Estimated Projected Outturn 2019/20 Tech Officer Gull Control £000
Redditch Borough Council	5	1	
Malvern Hills District Council	4	9	
Worcester City Council	5	3	30
Bromsgrove District Council	4	6	
Wychavon District Council	6	8	
Wyre Forest District Council	4	4	
Total	28	31	30

24/19

ACTIVITY AND PERFORMANCE DATA - QUARTER 2

The Environmental Health & Trading Standards Manager Worcestershire Regulatory Services (WRS), presented the Activity and Performance Data, Quarter 2 report.

The Environmental Health & Trading Standards Manager WRS, reported that the number of food safety interventions had remained on par with previous years. Complaints and enquiries were down over the summer compared with previous years and that there had been a notable dip in August, when officers would normally expect to

see a peak. This had enabled officers to task allergen work into the programme.

Health and Safety enquiries and complaints/service requests remained broadly in line with 2018/2019. The greater proportion of accidents related to injuries to members of the public or injuries to a worker being incapacitated for more than seven consecutive days. Several resource intensive formal investigations were ongoing with the likelihood of legal proceedings.

The number of requests for support from planning colleagues remained significantly up in quarter 2. During the last quarter the team reviewed and provided advice on over 500 potential sites for Strategic Housing and Employment Land Availability Assessment to inform the review of the South Worcestershire Development Plan.

Quarter 2 saw the Director of Public Health, Highways, WRS and County and district Sustainability team representatives attend the first comprehensive air quality action forum for Worcestershire. This was an exciting development and was the first time that all stakeholders had committed to having a role in improving health and air quality.

The Dog Warden Team had had another busy quarter with a total of 418 dogs being reported to WRS as strays. Over 300 were reunited with their owners and a further 67 were successfully rehomed by WRS through reputable charities. Sadly 8 of the dogs were welfare cases, where possible improvement notices were issued to owners. In addition to this a further 9 dogs required veterinary treatment for other ailments.

In general WRS had performed well against the agreed indicators. The percentage of service requests where a resolution was achieved to customer satisfaction was higher than it had been for some time at over 73%. Business satisfaction remained excellent at over 98%. The proportion of people who felt better equipped to deal with issues in the future following WRS interventions was also up on previous quarters at 63%.

The processing measure for taxi licences was over 75% within 5 working days and were all issued before the licences expired. This was slightly higher in the past so officers would look at to why this has slipped. The figure for defective vehicles whilst in service as taxis was similar to the figures at the end of last year (30 compared to 44), so slightly up on the half year figure last year (17). The Licensing Team have spoken with the garages carrying out the tests and have emphasised the need to feed this information back to Licensing officers as it was key intelligence as to how well drivers were maintaining their vehicles.

Sickness figures had increased slightly to 2.9 days per full time equivalent (PFTE), compared to 2.8 (PFTE) last year.

The income figure as a proportion of budget was 5.3% for 2019/2020. As previously highlighted WRS had yet to fill the gap left by the loss of one of the dog related contracts that was worth £60,000 per annum.

RESOLVED that the Activity and Performance Data report for Quarter 2, be noted; and that Board Members use the contents of the report to inform each of their partner authorities.

25/19

INFORMATION REPORT - AIR QUALITY UPDATE 2019

The Technical Services Manager, Worcestershire Regulatory Services (WRS), presented the Air Quality Update 2019, information report.

The Local Air Quality Management process (LAQM) was the Local Authority role with air quality that was set out in PART IV of the Environment Act 1995 and subsequent Technical Guidance and Policy documents. There were a number of health based objectives for pollutants but for Worcestershire it was nitrogen dioxide which was the primary pollutant of concern.

The objectives for that pollutant were an annual average of 40 microgrammes per metre cubed for a residential property or school and a one-hour average of 200 microgrammes per metre cubed for a property where someone would realistically spend an hour, such as outdoor seating of a café or a playground. WRS reported annually to the Department for Environment, Food and Rural Affairs (DEFRA) on behalf of all Districts on the current situation.

There were currently 7 AQMAs in Worcestershire. The focus of DEFRA Guidance to Local Authorities had been aimed at District and County Council's together with Public Health colleagues to deliver the measures to improve air quality that were included in their local Action Plans.

The Technical Services Manager, WRS, drew Members' attention to the summarised annual monitoring data for 2018 for each partner authority, as detailed on pages 66 and 67 of the main agenda pack.

The actual monitoring results for each district were reported annually in an 'Annual Status Report' (ASR) submitted to DEFRA. The report was produced between April and June with the previous year's monitoring data, following adjustment for location (to represent relevant exposure), analytical bias and any missing data (to represent a full year's worth of data). The ASR also provided details of all of the current measures in the Action Plan to address poor air quality. DEFRA recommended that 3 years' worth of robust data should be collated.

The Technical Services Manager, WRS, responded to questions from Members with regard to their specific authorities' information as detailed on pages 66 and 67 of the main agenda pack.

The Technical Services Manager, WRS, briefly explained the European emission standards, Euro 4 for petrol driven vehicles and Euro 6 for diesel driven vehicles.

RESOLVED that the Air Quality Update 2019, Information Report be noted.

The meeting closed at 5.45 p.m.

Chairman

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WORCESTERSHIRE DISTRICT COUNCILS

MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD

THURSDAY 28TH NOVEMBER 2019, AT 4.30 P.M.

PARKSIDE HALL, MARKET STREET, BROMSGROVE,
WORCESTERSHIRE, B61 8DA

SUPPLEMENTARY DOCUMENTATION

The attached papers were tabled at the meeting, detailing the amended Recommendations for Agenda Item 5.

5. Worcestershire Regulatory Services Budgets - 2020/21 - 2022/23 (Pages 1 - 2)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

29th November 2019

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WRS Board 28th November 2019

WORCESTERSHIRE REGULATORY SERVICE BUDGETS 2020/21 – 2022/23

It is proposed that the WRS Board **recommend** to partner Councils that they approve the following for 2020/21:

1.1 The base revenue partner contributions for 2020/21-2022/23

Bromsgrove District Council	£439k
Malvern Hills District Council	£386k
Redditch Borough Council	£529k
Worcester City Council	£499k
Wychavon District Council	£701k
Wyre Forest District Council	£463k
Total	£3,017k

1.2 The partner percentage allocations for 2020/21 onwards:-

	%
Bromsgrove District Council	14.55
Malvern Hills District Council	12.79
Redditch Borough Council	17.53
Worcester City Council	16.54
Wychavon District Council	23.24
Wyre Forest District Council	15.35

1.3 The additional partner liabilities for 2020/21 in relation to unavoidable salary pressure and increase in WRS pension forward funding rate.

Bromsgrove District Council	£13k
Malvern Hills District Council	£11k

Redditch Borough Council	£16k
Worcester City Council	£15k
Wychavon District Council	£21k
Wyre Forest District Council	£14k
Total	£90k

1.4 The additional partner liabilities for 2020/21 in relation to three additional Technical Officers.

Council	Tech Officer Primary Authority – 3 Months £000	Tech Officer Animal Activity £000	Tech Officer Gull Control £000
Bromsgrove District Council	1	6	
Malvern Hills District Council	1	9	
Redditch Borough Council	1	1	
Worcester City Council	1	4	30
Wychavon District Council	2	9	
Wyre Forest District Council	1	4	
Total	7	33	30

1.5 The 2020/21 gross expenditure budget of £3,547k as shown in Appendix 1.

1.6 The 2020/21 income budget of £530k as shown in Appendix 1.

Account description	Budget	Budget	Budget	Budget
	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023
	£000's	£000's	£000's	£000's
Employees				
Monthly salaries	2,695	2,749	2,789	2,833
Training for professional qualifications	2	0	0	0
Medical fees (employees')	2	2	2	2
Employers' liability insurance	40	40	40	40
Employees' professional subscriptions	3	2	2	2
Sub-Total - Employees	2,741	2,793	2,833	2,877
Premises				
Rents	52	52	52	52
Room hire	2	2	2	2
Trade Waste	0	0	0	0
Sub-Total - Premises	54	54	54	54
Transport				
Vehicle repairs/maint'ce	3	3	3	3
Diesel fuel	8	8	8	8
Licences	1	1	1	1
Contract hire of vehicles	4	4	4	4
Vehicle insurances	5	5	5	5
Van Lease	9	9	9	9
Fares & Car Parking	5	5	5	5
Car allowances	75	70	70	70
Sub-Total - Transport	110	105	105	105
Supplies & Service				
Equipment - purchase/maintenance/rental	23	22	22	22
Materials	9	9	9	9
Clothing, uniforms & laundry	2	2	2	2
Training fees	23	23	23	23
General insurances	5	5	5	5
Printing and stationery	18	18	18	18
Books and publications	2	2	2	2
Postage/packaging	11	11	11	11
ICT	40	40	40	40
Telephones	21	21	21	21
Taxi Tests	22	22	22	22
CRB Checks (taxi)	26	26	26	26
Support service recharges	100	100	100	100
Support service recharges - ICT	44	44	44	44
Sub-Total - Supplies & Service	345	344	344	344

	Budget 2019 / 2020 £000's	Budget 2020 / 2021 £000's	Budget 2021 / 2022 £000's	Budget 2022 / 2023 £000's
Contractors				
Consultants / Contractors' fees/charges/SLA's	239	234	234	234
Advertising (general)	5	5	5	5
Grants and subscriptions	11	11	11	11
Marketing/promotion/publicity	2	2	2	2
Sub-Total - Contractors	257	252	252	252
Income				
Grants / Primary Authority / Food Training / Contaminated Land / Stray Dogs / Ad Hoc	-410	-310	-310	-310
Sub-Total - Income	-410	-310	-310	-310
Income				
From partners for Technical Officers	-79	-70	-64	-66
Sub-Total - Income	-79	-70	-64	-66
Additional Income				
Income to be Determined		-60	-60	-60
Income to be found due to unavoidable salary pressures		-90	-136	-178
Sub-Total - Income	0	-150	-196	-238
DISTRICT PARTNERSHIP BUDGET	3,017	3,017	3,017	3,017

20-21 Partner Percentages

Bromsgrove District Council	14.55%
Malvern Hills District Council	12.79%
Redditch Borough Council	17.53%
Worcester City Council	16.54%
Wychavon District Council	23.24%
Wyre Forest District Council	15.35%
Total	100.00%

	Budget	Contribution Technical Officers	Partner Contribution
	2019 / 2020 £000's	2019 / 2020 £000's	2019 / 2020 £000's
Budget 2019 / 20			
Bromsgrove District Council	439	10	449
Malvern Hills District Council	386	14	400
Redditch Borough Council	529	7	536
Worcester City Council	499	23	522
Wychavon District Council	701	16	717
Wyre Forest District Council	463	10	473
Total	3,017	80	3,097

	Budget	Contribution Technical Officers	Partner Contribution	Unavoidable Salary Pressure	Total Partner Contribution
	2020 / 2021 £000's	2020 / 2021 £000's	2020 / 2021 £000's	2020 / 2021 £000's	2020 / 2021 £000's
Budget 2020 / 21					
Bromsgrove District Council	439	7	446	13	459
Malvern Hills District Council	386	10	396	11	407
Redditch Borough Council	529	2	531	16	547
Worcester City Council	499	35	534	15	549
Wychavon District Council	701	11	712	21	733
Wyre Forest District Council	463	5	468	14	482
Total	3,017	70	3,087	90	3,177

	Budget	Contribution Technical Officers	Partner Contribution	Unavoidable Salary Pressure	Total Partner Contribution
	2021 / 2022 £000's	2021 / 2022 £000's	2021 / 2022 £000's	2021 / 2022 £000's	2021 / 2022 £000's
Budget 2021 / 22					
Bromsgrove District Council	439	6	445	20	465
Redditch Borough Council	529	1	530	19	549
Wyre Forest District Council	463	5	468	23	491
Wychavon District Council	701	9	710	25	735
Malvern Hills District Council	386	9	395	27	422
Worcester City Council	499	34	533	22	555
Total	3,017	64	3,081	136	3,217

	Budget	Contribution Technical Officers	Partner Contribution	Unavoidable Salary Pressure	Total Partner Contribution
	2022 / 2023 £000's	2022 / 2023 £000's	2022 / 2023 £000's	2022 / 2023 £000's	2022 / 2023 £000's
Budget 2022 / 23					
Bromsgrove District Council	439	6	445	26	471
Redditch Borough Council	529	2	531	26	557
Wyre Forest District Council	463	5	468	30	498
Wychavon District Council	701	9	710	35	745
Malvern Hills District Council	386	10	396	32	428
Worcester City Council	499	34	533	29	562
Total	3,017	66	3,083	178	3,261

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REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

14th JANUARY 2020**NORTH WORCESTERSHIRE ECONOMIC GROWTH STRATEGY**

Relevant Portfolio Holder	Cllr Mathew Dormer – Leader of the Council and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration (NWedR)
Ward(s) affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	

1. PURPOSE OF REPORT

- 1.1 This report provides a summary of the North Worcestershire Economic Growth Strategy 2019-2024 and outlines its four pillars of growth, strategic priorities and supporting projects and interventions.

2. RECOMMENDATION

The Executive Committee is recommended to AGREE:

- 2.1 The report and its strategic priorities and interventions.

3. BACKGROUND

- 3.1 Since 2011, Redditch BC has relied on the Worcestershire Local Enterprise Partnership and Greater Birmingham and Solihull LEP Strategic Economic Plans (SEPs) as its key economic strategy documents. This was considered appropriate at the time, as the Local Enterprise Partnerships (LEPs) had been set up to deliver local economic growth.
- 3.2 Since then, a series of political, economic, social, technological and legislative changes have taken place that would require a more specific place based strategy capable of responding to these challenges and embracing the growth opportunities arising from them.
- 3.3 Perhaps one of the most significant developments was the launch of the government's Industrial Strategy in 2017 followed by the request that all Local Enterprise Partnerships should develop their own Local Industrial Strategies.
- 3.4 In 2017 the government announced the creation of a UK Shared Prosperity Fund to replace the EU funding programmes in the UK after the UK had left the European Union and its intention to distribute the fund through LEPs on the basis of their Local Industrial Strategies. Although the Industrial Strategy promised consultation on the UK Shared Prosperity Fund by the end of 2018, this consultation is still awaited: the new fund is due to be fully operational for grants to be awarded from 1 January 2021 and time is now beginning to run short for the Government to consult adequately prior to the fund being opened for applications during 2020.
- 3.5 Also, in 2017 the government published its national review of Local Enterprise Partnerships – 'Strengthening Local Enterprise Partnerships'. One of the review's key outcomes was a request that LEPs come forward with 'proposals which best reflect real functional economic

areas, remove overlaps and, where appropriate, propose wider changes such as mergers.’ This request has a direct impact on Redditch BC, as it and the other two North Worcestershire local authorities – Bromsgrove DC and Wyre Forest DC – are members of two LEPs, Greater Birmingham & Solihull and Worcestershire respectively.

4 KEY ISSUES

- 4.1 The North Worcestershire Economic Strategy is attached in Appendix 1. It is intended to cover a five year period 2019-2024 and sets out some of the key economic indicators across the North Worcestershire geography as well as the attributes that make the area attractive for businesses and visitors supporting local economic growth.
- 4.2 The strategy is built on four pillars of economic growth – talent, infrastructure, technology and creativity – as these are common to all three North Worcestershire partners. The strategy then goes on to set out what the key growth priorities and interventions are and these reflect the collective geography’s potential as well as the individual identity that each of the partner district and borough has.
- 4.3 Taking a North Worcestershire wide approach, which covers the districts of Bromsgrove and Wyre Forest and the borough of Redditch, the strategy recognises the North Worcestershire functional economic geography and the principle that ‘the whole is greater than the sum of its parts.’
- 4.5 A North Worcestershire strategy provides stronger evidence of the North’s combined strengths and opportunities to generate economic growth. It also offers a coherent narrative that demonstrates alignment with the Local Industrial Strategies and provides the evidence base for investments from the UK Shared Prosperity Fund.
- 4.6 Key data**
- 4.6.1 North Worcestershire’s GVA falls behind the average GVA for England, West Midlands Combined Authority (WMCA), WMCA Tri-Sep geography, GBSLEP and WLEP.
- 4.6.2 Business survival rates across North Worcestershire are above the England average for every year. Compared to the West Midlands Metropolitan County rates are also far higher and this gap increases over time from 1.9% higher after one year in business to 3.6% higher after five. Survival rates are also higher than the Worcestershire average after year one, however from years two to five businesses in other districts in the county outperform those of North Worcestershire.
- 4.6.3 North Worcestershire’s job market is dominated by Manufacturing, Wholesale and Retail Trade; Repair of Motor vehicles, Transportation and Storage, Admin and Support and the Health and Social Work sectors with each utilizing over 10% of the workforce. Compared to the West Midlands and Great Britain average, the Transportation and Storage, Construction and Admin and Support sectors provide a higher percentage of jobs in the area.
- 4.6.4 Both resident and workplace earnings in all three districts, apart from Bromsgrove residents, fall below the UK median. In addition there is a large disparity between the resident and workplace earnings in Bromsgrove, indicating that people are emigrating out of the district for higher paid work. The same can be said of Wyre Forest although the difference is less pronounced. Both Redditch and Wyre Forest fall behind South Worcestershire on both fronts.

4.7 The Four Pillars of Growth

4.7.1 Talent

The workforce in North Worcestershire is relatively well skilled in relation to the rest of the West Midlands. However, compared to the rest of GB, education levels are similar apart from NVQ4+ where the districts fall behind. Within the geography, Redditch fares the poorest with only 21% of the population gaining NVQ4+ qualifications compared to 38.6% across GB. Wyre Forest also falls behind here at 30.7%, whereas Bromsgrove pulls North Worcestershire's average statistics up with 45% of 16-64 year olds gaining a NVQ4+ qualification.

4.7.2 Infrastructure

There is an overall need for a 'North Worcestershire Infrastructure' package that captures improved intra North Worcestershire connectivity and improved inter Worcestershire connectivity for North Worcestershire as well as significant interventions to address the severe lack of supply of employment land in the north of the county.

There is a severe shortage of top quality employment space in some parts of the geography, which is undoubtedly one of the biggest barriers to growth and future prosperity across North Worcestershire. This factor not only pushes up rents but also prevents investment and business relocation into the area.

4.7.3 Technology

Digital connectivity across the North Worcestershire is currently good, with over 95% of district households and businesses having access to superfast broadband. The coverage of ultrafast broadband (100mbps+) is especially good in Redditch, with Wyre Forest and Bromsgrove both failing below the English and West Midlands average in this category. Access to ultrafast broadband, as an enabling technology, is critical to business attraction, so improving the two districts' ultrafast broadband coverage must be an immediate priority.

4.7.4 Creativity

The creative industries in North Worcestershire have achieved significant growth in the past few years with Bromsgrove recording the fastest growth in creative industries jobs (25%) in the Greater Birmingham and Solihull LEP area (Greater Birmingham Creative Economy Mapping 2017). Combining expert music industry knowledge and experience with conventional training and education, Kidderminster College-based MAS Records, an award winning innovative non-profit music development programme has expanded since its 2001 launch to 16 centres nationally.

North Worcestershire has heritage of national and international significance and this is reflected in the RSA Heritage Index that shows the area performing well compared to the national average score of the 325 districts. Wyre Forest comes out ahead on most indicators, but most importantly the level of potential growth for all districts is high and the positive impact on the visitor economy significant.

4.8 Strategic priorities

This strategy outlines the key growth priorities in North Worcestershire under three main categories: places, businesses and people. These are underpinned by the four pillars of growth – talent, infrastructure, technology, culture – as described above.

The data analysis shows that North Worcestershire has key strengths and competitive advantages to build on and realise its growth opportunities on the one hand, but is facing

significant challenges and barriers in achieving its potential growth on the other hand. To strengthen its economic competitiveness and attraction to business investment, which would bring new employment and growth, the North Worcestershire economy needs to be supported by a range of targeted interventions that address these challenges and create the conditions for future growth.

The strategy identifies the growth priorities and supporting interventions that, if materialised, have the potential to bring about significant economic, social and environmental benefits to North Worcestershire's residents, businesses and local communities.

Cumulatively, these interventions have the opportunity to deliver over 1,000 new homes, 500 new jobs, 500,000 sq ft of employment floorspace and £500m Gross Development Value (GDV).

4.8.1 Strategic priority – Places (town centres, premises and connectivity)

The investments in places will focus on strengthening the vibrancy and viability of our town centres, infrastructure that unlocks land for residential and employment development, estate regeneration, bringing unused / underutilised buildings back into commercial use and connecting people with jobs.

Our strategic priorities are:

- Unlocking strategic employment land to facilitate business growth and attract investment to North Worcestershire
- Accelerating development through the use of Local Development Orders (LDOs), enterprise zones and other delivery mechanisms
- Working with strategic partners to identify key 'growth corridors' to accelerate development of employment land, particularly
- Delivering major town centre projects that will bring more residential, employment and leisure uses to counterbalance the significant retail decline and address the significant structural challenges faced by our town centres
- Improving coverage for ultrafast internet (>100mbps), especially in Bromsgrove and Wyre Forest
- Creating the conditions for 5G roll-out in Bromsgrove, Kidderminster and Redditch

4.8.2 Strategic priority – Businesses (retention, expansion, relocation)

Our priorities will focus on retaining the existing business base, supporting local businesses to expand and encourage new business formation and relocation to the area by:

- Providing a comprehensive package of business support – including business grants and regulatory advice - to ensure business retention and expansion
- Developing incubator / innovation space to encourage investment and growth in new and emerging technologies
- Working with key partners to attract investment in the area
- Encouraging investment in knowledge intensive sectors
- Encouraging investment in the creative industries sector

4.8.3 Strategic priority – People (skills, apprenticeships, careers)

A talented, skilled, knowledgeable and competent workforce is key to a successful economy. Despite North Worcestershire's workforce achieving qualifications above the West Midlands average, more needs to be done to ensure that the workforce is equipped

with the relevant skills and knowledge to capitalise on the new employment opportunities that existing and emerging technologies will bring about.

Our key priorities are to:

- Reduce the mismatch between employers' skills needs (demand) and skills provision by education and training providers (supply)
- Motivate and inspire people to develop skills for the high growth key sectors and emerging technologies
- Use partnership and collaboration to tackle skills shortages and gaps that are barriers to long terms business growth and productivity
- Promote the wide spectrum of careers available in North Worcestershire to inspire the careers choices our young people make

4.9 The strategy lists the key projects and interventions proposed to be delivered against its priorities. The list will evolve as new development, investment and funding opportunities arise.

4.10 Stakeholders (partners, funders, supporters)

Our ability to deliver this ambitious growth programme is heavily dependent on the collaboration with and support of our key partners, funders and supporters, as illustrated below. We are grateful for all their support provided so far and will continue to foster deeper and closer working relationships with them to deliver the interventions needed to enable our places, businesses and people to develop, grow and prosper.

5. FINANCIAL IMPLICATIONS

5.1 To deliver the projects and interventions in the strategy will require significant resources, both in terms of capacity and funding. NWedR service monitors all external funding programmes available on an on-going basis and submits bids accordingly. One key source of funding will be the Towns Fund, as Redditch BC has been selected to access up to £25m through a Town Deal to be agreed with government in 2020-21.

6. LEGAL AND POLICY IMPLICATIONS

6.1 There are no legal implications. The strategy is aligned with Redditch BC's key policies.

7. EQUALITY IMPACT NEEDS ASSESSMENT

7.1

8 RISK MANAGEMENT

8.1 There are development and investment risks associated with the delivery of the key interventions identified in the strategy. A risk register will be prepared for each of these interventions as and when they are considered for implementation.

9. CONCLUSION

9.1 This report provides a summary of the North Worcestershire Economic Growth Strategy 2019-2024 and outlines its four pillars of growth, strategic priorities and supporting projects and interventions.

9.2 The strategy identifies the growth priorities and supporting interventions that, if materialised, have the potential to bring about significant economic, social and environmental benefits to North Worcestershire's residents, businesses and local communities.

9.3 Cumulatively, these interventions have the opportunity to deliver over 1,000 new homes, 500 new jobs, 500,000 sq ft of employment floorspace and £500m Gross Development Value (GDV).

10. CONSULTEES

10.1 Greater Birmingham and Solihull Local Enterprise Partnership, Worcestershire Local Enterprise Partnership and Worcestershire County Council.

11. APPENDICIES

11.1 North Worcestershire Economic Growth Strategy

NORTH WORCESTERSHIRE ECONOMIC GROWTH STRATEGY

PLACES | BUSINESSES | PEOPLE

2019-2024



Bromsgrove
District Council
www.bromsgrove.gov.uk



Wyre Forest
District Council



FOREWORD

Combining old and new urban settlements, rolling green landscapes and small villages with an eclectic mix of history and culture, North Worcestershire is a place of tremendous business innovation, pioneering spirit and distinguished heritage of national and international significance.

From Kidderminster-based Sir Rowland Hill, the originator of the penny postage system and developer of the modern postal service, which was adopted worldwide, to playing a major role in manufacturing and developing technologies around the world, such as helping to make the world's first jet engine (Redditch) and being home to one of the top ten and internationally renowned independent schools in the country (Bromsgrove), North Worcestershire is defined by a constant drive to innovate, progress and excel.

This entrepreneurial and innovating spirit is embraced today by many of the 17,500 businesses based in North Worcestershire, accounting for 52.5% of all businesses in Worcestershire. Our businesses continue to achieve phenomenal levels of growth with half of the top 50 fastest growing companies in the county coming from North Worcestershire and seven of them placed in the top 10, as reported in the Worcestershire Business Growth Barometer published by BDO in 2018.

Building on the area's current success and recognising that the public sector must do its share to enable North Worcestershire to retain and strengthen its competitive advantages, the local authorities of Bromsgrove, Redditch and Wyre Forest have prepared this strategy and its supporting interventions.

Access to enabling technologies, such as ultrafast broadband and 5G; adequate infrastructure that connects people with jobs and businesses with markets; supply of quality employment land and premises; thriving town centres that are home to creative industries, arts and culture; a skilled and highly knowledgeable workforce ready to embrace employment opportunities brought about by new and emerging technologies and a knowledge intensive economy are our combined priorities.

We are setting out these priorities and supporting interventions as a platform for future, smart growth that will deliver significant economic, social and environmental benefits for North Worcestershire's residents, businesses and communities and strengthen the area's attractiveness as a great place to live, work, do business and enjoy. We look forward to working with our key partners, stakeholders, developers and investors to make this strategy a success.

Cllr Karen May

Cllr Matt Dormer

Cllr Fran Oborski

Leader of Bromsgrove DC
Cabinet Member for Economic
Development, Town Centre and
Strategic Partnerships

Leader of Redditch BC
Cabinet Member for Planning, Economic
Development, Commercialism and
Partnerships

Deputy Leader of Wyre Forest DC
Cabinet Member for Economic Regeneration,
Planning and Capital Investments

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- Resident vs workplace earnings

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- Creativity

3. Growth Priorities

- Places
- Businesses
- People

4. Measures of success

5. Key Stakeholders

- Partners
- Funders
- Supporters

NORTH WORCESTERSHIRE – AT A GLANCE

World leading businesses

North Worcestershire is home to world leading companies and a significant advanced engineering and manufacturing sector

25 of the Top 50 fastest growing companies in Worcestershire are based in the north of the county (BDO Worcestershire Growth Barometer 2018)

The fastest growth in creative industries jobs (25%) in the Greater Birmingham and Solihull LEP area (Greater Birmingham Creative Economy Mapping 2017) - Bromsgrove

World's first Wi-Fi 6 and industrial IoT trial at Mettis Aerospace in Redditch

Over 17,500 companies based in North Worcestershire accounting for 52.5% of all businesses in the county

95% superfast broadband coverage across the area, 88% ultrafast (> 100mbps) broadband coverage in Redditch well above the West Midlands' 68% coverage

Well skilled workforce above West Midlands average

Heritage of national and international significance

Sir Rowland Hill, originator of the penny postage system and developer of the modern postal service (Kidderminster)

Museum of Carpet – over 300 years of Kidderminster's fascinating industrial heritage. Over 3,000 carpet designs, many by significant designers.

Witley Court – spectacular ruins of what once was one of the England's greatest country houses. An English Heritage estate.

Hagley Hall and Park, magnificent achievements of eighteen century English architecture. The Hall is the last of the Great Palladian houses.

Harvington Hall, built in the 1300s and developed in the 1500s, has the largest surviving series of priest hides in the country and a rare collection of original Elizabethan wall paintings

Forge Mill Museum, one of the most unique museums in Worcestershire and the West Midlands. Redditch once produced 90% of the world's needles.

Bewdley – 'the most perfect small Georgian town in Worcestershire'

Stourport – 'the pioneer town of the canal age' and home to the award-winning Canal Basins

Great outdoors and attractions

Arley Arboretum – 'best place in Britain to see the autumn colours' (BBC Countryfile 2017), over 300 species dating back over 350 years

Bodenham Arboretum – over 3,000 species of trees and shrubs from all over the world spread over 134 acres

Arrow Valley Country Park – 900 acres of parkland, excellent wildlife, 29 acre lake, water sports activities

Wyre Forest – one of the largest, most ecologically significant oak woodlands in England. Great opportunities for walking, mountain biking, horse riding, learning and adventure play

Clent Hills – a National Trust estate to explore miles of footpaths, bridleways and trails offering breathtaking panoramic views over the Cotswolds, Shropshire Hills and Welsh borders

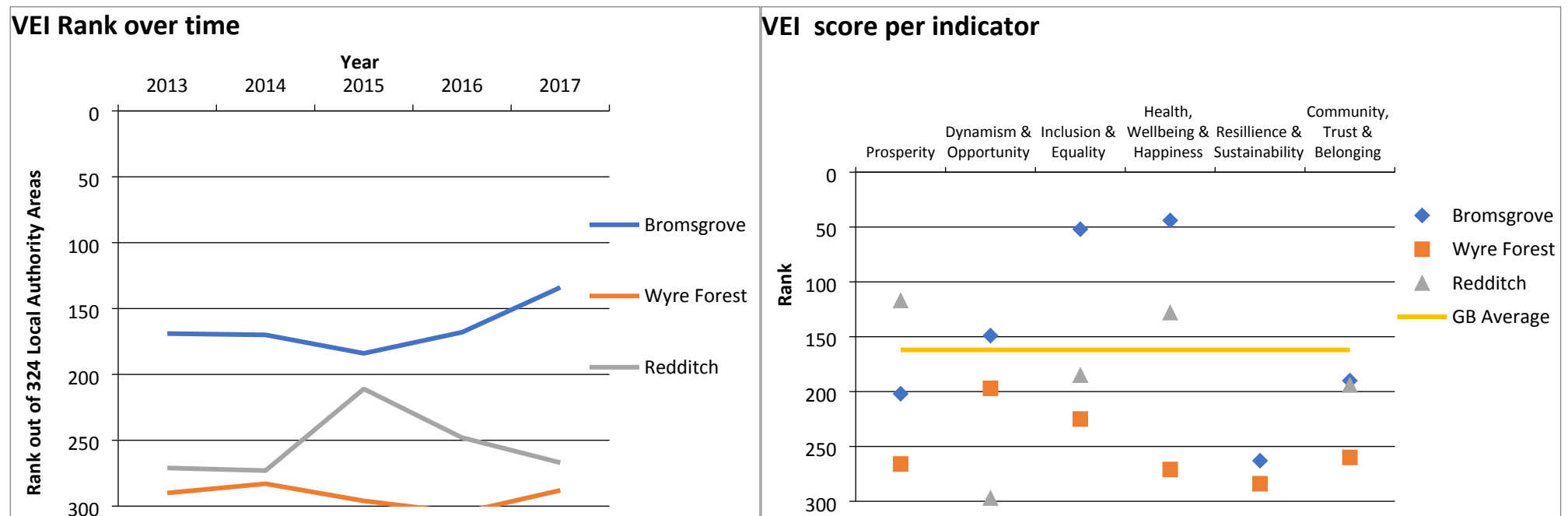
Severn Valley Railway – steam-hauled train along 16 miles of full-size standard-gauge railway line through the amazing scenery of the Severn Valley. Over 250,000 visitors a year.

Wet Midland Safari Park – award-winning visitor attraction (over 700,000 visitors a year) home to around 140 species including cheetah, lions, elephants giraffes and rhinos.

In order to assess the state of the North Worcestershire economy, a variety of quantitative and qualitative data has been assessed. The key findings are presented below, often with comparison to the wider West Midlands geography and that of Great Britain. In order to highlight spatial disparities between the three districts some figures are presented individually, though the strategy is designed to encompass the North Worcestershire area in its entirety.

The Vibrant Economy Index

The Vibrant Economy Index, created by Grant Thornton, scores districts based on a variety of socio-economic indicators to help reveal each economy's strengths and weaknesses. A breakdown of the comprehensive index can be found in Appendix A. Each local authority is ranked against 324 other areas.



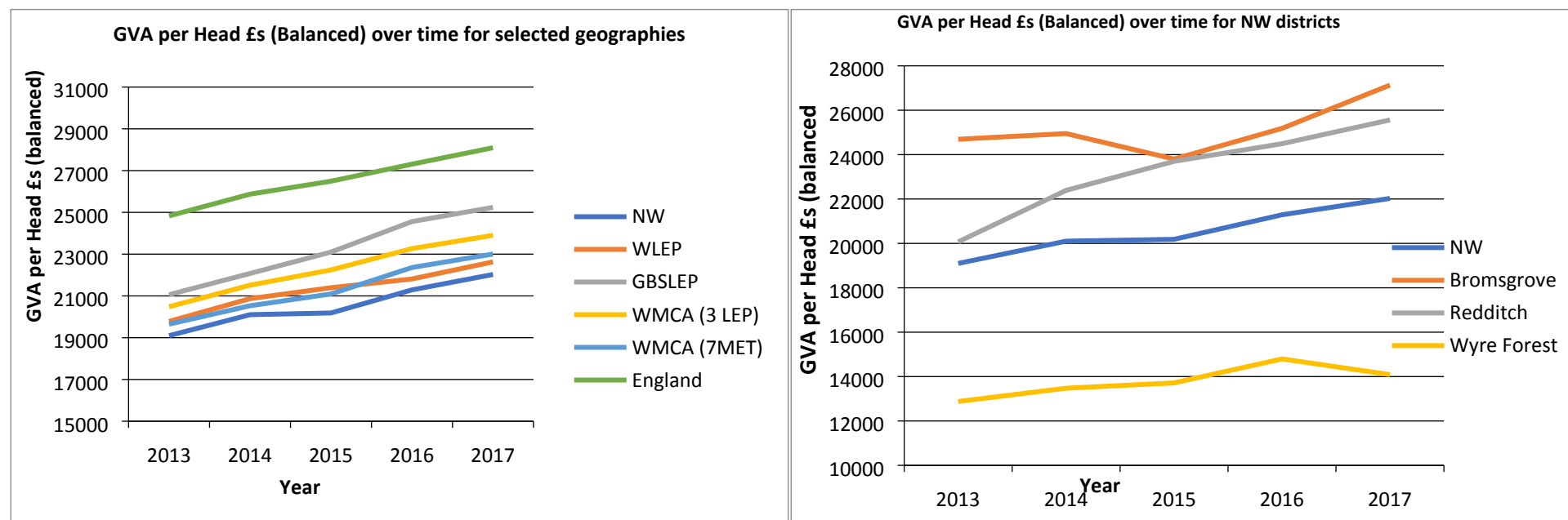
From this data the spatial diversion in economic performance across the districts becomes apparent. Bromsgrove outperforms Redditch and Wyre Forest in all but one basket of indicators (Prosperity). All of the districts have scored below the national average for both the Resilience & Sustainability measure and the Community, Trust & Belonging measure.

Gross Value Added (GVA)

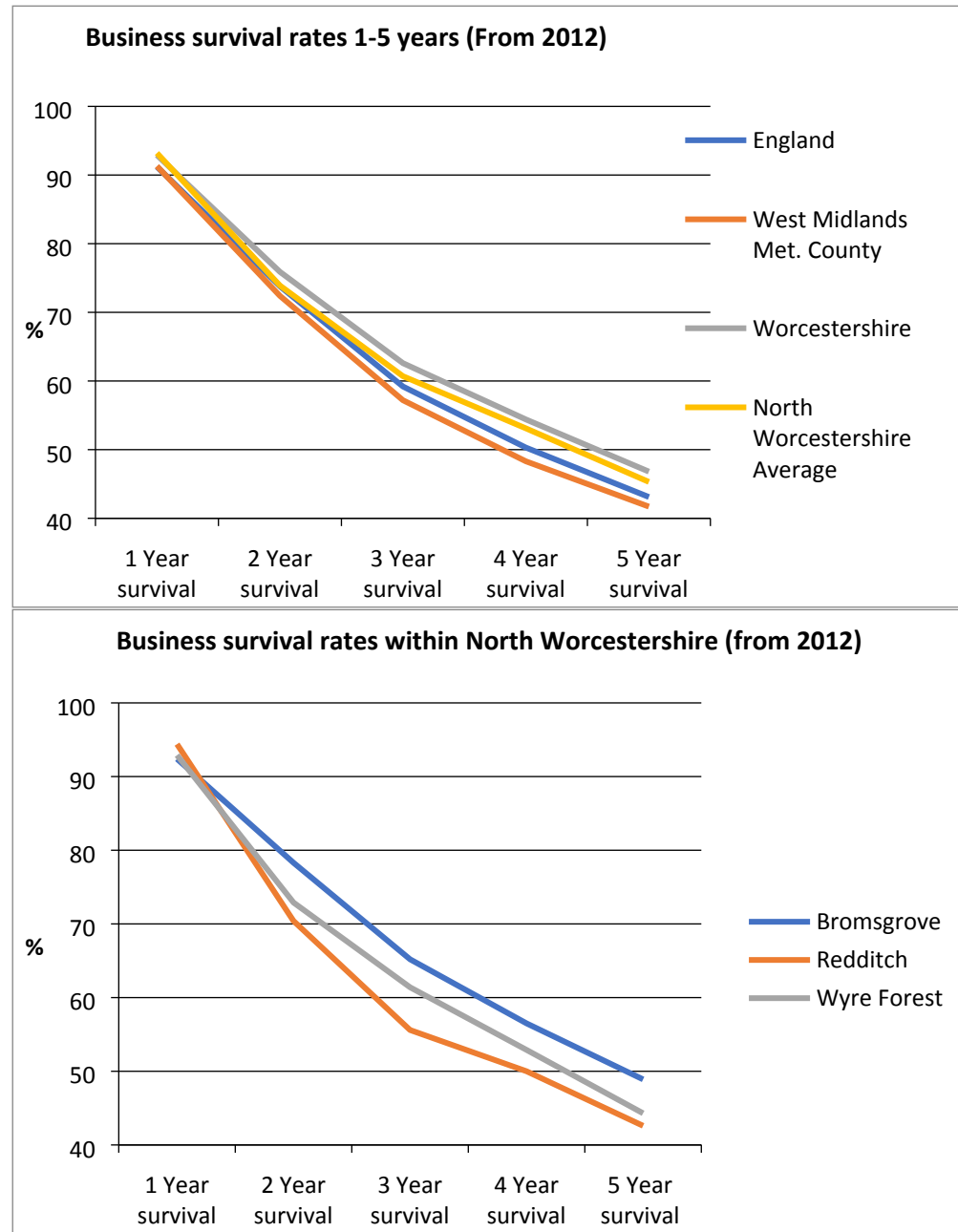
North Worcestershire's GVA falls behind all geographies shown in the graph below – England, West Midlands Combined Authority (WMCA), WMCA Tri-Sep geography, GBSLEP and WLEP.

In order to improve North Worcestershire's GVA, which is significantly below England's average, focus on knowledge intensive sectors such as tech, advanced engineering and manufacturing, finance, professional, scientific and technical activities need to be encouraged. In order for these sectors to thrive, further advances in the employment and skills agenda to promote a highly skilled workforce must be championed. Furthermore, building upon the area's historical success in advanced engineering manufacturing and supply chains whilst diversifying across high growth sectors will not only help protect our economy from shifting global trends and shocks, but raise our added value.

Continued work and support on regeneration and development projects must be advanced and supplemented as high quality infrastructure, public realm and business space will be vital to complement our geographies inherent advantages of high connectivity, proximity to pivotal urban centres and natural beauty.



The Business Environment



Business survival rates across North Worcestershire are above the England average for every year.

Compared to the West Midlands Metropolitan County rates are also far higher and this gap increases over time from 1.9% higher after one year in business to 3.6% higher after five.

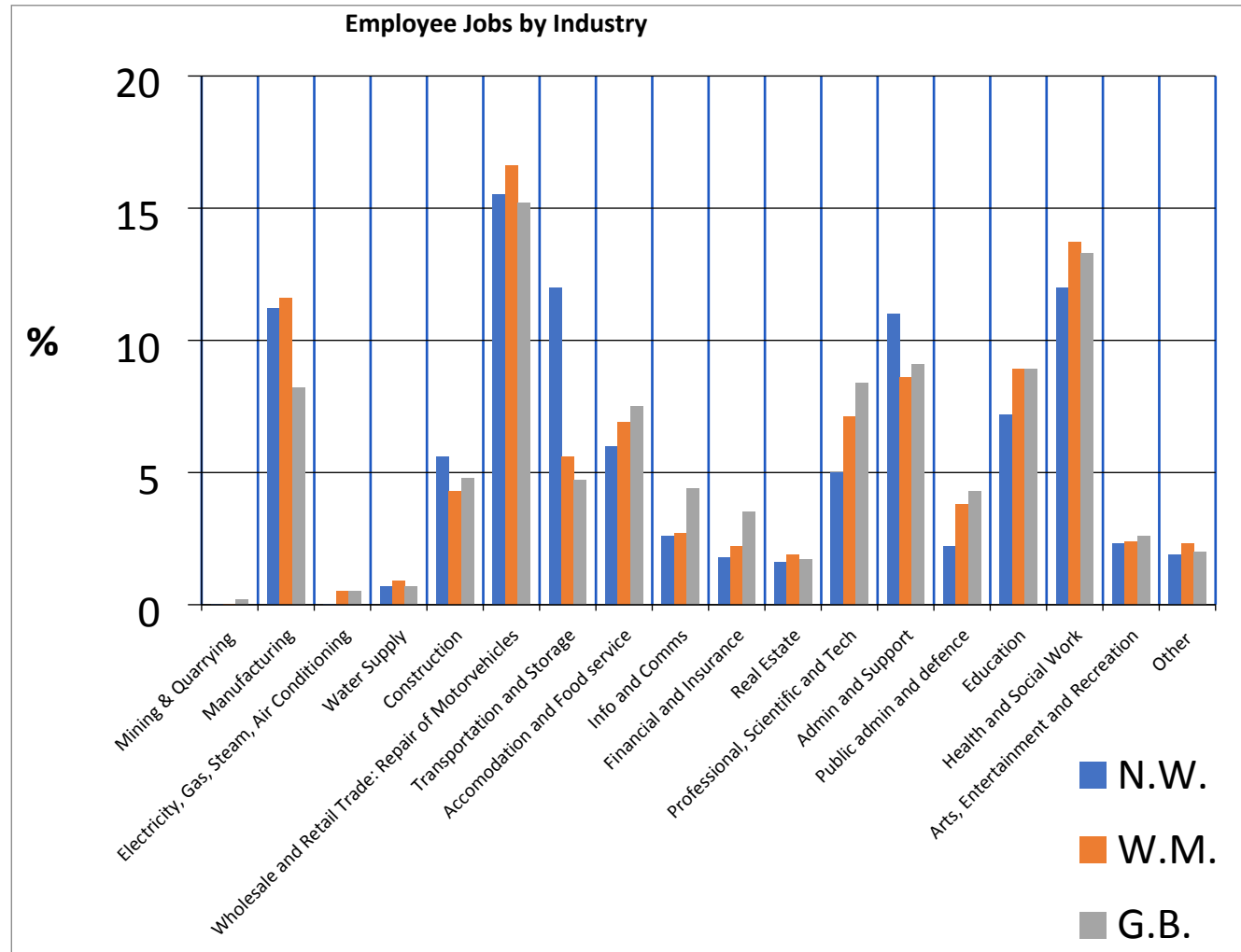
Survival rates are also higher than the Worcestershire average after year one, however from years 2 to 5 businesses in other districts in the county outperform those of North Worcestershire.

Within the district Bromsgrove consistently outperforms Redditch and Wyre Forest in terms of business survival, except for year one where both supersede it.

Here, Redditch has the highest survival rate at 94.4%, though in the following years it falls below Wyre Forest for survival rates.

Sector Strengths

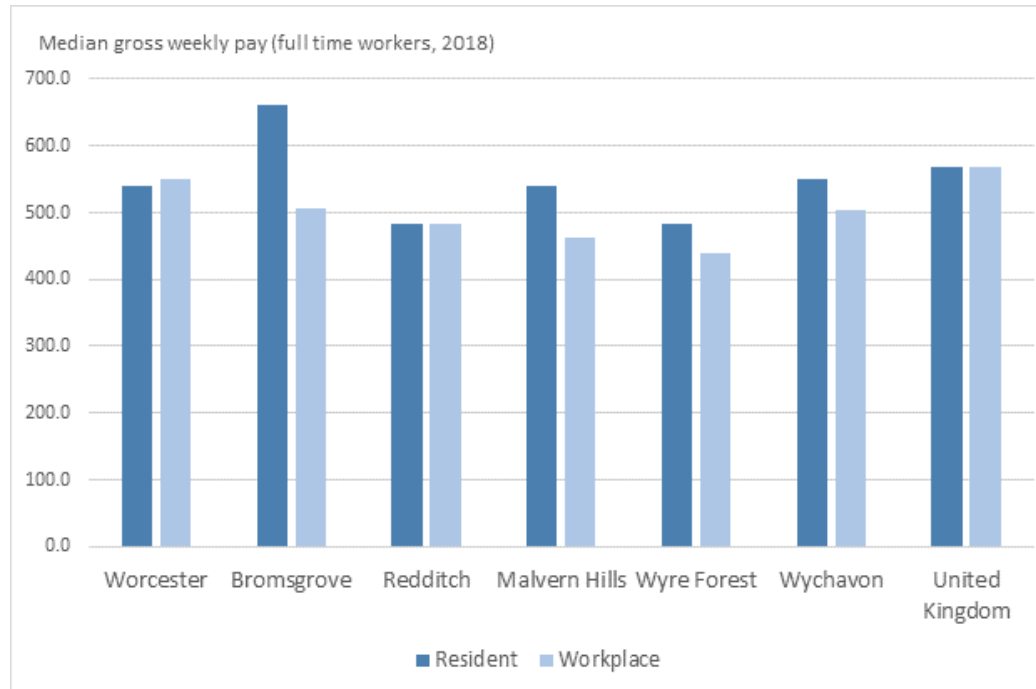
As is shown in the graph below, North Worcestershire's job market is dominated by Manufacturing, Wholesale and Retail Trade; Repair of Motor vehicles, Transportation and Storage, Admin and Support and the Health and Social Work sectors with each utilizing over 10% of the workforce. Compared to the West Midlands and Great Britain average, the Transportation and Storage, Construction and Admin and Support sectors provide a higher percentage of jobs in the area.



Source: NOMIS, Official Labour Market Statistics

Resident vs workplace earnings

The graph below shows that both resident and workplace earnings in all three districts, apart from Bromsgrove residents, fall below the UK median. In addition there is a large disparity between the resident and workplace earnings in Bromsgrove, indicating that people are emigrating out of the district for higher paid work. The same can be said of Wyre Forest although the difference is less pronounced. Both Redditch and Wyre Forest fall behind South Worcestershire on both fronts.



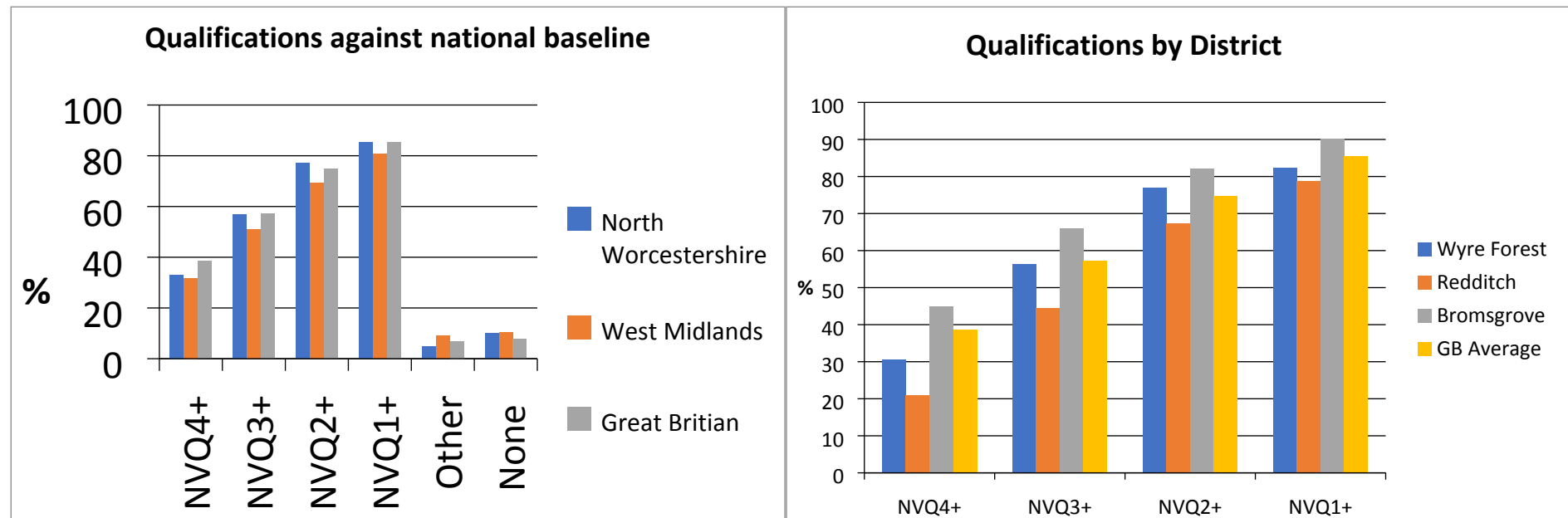
PILLARS OF GROWTH

Talent | Infrastructure | Technology | Creativity

TALENT

A key pillar of growth is the human capital of the area, and as such, raising its levels of skills, qualifications and knowledge will help drive productivity and growth in the future.

The workforce in North Worcestershire is relatively well skilled in relation to the rest of the West Midlands. However, compared to the rest of GB, education levels are similar apart from NVQ4+ where the districts fall behind. Within the geography, Redditch fares the poorest with only 21% of the population gaining NVQ4+ qualifications compared to 38.6% across GB. Wyre Forest also falls behind here at 30.7%, whereas Bromsgrove pulls North Worcestershire's average statistics up with 45% of 16-64 year olds gaining a NVQ4+ qualification.



INFRASTRUCTURE

Land | Premises | Rail | Road

There is an overall need for a 'North Worcestershire Infrastructure' package that captures improved intra North Worcestershire connectivity and improved inter Worcestershire connectivity for North Worcestershire as well as significant interventions to address the severe lack of supply of employment land in the north of the county.

Key issues:

Rail

- Rail connectivity – investment in rail is needed to stimulate and realise the economic growth potential of the area – connectivity is poor within North Worcestershire and also to the south of the county. There is a need for the county to work collectively to realise the potential of the economic growth set out in the County Rail Strategy.
- Redditch Railway station – currently very poor – there is need for investment in the station and more express services to Birmingham;
- Bromsgrove Railway Station – a new station has been built but there is a need for more services; also, connectivity to the town centre is a key issue that needs addressing.

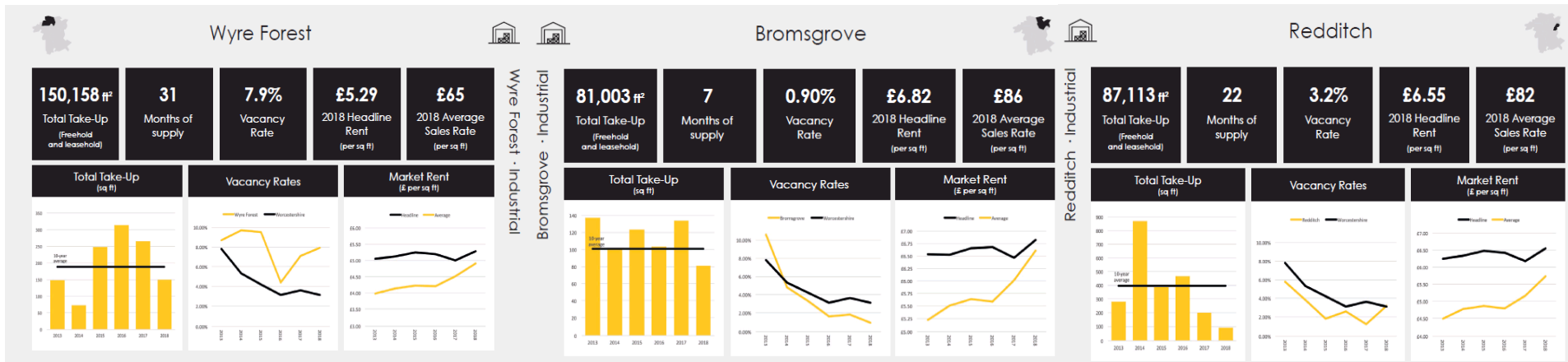
Road

- Redditch and Kidderminster – need for improved connectivity into Worcester;
- Bromsgrove – continued investment in the A38 to service existing growth; need for longer term infrastructure solutions to create capacity for future growth;
- Wyre Forest – need for infrastructure to support growth to the east of Kidderminster;
- Realising the economic potential of 'growth corridors'

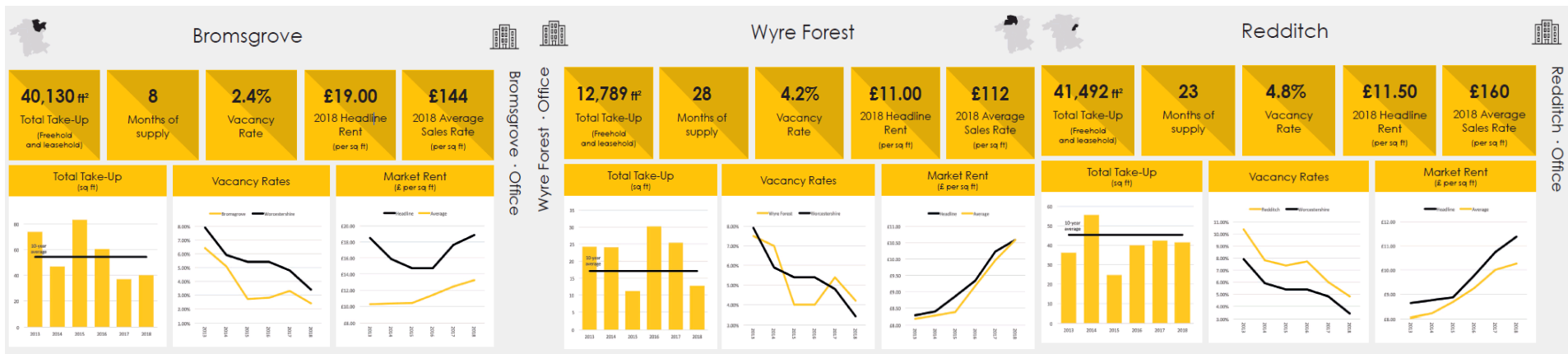
Land & premises

There is a severe shortage of top quality employment space in some parts of the geography, which is undoubtedly one of the biggest barriers to growth and future prosperity across North Worcestershire. This factor not only pushes up rents but also prevents investment and business relocation into the area.

With respects to *industrial premises*, the 2018/19 GJS Dillon Market Report notes high levels of demand for sub 10,000 sq/ft premises in Bromsgrove coinciding with a severe stock shortage. This is reflected in their low vacancy rate and high rents. As such newly developed land for the purpose of commercial use must be prioritised over residential use. The outlook in Redditch is more positive, with recent developments at Crescent Trade Park and Velocity42 and the forthcoming one at Redditch Eastern Gateway providing a wide choice for investors in size of property. Yet, Redditch's close proximity to other alternative spots means that ease of expansion for local businesses must be a priority. Wyre Forest houses the largest unused supply of industrial premises, largely linked to its historical past as a manufacturing hub. These brownfield sites offer exciting opportunities to investors with huge potential.



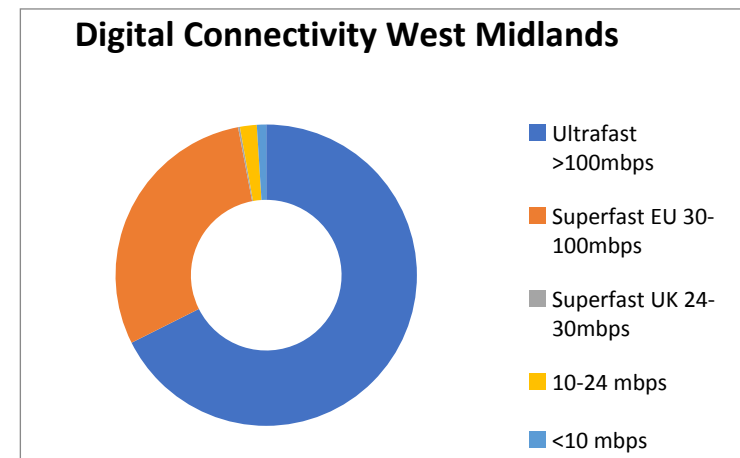
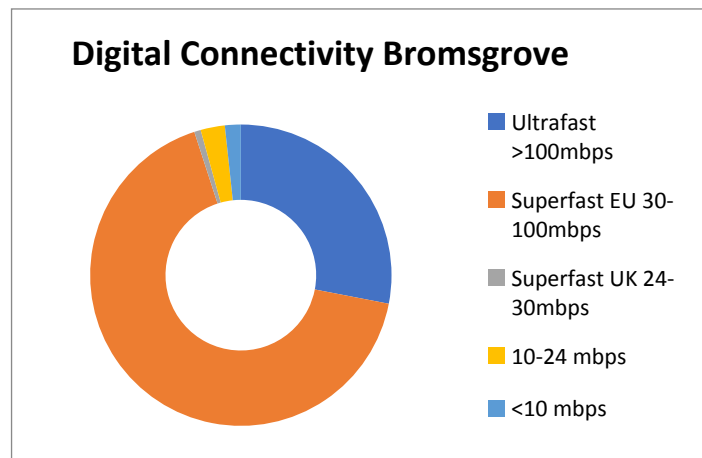
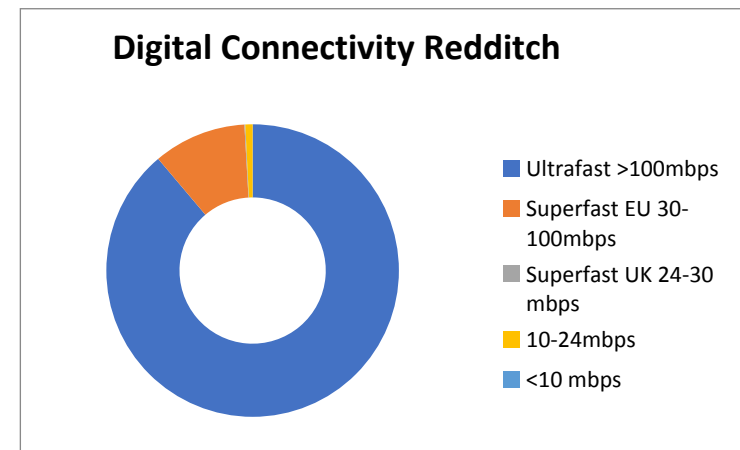
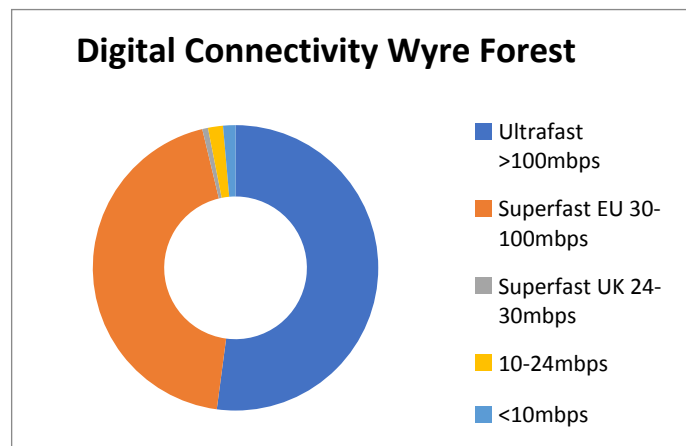
Office space faces a major challenge in Bromsgrove, with the lowest amount of supply across Worcestershire. This will increase rents (currently by far the highest across North Worcestershire) and capital values upwards and may prove a barrier to increasing local growth. In both Redditch and Wyre Forest the main challenges are due to a lack of Grade A stock. Wyre Forest represents the areas greatest opportunity to expand due to the vast manufacturing land which is dormant. In Redditch there is a need for large stock to meet current demand, meaning that small and mid-range stock has become more readily available.



TECHNOLOGY

The possibility of generating high levels of productivity and GDP growth, addressing key societal challenges and enabling *smart* living through technological advancements is of particular interest at this time. The expected roll out of 5G technology has the opportunity to transform the world as we know it, allowing high capacity, high reliability and low latency internet connections. This will lead to major economic advantages for the economy even creating new industries, products and services, touching every aspect of daily life.

Digital connectivity across the North Worcestershire is currently good, with over 95% of district households and businesses having access to superfast broadband. The coverage of ultrafast broadband (100mbps+) is especially good in Redditch, with Wyre Forest and Bromsgrove both failing below the English and West Midlands average in this category. Access to ultrafast broadband, as an enabling technology, is critical to business attraction, so improving the two districts' ultrafast broadband coverage must be an immediate priority.



CREATIVITY

The creative industries in North Worcestershire have achieved significant growth in the past few years with Bromsgrove recording the fastest growth in creative industries jobs (25%) in the Greater Birmingham and Solihull LEP area (Greater Birmingham Creative Economy Mapping 2017). Combining expert music industry knowledge and experience with conventional training and education, Kidderminster College-based MAS Records, an award winning innovative non-profit music development programme has expanded since its 2001 launch to 16 centres nationally.



Cultural heritage

North Worcestershire has heritage of national and international significance and this is reflected in the RSA Heritage Index that shows the area performing well compared to the national average score of 325 districts. Wyre Forest comes out ahead on most indicators, but most importantly the level of potential growth for all districts is high and the positive impact on the visitor economy significant.

	Total score	Historic built environment	Museums, activities and artefacts	Industrial heritage	Parks and Open space	Landscape and natural heritage	Culture and memories	General/ Infrastructure
Bromsgrove	128	161	166	133	44	239	82	200
Malvern Hills	32	80	239	176	4	195	27	66
Redditch	85	198	157	18	19	189	246	254
Worcester	10	22	9	1	122	113	86	82
Wychavon	79	110	255	200	15	166	112	53
Wyre Forest	37	107	64	7	23	82	166	83

Source: RSA Heritage Index (www.thersa.org/heritage)

Note: The rankings are for 325 English Local authorities. Traffic lights: green (top third, 1-108); amber (middle third, 109-217); red (bottom third, 218-325)

GROWTH PRIORITIES

PLACES | BUSINESSES | PEOPLE

This strategy outlines the key growth priorities in North Worcestershire under three main categories: places, businesses and people. These are underpinned by the four pillars of growth – talent, infrastructure, technology, culture – as described above.

The analysis in previous sections shows that North Worcestershire has key strengths and competitive advantages to build on and realise its growth opportunities on the one hand, but is facing significant challenges and barriers in achieving its potential growth on the other hand. To strengthen its economic competitiveness and attraction to business investment, which would bring new employment and growth, the North Worcestershire economy needs to be supported by a range of targeted interventions that address these challenges and create the conditions for future growth.

The section below outlines the growth priorities and supporting interventions that, if materialised, have the potential to bring about significant economic, social and environmental benefits to North Worcestershire’s residents, businesses and local communities.

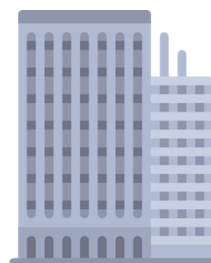
Cumulatively, these interventions have the opportunity to deliver over:



1,000
homes



500
jobs



500,000sqft
floorspace



£500m
GDV

This is an ambitious growth programme with a transformational potential that requires a comprehensive and coordinated approach. North Worcestershire Economic Development and Regeneration (NWedR) – the shared service between Bromsgrove DC, Redditch BC and Wyre Forest DC – will lead on the programme implementation under the leadership of the three councils and work with key partners, stakeholders, developers and investors to ensure its successful delivery.

PLACES

Town Centres | Land & Premises | Connectivity

The investments in places will focus on strengthening the vibrancy and viability of our town centres, infrastructure that unlocks land for residential and employment development, estate regeneration, bringing unused / underutilised buildings back into commercial use and connecting people with jobs.

Key priorities:

- Unlocking strategic employment land to facilitate business growth and attract investment to North Worcestershire
- Accelerating development through the use of Local Development Orders (LDOs), enterprise zones, development corporations and other delivery mechanisms
- Working with strategic partners to identify key ‘growth corridors’ to accelerate development of employment land, including a North Worcestershire infrastructure package to ensure capacity at key transport nodes such as motorway junctions and railway stations
- Delivering major town centre projects that will bring more residential, employment and leisure uses to counterbalance the significant retail decline and address the significant structural challenges faced by our town centres
- Improving coverage for ultrafast internet (>100mbps), especially in Bromsgrove and Wyre Forest
- Creating the conditions for 5G roll-out in Bromsgrove, Kidderminster and Redditch

To deliver against these priorities, a number of projects and interventions are currently planned or at various stages of delivery – these are captured in the table below.

PROJECT / INTERVENTION	OUTPUTS / OUTCOMES	KEY PARTNERS
Bromsgrove Market Hall site	Mixed used development Public realm improvements	Bromsgrove District Council Worcestershire County Council
Bromsgrove Dolphin Centre site	Residential / mixed used development	Bromsgrove District Council Homes England
Bromsgrove Town Centre Vision 2040	Visioning document setting out long term priorities for the town centre	Bromsgrove District Council Worcestershire County Council
Bromsgrove Local Centres Strategy 2020-2024	Strategy and implementation plans for key local centres in the Bromsgrove district	Bromsgrove District Council Worcestershire County Council
Redditch Town Deal	The Town Deal with the government to secure investment in the regeneration of Redditch New Town	Redditch Borough Council Worcestershire County Council Worcestershire LEP GBS LEP

		West Midlands Combined Authority WM5G Company
Redditch Railway Quarter	380 new homes 5,000 sqm of commercial space Public realm improvements	Redditch Borough Council West Midlands Railways Worcestershire County Council Homes England
Redditch Community Hub	10,000 sqm of new office space	Redditch Borough Council Worcestershire County Council NHS Trust CCG Department for Work and Pensions
Redditch Education & Enterprise Quarter	2,000-2,500 sqm of incubation / innovation space	Redditch Borough Council Worcestershire County Council Worcestershire LEP Betaden GBSLEP Heart of Worcestershire College WMCA
Redditch Matchborough & Winyates Regeneration	300-400 New homes 1,000 sqm of new commercial space Improved public realm	Redditch Borough Council Worcestershire County Council Homes England West Midlands Combined Authority RSA Academy
Kidderminster Town Centre Regeneration – Crown House and Lion Fields Parcel 4	Mixed use development – residential, workspace, food& beverage, leisure, public realm works	Wyre Forest District Council Worcestershire County Council
Kidderminster - former Magistrates Court regeneration	4,000 sqm of new incubator / innovation space (creative industries)	Wyre Forest District Council Kidderminster College MAS Records
Kidderminster Lion Fields Parcel 1	Leisure-led mixed use development (cinema, food & beverage), gym, other leisure	Wyre Forest District Council Worcestershire County Council
A38 improvements	Improvements in capacity at Junction 4 of the M5 Improvements in capacity at the M42/A38 roundabout Introduction of a right turn lane for southbound traffic waiting to turn into Barley Mow Lane	Bromsgrove District Council Worcestershire County Council GBSLEP Worcestershire LEP Highways England
Growth Corridors Study	Unlocking of employment land to enable business growth and job creation	Bromsgrove District Council GBSLEP and Worcestershire LEP

BUSINESSES

Retention | Expansion | Relocation

Key priorities

Our priorities will focus on retaining the existing business base, supporting local businesses to expand and encourage new business formation and relocation to the area by:

- Providing a comprehensive package of business support – including business grants and regulatory advice - to ensure business retention and expansion
- Developing incubator / innovation space to encourage investment and growth in new and emerging technologies
- Working with key partners to attract investment in the area
- Encouraging investment in knowledge intensive sectors
- Encouraging investment in the creative industries sector

The table below summaries the projects and interventions being implemented or planned to support the delivery against the above priorities.

PROJECT / INTERVENTION	OUTPUTS / OUTCOMES	KEY PARTNERS
Growth support	Number of businesses benefiting from Growth Hubs supports	GBSLEP Growth Hub Worcestershire Business Central
Booster grants	Number of businesses applying for grants Number of business grants issued	GBSLEP Growth Hub Worcestershire Business Central
Invest in North Worcestershire	Number of inward investment enquiries generated Number of inward investment enquiries responded to	Department for International Trade West Midlands Growth Company Worcestershire LEP (Invest in Worcestershire) GBSLEP
Business aftercare programme	Number of key accounts (businesses) developed and managed Number of businesses receiving support	Department for International Trade West Midlands Growth Company Worcestershire LEP Herefordshire and Worcestershire Chamber of Commerce
North Worcestershire Business Ambassadors	Number of ambassadors	NWedR North Worcestershire Businesses
North Worcestershire Business Awards	Number or entries	North Worcestershire Business Leaders NWedR

Redditch Business Centres	Occupancy level	NWedR
Develop a Creative Hub in Kidderminster (former Magistrates Court building)	Number of businesses incubated and supported / Number of jobs created	GBSLEP WLEP National Lottery Heritage Fund Arts Council MAS Records Kidderminster College
Develop a Digital Innovation Centre in Redditch	Number of businesses incubated and supported / Number of jobs created	GBSLEP WLEP WM5G Company West Midlands Growth Company
Develop a Business Incubator Centre in Bromsgrove	Number of businesses incubated and supported / Number of jobs created	GBSLEP WLEP
Explore the possibility of setting up Cultural Action Zones	Number of businesses supported in the creative industries sector	GBSLEP

PEOPLE

Skills | Apprenticeships | Careers |

A talented, skilled, knowledgeable and competent workforce is key to a successful economy. Despite North Worcestershire’s workforce achieving qualifications above the West Midlands average, more needs to be done to ensure that the workforce is equipped with the relevant skills and knowledge to capitalise on the new employment opportunities that existing and emerging technologies will bring about.

Key priorities:

- Reduce the mismatch between employers’ skills needs (demand) and skills provision by education and training providers (supply)
- Motivate and inspire people to develop skills for the high growth key sectors and emerging technologies
- Use partnership and collaboration to tackle skills shortages and gaps that are barriers to long terms business growth and productivity
- Promote the wide spectrum of careers available in North Worcestershire to inspire the careers choices our young people make

PROJECT / INTERVENTION	OUTPUTS / OUTCOMES	KEY PARTNERS
Apprenticeships	Number of businesses offering apprenticeships	Worcestershire Apprenticeships Heart of Worcestershire College Kidderminster College Re-Wyre North Worcestershire businesses
Opening Doors to Business	Number of pupils visiting businesses participating in the project	Continu Trust RE-Wyre OGL Computers Redditch Business Leaders Group (skills) Worcestershire Apprenticeships
Learn to Earn programme	Programme designed to connect pupils’ career aspirations with studying STEM subjects. 300 pupils in North Worcestershire expected to take part	GBS LEP Young Enterprise
High Skills Level Match	Paid and unpaid internships for graduates	Birmingham City University Newham University Re-Wyre
WMCA Mayor’s Mentors programme	Number of pupils / schools participating Number of mentors recruited	Redditch Borough Council WMCA Redditch Business Leaders Group (skills) Trinity High School Redditch St Augustine
Connecting Communities Programme	Skills programme the focuses on Batchley / Brockhill Ward in Redditch	WMCA Heart of Worcestershire College

Adult Information and Guidance	IAG, career review, skills health check, bespoke and tailored workshops, retraining, up-skilling	National Careers Service WMCA Heart of Worcestershire College
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FUNDING INSTRUMENTS

The delivery of the above projects and interventions will require significant external funding contributions. There are several funding instruments currently available:

- Future High Streets Fund
- Towns Fund (Towns Deal)
- GBSLEP Local Growth Fund
- GBSLEP SEP Enabling Fund
- National Lottery Heritage Fund - Heritage Enterprise
- UK Shared Prosperity Fund (total budget, allocation method, eligibility and administrative arrangements to be confirmed; envisaged to be operational from 2021)

MEASURES OF SUCCESS

We will measure the success of our strategy and its supporting projects and interventions by the performance of the following indicators:

- Number of VAT / PAYE registered businesses within the District
- Number / type/ size of businesses within District
- Affordability of houses v income
- Wage levels for people who live and work in the district
- Number of people who live and work in the district (also expressed as a % of the working age population)
- Number of vacancies on existing employment sites and length of vacancy/turn around. This will show demand and if broken down into location/size it will give extra info on company demand profile in the local area to measure regional and national assumptions against
- Number of enquiries received by the Council and the NWEDR team from prospective inward investors
- Number of existing businesses supported to grow and develop
- Number of new business start-ups
- Skills attainment rates
- Town centre measures such as progression of key development sites / footfall
 - o Number of car parking spaces sold (as this would show the total number of people coming to the area)
 - o Average time bought in car parks (as this would show town centre dwell times or at least give an indication of how long people intend to stay for)
 - o % occupancy of market spaces (would show how attractive the town centre offer is to traders)
 - o Progression of key development sites
- Footfall
- Number of self-employed within District (as a % of businesses)
- Number of employment related applications

KEY STAKEHOLDERS

Partners | Funders | Supporters

Our ability to deliver this ambitious growth programme is heavily dependent on the collaboration with and support of our key partners, funders and supporters, as illustrated below. We are grateful for all their support provided so far and will continue to foster deeper and closer working relationships with them to deliver the interventions needed to enable our places, businesses and people to develop, grow and prosper.



REDDITCH BOROUGH COUNCIL**Executive
Committee**19th December 2019**FEES AND CHARGES**

Relevant Portfolio Holder	Councillor David Thain, Portfolio Holder for Corporate Management
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.

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
- 2.1.2 **approve** discretion on Leisure services and Bereavement Services fees and charges throughout the financial year 2020/21. The discretion is requested to be up to 20% (either increase or decrease) for Leisure services and 25% (either increase or decrease) for Bereavement services against the charges as detailed in the report. However, the fees and charges should still remain within the industry and regional norms for the activities provided.
- 2.1.3 **approve** of all fees and charges that are included in Appendix 1 are charged commencing 1st April 2020.

3. KEY ISSUES**Financial Implications**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A process

Executive Committee

19th December 2019

was followed for the review of income to be realised from 1st February 2019/20. This included an assessment of each fee to identify how it met the Council's strategic purposes and the level of increase that was proposed. Therefore the levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services. CPI 1.7% has been used where a general inflationary increase is proposed.

- 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
- 3.3 Appendix 1 details all of the fees and charges for each area with a commentary against each block.
- 3.4 Due to Leisure Services and Bereavement Services being a customer facing service that operates in a competitive environment alongside private sector operators, and is reliant on suppliers whose costs are not in our control, it would be beneficial if there was a wider discretion allowed for fees and charges. This would allow managers to increase prices in response to an increase in supplier increases or respond directly to competitor price promotions or increases. The flexibility should include an ability to increase or decrease fees and charges throughout the year rather than just the annual review / increase for the new financial year. The discretion is requested to be up to 20% (either increase or decrease) for Leisure services and 25% (either increase or decrease) for Bereavement services but the fees and charges should still remain within the industry and regional norms for the activities provided.

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.

**Executive
Committee**19th December 2019**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 levels will not be achieved and the cost of services will increase. This is mitigated by managers reviewing their fees and charges annually.

5. APPENDICES

Appendix 1 – Fees and Charges

6. BACKGROUND PAPERS

None.

7. KEY

None

AUTHOR OF REPORT

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Tel: 01527 881208

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REDDITCH BOROUGH COUNCIL**Business Transformation**

Rounded to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>New & Existing Properties</u>				
Naming a Street	282.00	7.70%	21.70	303.70
Additional charge for each new premise on a street	61.00	1.70%	1.00	62.00
Naming and numbering of an individual premise	140.00	1.70%	2.40	142.40
Additional charge for each adjoining premise (eg Blocks of flats)	24.00	0.42%	0.10	24.10
Confirmation of address to solicitor/conveyancer/ occupier or owner	27.00	30.74%	8.30	35.30
Additional charge including naming of building	70.00	0.29%	0.20	70.20

Comments

An average price was taken from Redditch, Bromsgrove, Wyre Forest, Eden, Allerdale & Carlisle Councils (£598), and the increase reflected here is to bring our charges in line with that average and include an increase as shown (average for RBC is now £637).

If any of the individual charges for RBC were above the average we have applied the Septembers CPI rating of 1.7%

REDDITCH BOROUGH COUNCIL

Customer Access & Financial Support

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease	Proposed charge from 2020 £
Revenues				
Court Costs				
Council Tax				
Summons	53.60	1.68%	0.90	54.50
Liability Order	28.60	1.40%	0.40	29.00
Magistrates Court Fee	0.50	0.00%	0.00	0.50
NNDR				
Summons	53.60	1.68%	0.90	54.50
Liability Order	28.60	1.40%	0.40	29.00
Magistrates Court Fee	0.50	0.00%	0.00	0.50
Property Services (all exclusive of VAT)				
Minor Land Sales Request for Information	50.60	1.70%	0.90	51.50
Minor Land Sales Full Application	370.70	1.70%	6.30	377.00
Advertising - Estimated Fee	629.00	1.70%	10.70	639.70
Surveyors Fees - Estimated Fee	505.50	1.70%	8.60	514.10

Comments

Property Services - increase in line with September CPI 1.7%

REDDITCH BOROUGH COUNCIL

Community Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£			£
<u>Private Sector Housing</u>				
House Fitness Inspections	123.00	1.63%	2.00	125.00
Registration of housing in multiple occupation: per occupant	104.00	17.31%	18.00	122.00
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004, per hour	32.00	6.25%	2.00	34.00
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + officer p/hr + 10% admin			Actual + officer p/hr + 10% admin
<u>Lifeline</u>				
Installation Fee - New Charge (Private & HRA)	51.00	2.00%	1.00	52.00
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	4.10	1.22%	0.10	4.15
GSM Alarm Hire	5.90	0.00%	0.00	5.90
GPS Tracker Hire	6.90	1.00%	0.10	7.00
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

Private Sector Housing- based on Statutory fee or cost recovery with inflationary increase.

Lifeline - based on cost recovery and benchmarked with service providers across the region and nationally.

<u>Hire Products</u>				
Hire of smoke alarm per week	1.35	1.50%	0.02	1.37
CO2 Detector per week	1.35	1.50%	0.02	1.37
Bogus Caller Panic Button	1.35	1.50%	0.02	1.37
Flood Detector	1.35	1.50%	0.02	1.37
Falls Detector	1.35	1.50%	0.02	1.37
Additional pendant	1.35	1.50%	0.02	1.37

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease	Proposed charge from 2020 £
<u>Dial a Ride Service</u> Minibus - single journey Concessionary fare Registration fee - New charge	2.60 2.10 0.00	53.85% 42.86% 0.00%	1.40 0.90 15.00	4.00 3.00 15.00
<u>Shopmobility</u> Annual registration fee Daily Charge (Redditch resident) Daily Charge (Non resident) Escort fee (starting Jan 2018) Pay as you go Wheelchair Hire - per day Wheelchair Hire - per week Wheelchair Hire - per month	10.00 2.00 3.00 2.00 5.00 5.00 20.00 70.00	50.00% 75.00% 66.67% 25.00% 30.00% 0.00% 0.00% 0.00%	5.00 1.50 2.00 0.50 1.50 0.00 0.00 0.00	15.00 3.50 5.00 2.50 6.50 5.00 20.00 70.00
<u>Comments</u> Registration fee - a new annual charge for Dial A Ride to cover the administration costs of registering and updating customers. The fees have been increased above inflation in order to generate additional income. Consultation with Dial A Ride customers was undertaken during the summer and fee increases of as proposed were generally accepted. Wheelchair Hire - There are no proposed increases due to low demand for this service and in order to be comparable with other schemes.				

REDDITCH BOROUGH COUNCIL

Corporate

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<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
<u>Venue hire additional services - New charges</u>				
Feature on official social media & website				Please contact us £30-£100
Place your promotional material in reception	0.00	0.00%	10.00	10.00
Print your materials				Request a quote

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p>Full design & print services: Luxury roll-up banner - Flat rate - any additional Vinyl banner - any additional Posters (10) - any additional Leaflets (500) - any additional Your bespoke requirements</p> <p style="text-align: center;">PLUS</p> <p style="text-align: center;">Boost your event with our simple options.</p> <ul style="list-style-type: none"> • Promotional services <ul style="list-style-type: none"> o Reach the local community with our official social media o Show up on Google with our special website options o Promote your event in our busy public spaces <ul style="list-style-type: none"> • Design services <ul style="list-style-type: none"> o Stand out o Bespoke for you, from our professional design team <ul style="list-style-type: none"> • Printing services <ul style="list-style-type: none"> o All your printing needs in one place o Signs, flyers, agendas, welcome banners, and more <p style="text-align: center;">Packages available from as little as £30. To find out more contact 01527 881296 or venues@bromsgrove.gov.uk. www.bromsgrove.gov.uk/venues</p> <p style="text-align: center;">Beautiful wedding stationery to suit your budget The personal touch for all your guests, with bespoke packages from £25</p> <ul style="list-style-type: none"> • Choose beautiful invitations • Add table plans, place settings, & more <ul style="list-style-type: none"> • Photo displays & banners • Signs • Use your own designs, or our designers <p style="text-align: center;">To find out more just contact 01527 881296 or weddings@bromsgrove.gov.uk. www.bromsgrove.gov.uk/weddings</p>	<p>0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00</p>	<p>0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%</p>	<p>100.00 50.00 50.00 25.00 25.00 0.00 50.00 0.00</p>	<p>100.00 50.00 50.00 25.00 25.00 Request a quote 50.00 Request a quote Request a quote</p>

Comments

New charges - It has been identified by current users who require support with promotions and therefore fees are in line with the demand.

REDDITCH BOROUGH COUNCIL

Environmental

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Bulky Household Waste</u>				
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 separately.				
Bulky collection - per single unit*	8.50	0.00%	0.00	8.50
*Dependant on size, these items charged for as a multiple of units.				
Items that are classed by WCC as non domestic waste	Quotation			Quotation
Items not on the boundary of the property	Quotation			Quotation
Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour	0.00	0.00%	50.00	50.00
Garden Waste Collection Service - new charge	45.00	0.00%	0.00	45.00
Garden Waste Set up fee - new charge	20.00	0.00%	0.00	20.00
Re-issue of service - new charge	40.00	0.00%	0.00	40.00
<u>MOT</u>				
Class 4 (car)	Set by VOSA			Set by VOSA
Class 7 (van)	Set by VOSA			Set by VOSA
Class 5 vl (minibus)	Set by VOSA			Set by VOSA
VOSA have yet to set a revised charge.				
Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.				
<u>Supplies Service</u>				
On cost for cash sales	0.30	0.00%	0.00	0.00
Logs per cubic metre per bag	19.10	0.00%	0.00	0.00

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
 There are no planned increases in bulky waste collection fees for the next financial year as projected income for the current year may not be achieved due to a lack of service take up. It is envisaged that Environmental Services will be creating a Marketing campaign that will allow us to increase awareness of the service we offer and therefore increase potential income
 Garden waste fees already set for 2020 increase to £46 for 2021 to reflect increasing costs.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Crematorium/Cemetery</u>				
Interment				
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
Interment 18 years and over*				
Single Depth	632.60	2.59%	16.40	649.00
Double Depth	632.60	2.59%	16.40	649.00
Interment of cremated remains *	210.50	2.61%	5.50	216.00
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
Scattering cremated remains in grave or in rose/memorial garden (roll back turf)	87.70	2.62%	2.30	90.00
<u>Charges for Burials</u>				
Exclusive Right of Burial for 75 years				
In adult size grave	1,592.40	2.61%	41.60	1,634.00
In babies grave	273.50	2.74%	7.50	281.00
In child's grave (4 x 2)	291.00	2.75%	8.00	299.00
In ashes grave	608.90	2.64%	16.10	625.00
<u>Extending Rights in existing grave for 25 years</u>				
In existing full earth grave	454.60	2.51%	11.40	466.00
In child's grave	96.50	2.59%	2.50	99.00
In ashes grave	177.00	2.82%	5.00	182.00
Assignment / Transfer of Exclusive Right	103.20	2.71%	2.80	106.00
Certified copy of entry in Register of Burials	22.50	2.22%	0.50	23.00
Disinterment of Remains - Cremated Remains	553.30	2.66%	14.70	568.00
<u>Cemetery Memorials</u>				
Memorial application administration fee	103.20	2.71%	2.80	106.00
<u>Comments</u>				
Fees and Charges have been reviewed and increased in line with cost recovery.				
<u>Cremation related fees</u>				
Direct Cremation 18+ years	423.10	2.58%	10.90	434.00
Cremation 17 years and under	No Fee			No Fee
Cremation 18+ years 09:00am and 09:30am	552.10	4.51%	24.90	577.00
Cremation 18+ years 09:30am 10:15 am	614.00	0.00%	0.00	0.00
Cremation 18+ years 10:15am onwards	717.20	4.02%	28.80	746.00
None Resident Cremation Fees				
Cremation 18+ years 9:00 am ans 09:30am	655.30	3.31%	21.70	677.00
Cremation 18+ years 09:30am 10:15 am	717.20	0.00%	0.00	0.00
Cremation 18+ years 10:30am onwards	820.40	3.12%	25.60	846.00
Scattering of ashes from other Crematoria	61.90	3.39%	2.10	64.00
Certified extract from Register of Cremations	22.70	1.32%	0.30	23.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Replacement certificate of cremation	11.90	0.84%	0.10	12.00
Organist's fee	56.80	2.11%	1.20	58.00
Extra Service Time in Chapel	176.50	2.55%	4.50	181.00
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	244.60	2.62%	6.40	251.00
Use of Chapel for burial service (RBC Cemeteries)	176.50	2.55%	4.50	181.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.00 am and 09:30am	552.10	4.51%	24.90	577.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.30 and 10.15 am - charge to be deleted	614.00	0.00%	0.00	0.00
Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards	717.20	4.02%	28.80	746.00
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	81.50	3.07%	2.50	84.00
Late arrival at Crematorium (only if service runs into next time slot)	176.50	2.55%	4.50	181.00
Cremation of a body part where the original cremation was elsewhere -	161.00	4.35%	7.00	168.00
Caskets				
Wooden cremated remains casket	115.60	2.94%	3.40	119.00
Wesley music additional options				
CD of chapel service (tbc) - charge to be deleted	59.90	0.00%	0.00	0.00
DVD of Chapel service (tbc) - charge to be deleted	72.20	0.00%	0.00	0.00
Webcast of Chapel service (tbc) - charge to be deleted	85.70	0.00%	0.00	0.00
Administration for first visual tribute in a service	0.00	0.00%	24.00	24.00
Administration for additional visual tributes in same service	0.00	0.00%	12.00	12.00
Visual tribute cost per photograph	0.00	0.00%	3.00	3.00
Visual tribute cost per minute of video	0.00	0.00%	6.00	6.00
Visual tribute(s) only provided on USB	0.00	0.00%	30.00	30.00
CD of Chapel Service	0.00	0.00%	61.00	61.00
Additional copies of CD of chapel service	0.00	0.00%	38.00	38.00
DVD of Chapel Service	0.00	0.00%	74.00	74.00
Additional copies of DVD of chapel service	0.00	0.00%	44.00	44.00
Visual tribute(s) added to DVD / USB recording of service	0.00	0.00%	24.00	24.00
Webcast of Chapel Service	0.00	0.00%	88.00	88.00
Memorials				
Book of Remembrance - Name + 1 line	92.00	2.17%	2.00	94.00
Each additional line in the Book	34.50	1.45%	0.50	35.00
Miniature Book of Remembrance - Name + 1 line	80.50	3.11%	2.50	83.00
Remembrance Card - Name + 1 line	40.40	1.49%	0.60	41.00
Additional lines in miniature and cards	28.80	0.69%	0.20	29.00
Crests - Floral depiction	57.50	2.61%	1.50	59.00
- Badge or other	69.00	2.90%	2.00	71.00
Bench with 10 year lease & top rail engraving (max 40 letters) -	857.60	2.61%	22.40	880.00
Bench with 10 year lease & standard silver plaque (max 60 letters) -	815.30	2.66%	21.70	837.00
Bench replacement plaque - £110.00	117.60	2.89%	3.40	121.00
Wall Plaques – Internal				
Indoor single (12" x 3") - 5 year lease	194.70	2.72%	5.30	200.00
Indoor single (12" x 3") - 10 year lease	309.70	2.68%	8.30	318.00
Indoor single (12" x 3") - 20 year lease	424.70	2.66%	11.30	436.00
Indoor double (12" x 6") - 5 year lease	309.70	2.68%	8.30	318.00
Indoor double (12" x 6") - 10 year lease	424.70	2.66%	11.30	436.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Indoor double (12" x 6") - 20 year lease	539.60	2.67%	14.40	554.00
<u>Outdoor Wall Plaques</u>				
5 year lease	217.90	2.80%	6.10	224.00
10 year lease	332.80	2.76%	9.20	342.00
20 year lease	447.70	2.52%	11.30	459.00
Photo or motif	183.30	2.56%	4.70	188.00
<u>Bird Bath Memorial</u>				
5 year lease				
Size 1 - small	207.00	2.42%	5.00	212.00
Size 2	229.90	2.65%	6.10	236.00
Size 3	252.90	2.81%	7.10	260.00
Size 4	275.90	2.57%	7.10	283.00
Size 5 - large	298.90	2.71%	8.10	307.00
10 year lease				
Size 1 - small	322.00	2.48%	8.00	330.00
Size 2	344.90	2.64%	9.10	354.00
Size 3	367.90	2.75%	10.10	378.00
Size 4	390.80	2.61%	10.20	401.00
Size 5 - large	413.80	2.22%	9.20	423.00
20 year lease				
Size 1 - small	436.80	2.56%	11.20	448.00
Size 2	459.90	2.63%	12.10	472.00
Size 3	482.90	2.71%	13.10	496.00
Size 4	505.80	2.61%	13.20	519.00
Size 5 - large	528.80	2.69%	14.20	543.00
Motif	115.00	2.61%	3.00	118.00
Additional inscription on plaque	143.00	2.80%	4.00	147.00
<u>Comments</u>				
Fees and Charges have been reviewed and increased in line with cost recovery.				
<u>Memorial Plaque extension fee 5 years ONLY</u>	143.80	2.92%	4.20	148.00
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	67.10	2.83%	1.90	69.00
Additional Leaves - new charge	46.40	3.45%	1.60	48.00
<u>Memorial Vaults</u>				
Double Unit - 20 year lease including first interment and casket	1,290.00	2.64%	34.00	1,324.00
2nd interment of remains including casket	177.50	2.54%	4.50	182.00
Inscribed tablet upto 80 letters	144.50	2.42%	3.50	148.00
Additional Letters (per letter)	4.10	2.44%	0.10	4.20
Standard Motif	103.20	2.71%	2.80	106.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Photo of 1 person	123.80	2.58%	3.20	127.00
Photo of 2 people	196.10	2.50%	4.90	201.00
Photo of 3 people	252.80	2.45%	6.20	259.00
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	247.70	2.54%	6.30	254.00
Motif	46.40	3.45%	1.60	48.00
Replacement Plaque	123.80	2.58%	3.20	127.00
<u>Private Memorial Garden</u>				
Including memorial - 20 year lease	1,651.20	2.59%	42.80	1,694.00
<u>Purchase of memorial plaque (bronze)</u>	185.80	2.80%	5.20	191.00
Road Closures	87.70	0.00%	0.00	87.70
<u>Parking Fines PCN's On Street - statutory Set by Statute</u>				
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)				
<u>Comments</u>				
Fees and Charges have been reviewed and increased in line with cost recovery.				

REDDITCH BOROUGH COUNCIL

Housing Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
<u>Dispersed Units</u>				
Water charge - per week	5.30	3.77%	0.20	5.50
Minimum Charge	14.20	2.82%	0.40	14.60
Maximum Charge	15.40	3.25%	0.50	15.90
<u>Service Charges</u>				
Three Storey Flats*	7.50	0.00%	0.00	0.00
Woodrow Estate	3.90	0.00%	0.00	0.00
Evesham Mews	6.50	0.00%	0.00	0.00
Communal Blocks	0.00	0.00%	0.00	Full cost recovery'
Replacement Key Fobs (each)	5.00	10.00%	0.50	5.50
<u>Sheltered Scheme (VAT inclusive)</u>				
Use of washing machines - per load	2.70	48.15%	1.30	4.00
Use of drying machines	2.30	0.00%	0.00	2.30
Use of guest bedrooms per night	25.00	20.00%	5.00	30.00
Use of communal lounge - per hour	12.00	25.00%	3.00	15.00
<u>Mendip House</u>				
Gas boiler and cooker F1/B3	10.00	0.00%	0.00	0.00
Gas boiler and cooker F1/1(B)	11.90	0.00%	0.00	0.00
<u>Malvern House</u>				
Gas boiler and cooker F1/BS	9.10	0.00%	0.00	0.00
Gas boiler and cooker F1/1	9.80	0.00%	0.00	0.00
Gas boiler and cooker F1/2	10.30	0.00%	0.00	0.00
<u>Mendip House</u>				
Gas boiler & electric cooker F1/B3	8.40	0.00%	0.00	0.00
Gas boiler & electric cooker F1/1	10.40	0.00%	0.00	0.00
<u>Bredon House</u>				
Gas boiler & electric cooker F1/1(A)	6.40	0.00%	0.00	0.00
Gas boiler & electric cooker F1/1(B)	6.50	0.00%	0.00	0.00
Gas boiler & electric cooker F3/BS	6.50	0.00%	0.00	0.00
Gas boiler & electric cooker F1/2P	7.40	0.00%	0.00	0.00

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Malvern House				
Gas boiler & electric cooker F1/BS	6.60	0.00%	0.00	0.00
Gas boiler & electric c ooker F1/1	6.70	0.00%	0.00	0.00
Gas boiler & electric cooker F1/2	7.60	0.00%	0.00	0.00
New pricing structure below				
Bredon House, Mendip House and Malvern House				
Heating - Bedsit	9.00	4.44%	0.40	9.40
Heating - 1 bedroom	9.00	18.89%	1.70	10.70
Gas boiler and cooker F3/BS	9.00	0.00%	0.00	0.00
Gas boiler and cooker F1/2P	10.20	0.00%	0.00	0.00
Garage Rents				
Garages	9.20	3.26%	0.30	9.50
Car Ports	3.40	2.94%	0.10	3.50
Non Council Tenants plus VAT	above plus VAT	0.00%	above plus VAT	above plus VAT

Comments

Gas boiler and cooker - Delete charges due to new pricing structure combined see above

There are certain restrictions that we cannot make a profit out of charges e.g water. This was following a recent National challenge in Court. It is planned that there will be a detailed exercise undertaken in 2020/21 services across housing.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Rechargeable Repairs				
Boarding up a domestic property:				
Minimum charge	23.80	0.00%	0.00	0.00
Maximum charge	Full cost			0.00
Glazing:				
Minimum charge	49.70	0.00%	0.00	0.00
Maximum charge	Full cost			0.00
Lock replacement:				
Minimum charge	27.60	0.00%	0.00	0.00
Maximum charge	Full cost			0.00
Larger repairs (eg door, w/c replacement):				
Minimum charge	One third			0.00
Maximum charge	Full cost			0.00
Out of Hours call out	37.40	0.00%	0.00	0.00
New pricing structure below				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
General Repairs				
Gain Entry or where a warrant is required	0.00	0.00%	20.00	20.00
Call out charge or make safe + the repair work undertaken	0.00	0.00%	20.00	20.00
Boarding up window or door - Small, Medium & Large	0.00	0.00%	50.00	50.00
Glazing				
Replace single glazed 6mm thick glass pane - Small, Medium & Large	0.00	0.00%	80.00	80.00
Replace 28mm double glazed unit - window or door (all sizes)	0.00	0.00%	145.00	145.00
Plumbing				
Unblock sinks, wash basin, bath or WC	0.00	0.00%	30.00	30.00
Replacing plugs and chains to baths, sinks and wash hand basins	0.00	0.00%	15.00	15.00
Replace wash hand basin- Inc. fixtures & fittings	0.00	0.00%	145.00	145.00
Replace WC pan & cistern - Inc. fixtures & fittings	0.00	0.00%	140.00	140.00
Replace bath - Inc. fixtures & fittings (not Inc. bath panel)	0.00	0.00%	460.00	460.00
Replace bath panel	0.00	0.00%	65.00	65.00
Replace stainless steel sink Inc. F&F	0.00	0.00%	165.00	165.00
Blocked drainage systems and soil stacks				By Quotation
Replace toilet seat	0.00	0.00%	30.00	30.00
Carpentry				
Replace keys and locks to doors, windows and garages if they are lost or stolen	0.00	0.00%	60.00	60.00
Replace lost or stolen key fobs	0.00	0.00%	5.50	5.50
Replace kitchen unit draw or door	0.00	0.00%	70.00	70.00
Replace cupboard latches and handles	0.00	0.00%	30.00	30.00
Repair kitchen unit draw or door	0.00	0.00%	70.00	70.00
Replace internal doors - none fire door 110/door	0.00	0.00%	100.00	100.00
Replace external doors (UVPC) - None Fire Door	0.00	0.00%	720.00	720.00
Replace Wooden door - Fire door Inc. Intumescent strips	0.00	0.00%	500.00	500.00
Replace door handles and latches (internal doors only)	0.00	0.00%	50.00	50.00
Electrics				
Replace florescent light fitting and tubes/starters	0.00	0.00%	45.00	45.00
Re-fix or renew electrical accessories - switch, sockets, pendant	0.00	0.00%	50.00	50.00
Replace damaged/broken 240v smoke alarm + new test certificate	0.00	0.00%	90.00	90.00
Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests	0.00	0.00%	400.00	400.00
Carry out electrical test certificate	0.00	0.00%	120.00	120.00
Gas				
Turning gas on following capping	0.00	0.00%	50.00	50.00
Rehang radiator	0.00	0.00%	80.00	80.00
Replace TRV thermostat	0.00	0.00%	35.00	35.00
Building				
Repair Plastering				By Quotation

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Repair of walls/patio's Environmental Garden maintenance Garden rubbish removal - small Garden rubbish removal - large (skip load/van load) Bulky Waste removal - per single unit Loft clearances Property Clean - Easy Clean Property Clean - Deep clean Pest control TBC External Fencing (other than privacy panels) Gate and shed latches, bolts and catches	0.00	0.00%	8.50	By Quotation By Quotation By Quotation By Quotation 8.50 By Quotation By Quotation By Quotation By Quotation By Quotation By Quotation
<u>Comments</u>				
<u>St Davids House Luncheon Club</u> Residents Non Residents All Others (inc VAT) Drinks Christmas Day Dinner New Years Day Dinner <u>Home Support Service</u> Weekly well being telephone call Weekly well being home visit - per half hour	4.50 5.60 6.80 0.65 0.00 0.00 4.30 8.30	3.33% -0.36% 0.00% 0.00% 0.00% 0.00% 2.33% 0.00%	0.20 0.00 0.00 0.00 11.00 11.00 0.10 0.00	4.70 5.60 0.00 0.00 11.00 11.00 4.40 8.30

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Weekly Individual Support visiting service - per hour	16.40	1.22%	0.20	16.60
<u>Tenants' Support - St David's House/Queen's Cottages</u>				
Full Charge	40.70	0.00%	0.00	40.70
Service Charges				
St David's House	28.40	5.63%	1.60	30.00
Queen's Cottages	28.40	5.63%	1.60	30.00
St David's House				
Heating charge - per week	9.00	2.78%	0.30	9.30
Water charge - per week	4.50	3.33%	0.20	4.70
Laundry Charge - per load	6.80	2.94%	0.20	7.00
Personal care package	0.00	0.00%	17.00	17.00
<u>Landlords References</u>				
Landlords References	60.00	0.00%	0.00	60.00

Comments

Where charges have not been increased this is to reflect local and national charges.

Some charges have been revised to ensure equity and to more closely reflect actual costs e.g laundry charge is now 'per load' as opposed to per visit.

REDDITCH BOROUGH COUNCIL

Legal, Equalities and Democratic Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Legal Costs				
Legal work - General hourly rate	140.50	1.70%	2.40	142.90
Legal Consent - Admin Fee	25.00	1.70%	0.40	25.40
Mortgage Redemption Fee	66.60	1.70%	1.10	67.70
Second Mortgage questionnaire	45.70	1.70%	0.80	46.50
Surrender of Garage Lease	76.10	1.70%	1.30	77.40
Discount questionnaire	34.70	1.70%	0.60	35.30
Leasehold Questionnaire	80.20	1.70%	1.40	81.60
Notice of Postponement during Right to Buy	25.30	1.70%	0.40	25.70
Notice of Postponement post Right to Buy	34.70	1.70%	0.60	35.30
Re-mortgage	59.50	1.70%	1.00	60.50
Consent for alterations to former Council house/flat	154.30	1.70%	2.60	156.90
Retrospective Consent for alterations to former Council house/flat	192.90	1.70%	3.30	196.20
Garden licence - initial administration fee (plus annual fee)	239.00	1.70%	4.10	243.10
WayLeave Agreement	358.60	1.70%	6.10	364.70
Deed of Grant/Easement	375.80	1.70%	6.40	382.20
* Licence to Assign	375.80	1.70%	6.40	382.20
* Rent Deposit Deed	375.80	1.70%	6.40	382.20
* Authorised Guarantee Agreement	375.80	1.70%	6.40	382.20
* Licence for Alterations	375.80	1.70%	6.40	382.20
* Licence to Sub-let	375.80	1.70%	6.40	382.20
* Deed of Variation	375.80	1.70%	6.40	382.20
* Grant of Lease	508.30	1.70%	8.60	516.90
* Extended Lease	508.30	1.70%	8.60	516.90
* Deed of Surrender	375.80	1.70%	6.40	382.20
* Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00				
Tenancy at Will	375.80	1.70%	6.40	382.20
Renewal of Lease	375.80	1.70%	6.40	382.20
Minor land sales - legal fees upto the value of £1,000	493.50	1.70%	8.40	501.90
Major land sales - legal fees £10,000+	0.5% of the purchase price, with a minimum charge of £500			0.5% of the purchase price, with a minimum charge of £500
Major land sales - legal fees £50,000+	0.5% of the purchase price, with a minimum charge of £750			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			0.5% of the release consideration with a minimum of £750
Footpath Diversion Orders	2,072.30	1.70%	35.20	2,107.50
Freehold reversions - admin fee	375.80	1.70%	6.40	382.20
Copy of lease (up to 25 pages)				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
Copies of RTB service charges (up to last three years) Extra copies of valuation - S.125 Notice Section 106 Private Owner Each additional unit added (up to a maximum of £1,500) * 100% Affordable housing schemes Deed of Variation ** Fee for agreeing a unilateral undertaking	515.30 64.60 957.80 364.00 364.00	1.70% 1.70% 1.70% 1.70% 1.70%	8.80 1.10 16.30 6.20 6.20	524.10 65.70 974.10 370.20 370.20
<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>				
LOCAL LAND CHARGES				
Search Type				
Official Certificate of Search (LLC1) only	28.40	0.00%	0.00	28.40
CON29R Enquiries of Local Authority (2007)				
- Residential	106.30	4.18%	4.40	110.70
- Commercial	151.00	2.91%	4.40	155.40
Standard Search Fee: LLC1 and CON 29R combined				
- Residential	134.70	3.27%	4.40	139.10
- Commercial	179.50	2.40%	4.30	183.80
CON 29O Optional enquiries of Local Authority (2007)				
(Questions 5,6,8,9,11,15) per question	13.10	0.00%	0.00	13.10
(Questions 7,10,12,13,14,16-21) per question	6.60	0.00%	0.00	6.60
(Question 22)	26.70	5.02%	1.30	28.00
(Question 4)	14.70	5.03%	0.70	15.40
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	51.30	0.00%	0.00	51.30
Each additional parcel of land (LLC1 and CON29R)	24.00	0.00%	0.00	24.00
Refresher Search	41.40	0.00%	0.00	41.40
Expedited (within 48 hrs)	32.80	0.00%	0.00	32.80
Comments				
1.7 % reflects an CPI inflationary increase In comparison with four other districts the fees currently charged are the second highest and therefore an increase would not be justifiable. Worcestershire County Council Highways and Commons recharge RBC for the information they provide, they have applied a 5% increase to their fees and this has been reflected in the overall search fee.				

REDDITCH BOROUGH COUNCIL

Leisure & Cultural Services

Roundings are to the nearest 10p.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>FOOTBALL - ADULT (INC. CHANGING FACILITIES)</u>				
Abbey Stadium/Ipsley/Old Forge/Greenlands				
Charge	96.04	0.00%	0.00	0.00
Concession 25	72.06	0.00%	0.00	0.00
Concession 50	48.02	0.00%	0.00	0.00
<u>FOOTBALL - JUNIOR (INC. CHANGING FACILITIES)</u>				
Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands/Kingsley				
Charge	48.89	0.00%	0.00	0.00
Concession 25	36.70	0.00%	0.00	0.00
Concession 50	24.45	0.00%	0.00	0.00
Abbey Stadium/Morton Stanley Park/Ipsley/Old Forge/Greenlands. Without changing facilities.				
Charge	32.54	0.00%	0.00	0.00
Concession 25	24.40	0.00%	0.00	0.00
Concession 50	16.30	0.00%	0.00	0.00
Small Sided Football				
Charge	16.25	0.00%	0.00	0.00
Concession 25	12.20	0.00%	0.00	0.00
Concession 50	8.15	0.00%	0.00	0.00
New pricing structure below				
<u>FOOTBALL</u>				
SENIOR 11 a side with changing				
Match for multiple teams booking together eg a local league	0.00	0.00%	55.00	55.00
Match for a season long booking for a single club	0.00	0.00%	75.00	75.00
Match for a one off booking	0.00	0.00%	100.00	100.00
SENIOR 11 a side without changing				
Match games	0.00	0.00%	40.00	40.00
JUNIOR 9 or 11 a side with changing				
Match games	0.00	0.00%	0.00	0.00
per season (x 12 games)	0.00	0.00%	360.00	360.00
JUNIOR 9 or 11 a side without changing				
Match games	0.00	0.00%	22.50	22.50
per season (x 12 games)	0.00	0.00%	270.00	270.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
MINI FOOTBALL 5 or 7 a side				
Match games	0.00	0.00%	16.50	16.50
per season (x 12 games)	0.00	0.00%	198.00	198.00
Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.				
After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.				
<u>DEVELOPMENT SERVICES (SPORTS) CHARGES</u>				
Adult fitness Sessions	3.40	2.94%	0.10	3.50
Community exercise class	3.30	6.06%	0.20	3.50
Health & Well Being Sessions	3.30	6.06%	0.20	3.50
Curriculum Cost	25.00	20.00%	5.00	30.00
Schools Hire – lunchtime / after school sessions	23.15	29.59%	6.90	30.00
Inclusive Activities	3.15	4.76%	0.20	3.30
PSI Falls Prevention	3.00	16.67%	0.50	3.50
Activity Referral	17.00	-100.00%	0.00	17.00
Junior Sports Sessions	5.90	-32.20%	-1.90	4.00
Couch 2 5K	0.00	0.00%	1.00	1.00

Comments

Football - New pricing structure to reflect the actual requirement needed and in line with the current market.

Activity Referral is run from the Abbey Stadium (co-ordinated by SD) and therefore Rubicon receive the income. Junior Sports is currently charged at a lower due to being targeted/diversionary youth sessions.

Schools Hire and Curriculum costs have been increased due to a review of the sustainability of this hourly rate. At the current rate no administration recovery is achieved with the new proposed rate a modest admin recovery is included.

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Allotment Charges				
Large (<254m2)				
Water	119.31	0.00%	0.00	0.00
No Water	86.36	0.00%	0.00	0.00
Concession 25 Non Water	64.73	0.00%	0.00	0.00
Concession 50 Non Water	43.15	0.00%	0.00	0.00
Medium (>177<254m2)				
Water	90.10	0.00%	0.00	0.00
No Water	58.94	0.00%	0.00	0.00
Concession 25 Non Water	44.23	0.00%	0.00	0.00
Concession 50 Non Water	29.47	0.00%	0.00	0.00
Small (>177m2)				
Water	62.12	0.00%	0.00	0.00
No Water	34.29	0.00%	0.00	0.00
Concession 25 Non Water	25.73	0.00%	0.00	0.00
Concession 50 Non Water	17.17	0.00%	0.00	0.00
New pricing structure below				
Allotment Charges				
Small (>177m2)				
Standard	28.57	2.50%	0.70	29.28
Concession 25%	21.43	2.50%	0.50	21.97
Concession 50%	14.28	2.50%	0.40	14.64
Additional water charge	23.19	2.50%	0.60	23.77
Medium (>177<254m2)				
Standard	49.12	2.50%	1.20	50.35
Concession 25%	36.84	2.50%	0.90	37.76
Concession 50%	24.56	2.50%	0.60	25.17
Additional water charge	25.94	2.50%	0.60	26.59
Large (<254m2)				
Standard	71.94	2.50%	1.80	73.74
Concession 25%	53.95	2.50%	1.30	55.30
Concession 50%	35.97	2.50%	0.90	36.87
Additional water charge	27.47	2.50%	0.70	28.16
Water charge is only applicable where water is present, and billed to Redditch Borough Council.				

Comments

Allotments : Fees and charges to remain the same and review of the Allotment Service to be carried out in 2020/21

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Redditch Outdoor Event Hire</u>				
<u>Outdoor Event Space</u>				
<u>Small Attendance = 0-100</u>				
Commercial Rates	51.50	2.00%	1.00	52.53
Concession 50	25.00	2.00%	0.50	25.50
Concession 75	12.50	2.00%	0.30	12.75
<u>Medium 101- 499</u>				
Commercial Rates	103.00	2.00%	2.10	105.06
Concession 50	50.00	2.00%	1.00	51.00
Concession 75	25.00	2.00%	0.50	25.50
<u>Large 500+</u>				
Commercial Rates	154.50	2.00%	3.10	157.59
Concession 50	75.00	2.00%	1.50	76.50
Concession 75	37.50	2.00%	0.80	38.25
<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
<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>Outdoor Fitness Session</u>				
<u>Commercial Rates (Per Day)</u>				
Summer Fee (Apr to Sept) One day maximum usage per week	420.00	0.00%	0.00	420.00

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
Summer Fee (Apr to Sept) Two days maximum usage per week	682.50	0.00%	0.00	682.50
Summer Fee (Apr to Sept) Three days maximum usage per week	735.00	0.00%	0.00	735.00
Winter Fee (Oct to Mar) One day maximum usage per week	210.00	0.00%	0.00	210.00
Winter Fee (Oct to Mar) Two days maximum usage per week	420.00	0.00%	0.00	420.00
Winter Fee (Oct to Mar) Three days maximum usage per week	630.00	0.00%	0.00	630.00
Annual Fee One day maximum usage per week	546.00	-100.00%	0.00	546.00
Annual Fee Two days maximum usage per week	892.50	0.00%	0.00	892.50
Annual Fee Three days maximum usage per week	1,050.00	0.00%	0.00	1,050.00
<u>Community Rates (Per Day)</u>				
Summer Fee (Apr to Sept) One day maximum usage per week	210.00	0.00%	0.00	210.00
Summer Fee (Apr to Sept) Two days maximum usage per week	341.25	0.00%	0.00	341.25
Summer Fee (Apr to Sept) Three days maximum usage per week	367.50	0.00%	0.00	367.50
Winter Fee (Oct to Mar) One day maximum usage per week	105.00	0.00%	0.00	105.00
Winter Fee (Oct to Mar) Two days maximum usage per week	210.00	0.00%	0.00	210.00
Winter Fee (Oct to Mar) Three days maximum usage per week	315.00	0.00%	0.00	315.00
Annual Fee One day maximum usage per week	273.00	0.00%	0.00	273.00
Annual Fee Two days maximum usage per week	446.25	0.00%	0.00	446.25
Annual Fee Three days maximum usage per week	525.00	0.00%	0.00	525.00
<u>Charity Rates (Per Day)</u>				
Summer Fee (Apr to Sept) One day maximum usage per week	315.00	0.00%	0.00	315.00
Summer Fee (Apr to Sept) Two days maximum usage per week	511.90	0.00%	0.00	511.90
Summer Fee (Apr to Sept) Three days maximum usage per week	551.25	0.00%	0.00	551.25
Winter Fee (Oct to Mar) One day maximum usage per week	157.50	0.00%	0.00	157.50
Winter Fee (Oct to Mar) Two days maximum usage per week	315.00	0.00%	0.00	315.00
Winter Fee (Oct to Mar) Three days maximum usage per week	472.50	0.00%	0.00	472.50
Annual Fee One day maximum usage per week	409.50	0.00%	0.00	409.50
Annual Fee Two days maximum usage per week	669.40	0.00%	0.00	669.40
Annual Fee Three days maximum usage per week	787.50	0.00%	0.00	787.50

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p><u>Bandstand Hire T/centre</u> Commercial Rates per day Community Rates per day Charities / Not for Profit Organisations per day</p> <p><u>Band Stand</u> <u>Criteria and eligibility guidance notes attached in events toolkit</u></p> <p><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</p> <p><u>Additional Costs for Outdoor Fitness Space:</u> 1 Set up and Clearance charged @ 50% of applicable rate</p>	Price on application 27.60 27.60	2.00% 2.00%	0.40 0.40	Price on application 28.00 28.00
<p><u>Comments</u> Event and Bandstand Hire - increase kept to a minimum of 2% for event and bandstand hire to generate increase usage.</p>				
<p><u>CIVIC SUITE COMMERCIAL CHARGES</u></p> <p><u>Committee Room 1:</u> 4 hour minimum - Standard Concession 25 Concession 50 Concession 75</p> <p>8 hour minimum - daytime and/or evening Concession 25 Concession 50 Concession 75</p> <p><u>Committee Room 2/3:</u> 4 hour minimum - daytime Concession 25 Concession 50 Concession 75</p>				

Service Category	Charge 1st April 2019	% Change	increase/ decrease	Proposed charge from 2020
	£		£	£
8 hour minimum - daytime and/or evening	164.34	2.00%	3.30	167.63
Concession 25	123.24	2.00%	2.50	125.70
Concession 50	82.14	2.00%	1.60	83.78
Concession 75	41.10	2.00%	0.80	41.92
<u>Council Chamber:</u>				
4 hour minimum - daytime	159.55	2.00%	3.20	162.74
Concession 25	119.65	2.00%	2.40	122.04
Concession 50	79.75	2.00%	1.60	81.35
Concession 75	39.90	2.00%	0.80	40.70
8 hour minimum - daytime and/or evening	260.65	2.00%	5.20	265.86
Concession 25	195.50	2.00%	3.90	199.41
Concession 50	130.35	2.00%	2.60	132.96
Concession 75	65.15	2.00%	1.30	66.45
<u>Full Civic Suite: Monday to Saturday (including servery)</u>				
4 hour minimum - daytime	260.65	2.00%	5.20	265.86
Concession 25	195.50	2.00%	3.90	199.41
Concession 50	130.35	2.00%	2.60	132.96
Concession 75				
8 hour minimum - daytime and/or evening	473.20	2.00%	9.50	482.66
Concession 25	354.90	2.00%	7.10	362.00
Concession 50	236.60	2.00%	4.70	241.33
Concession 75	118.30	2.00%	2.40	120.67
<u>Full Civic Suite: Sunday - exceptional (including servery)</u>				
4 hour minimum - daytime	296.30	2.00%	5.90	302.23
Concession 25	222.25	2.00%	4.40	226.70
Concession 50	148.15	2.00%	3.00	151.11
Concession 75	74.10	2.00%	1.50	75.58
8 hour minimum - daytime and/or evening	539.10	2.00%	10.80	549.88
Concession 25	404.35	2.00%	8.10	412.44
Concession 50	269.55	2.00%	5.40	274.94
Concession 75	134.80	2.00%	2.70	137.50

Comments

A 2% increase across the board for Room hire - whilst we need to increase usage it is difficult with the demand on room for Council Business - we continue to promote the rooms for weekend hire.

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>CIVIC SUITE COMMERCIAL CHARGES</u>				
<u>Equipment Hire</u>				
OHP/Screen	23.35	2.00%	0.50	23.82
TV/Video	23.35	2.00%	0.50	23.82
Conferencing Sound System	23.35	2.00%	0.50	23.82
Flipchart stand	7.75	2.00%	0.20	7.91
4 hour minimum - daytime	8.85	2.00%	0.20	9.03
8 hour minimum - daytime and/or evening				
<u>Other Fees</u>				
Security	245.60	2.00%	4.90	250.51
Retainer				
<u>CIVIC SUITE - REFRESHMENT CHARGES</u>				
Teas and Coffees	1.10	2.00%	0.00	1.12
Commercial - per cup				
<u>Comments</u>				

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.

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

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING				
1,2,3 or More Properties:				
Application	Please Ring for Quote			Please Ring for Quote
Regularisation	Please Ring for Quote			Please Ring for Quote
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Additional	Please Contact Us			Please Contact Us
Garage Conversion to habitable room				
Application	360.00	4.17%	15.00	375.00
Regularisation	422.00	6.64%	28.00	450.00
Additional	Please Contact Us			Please Contact Us
Extension project Consolidated to just the Table B heading (delete)				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Additional	Please Contact Us			Please Contact Us
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	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Renovation of thermal element				
Application	Please Contact Us			Please Contact Us
Regularisation	Please Contact Us			Please Contact Us
Installing steel beam(s) within an existing house				
Application	215.00	4.65%	10.00	225.00
Regularisation	258.00	4.65%	12.00	270.00
Window replacment				
Application	215.00	4.65%	10.00	225.00
Regularisation	258.00	4.65%	12.00	270.00
Installing a new boiler or wood burner etc.				
Application	420.00	4.76%	20.00	440.00
Regularisation	504.00	5.16%	26.00	530.00
Comments				
No VAT is payable on Regularisation 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.				
TABLE C: All Other works - Alterations and new build				
£0 +	Please Contact Us			Please Contact Us

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</p> <p>These charges have been set on the following basis:</p> <p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p> <p><u>Building Control – Supplementary Charges</u></p> <p>If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).</p>				
<p>Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.</p> <p>Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.</p> <p><u>ARCHIVED APPLICATIONS</u></p> <p>Process request to re-open archived building control file, resolve case and issue completion certificate 52.80</p> <p>Each visit to site in connection with resolving archived building control cases 68.90</p> <p><u>WITHDRAWN APPLICATIONS</u></p> <p>Process request 52.80</p> <p>With additional fees of.....</p> <p>Withdraw Building Notice application where no inspections have taken place</p> <p>Withdraw Building Notice application where inspections have taken place</p>	<p>52.80</p> <p>68.90</p> <p>52.80</p> <p>refund submitted fee less admin fee</p> <p>refund submitted fee less admin fee less 68.90 per site visit made</p>	<p>5.00%</p> <p>4.99%</p> <p>5.00%</p>	<p>2.60</p> <p>3.40</p> <p>2.60</p>	<p>55.40</p> <p>72.30</p> <p>55.40</p> <p>refund submitted fee less admin fee</p> <p>refund less admin fee less £72.30 per visit made</p>

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p>Withdrawn Full Plans application without plans being checked or any site inspections being made</p> <p>Withdraw Full Plans application after plan check but before any inspections on site</p> <p>Withdraw Full Plans application after plan check and after site inspections made</p> <p>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS 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</p>	<p>refund submitted fee less admin fee less any inspection fee paid</p> <p>refund submitted fee less admin fee less plan check fee.</p> <p>refund submitted fee less admin fee less plan fee less 68.90 for each inspection made</p> <p>52.80</p> <p>Please Contact Us</p>	<p>5.00%</p>	<p>2.60</p>	<p>refund submitted fee less any inspection fee made</p> <p>refund submitted fee less admin fee less plan check fee</p> <p>refund submitted fee less plan fee less £72.30 for each inspection made</p> <p>55.40</p> <p>Please Contact Us</p>
<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>				
<p>Comments In order to comply with the regulatory requirement to be cost neutral, building control offers project specific fees on the vast majority of applications it receives. Where the small number of known fixed fees are declared (as shown above) these have been increased and rounded where appropriate to reflect the slight increase in the hourly cost of the service for 20/21</p>				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
DEVELOPMENT MANAGEMENT				
High Hedge Complaints	237.60	0.00%	0.00	237.60
Pre Application Fee				
<u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u>				
Householder Development		0.00%	100.00	100.00
1* Dwelling	206.00	4.85%	10.00	216.00
2 - 4 Dwellings	309.00	4.85%	15.00	324.00
5 - 9 Dwellings	618.00	5.02%	31.00	649.00
10 - 49 Dwellings	1,236.00	5.02%	62.00	1,298.00
50 - 99 Dwellings	2,266.00	4.99%	113.00	2,379.00
100 - 199 Dwellings	3,090.00	5.02%	155.00	3,245.00
200+ Dwellings	4,120.00	5.00%	206.00	4,326.00
* includes one-for-one replacements				
Non-residential development (floor space)				
Floor area is measured externally				
Less than 500sqm	0.00	0.00%	300.00	300.00
500 - 999sqm	515.00	5.05%	26.00	541.00
1000 - 1999sqm	1,030.00	5.05%	52.00	1,082.00
2000 - 4999sqm	2,060.00	5.00%	103.00	2,163.00
5000 - 9999sqm	2,575.00	5.01%	129.00	2,704.00
10,000sqm or greater	3,090.00	5.02%	155.00	3,245.00
Non-residential development (site area) where no building operations are proposed				
Less than 0.5ha	309.00	5.18%	16.00	325.00
0.5 - 0.99ha	618.00	5.02%	31.00	649.00
1 - 1.25ha	1,030.00	5.05%	52.00	1,082.00
1.26 - 2ha	2,060.00	5.00%	103.00	2,163.00
2ha or greater	3,090.00	5.02%	155.00	3,245.00
Variation/removal of conditions and engineering operations (flat fee)	0.00	0.00%	200.00	200.00
Recovering Costs for seeking specialist advice in connection with Planning proposals	0.00	0.00%	0.00	Full recovery cost

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<p><u>Monitoring Fees to be applied to Planning Obligations</u> Obligations where the Council is the recipient All contributions (financial or non-monetary) - PER OBLIGATION 290.00 290.00 Pre-commencement trigger - PER OBLIGATION 100.00 100.00 Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT 150.00 150.00 Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE 120.00 120.00</p> <p>Obligations for another signatory (eg. Worcestershire County Council) All contributions (financial or non-monetary) - PER OBLIGATION 175.00 175.00 Pre-commencement trigger - PER OBLIGATION 60.00 60.00 Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT 90.00 90.00 Ongoing Monitoring of large sites 400.00 400.00</p>				
<p align="center">Fee Concessions</p> <p align="center">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%.</p>				
<p><u>Comments</u></p> <p>In the context of developing land, pre- application charges are not generally seen as prohibitive. In addition the advantages of entering into early dialogue can save time and money for applicants with the early identification of issues. Existing rates have therefore been increased by around 5%. In addition new categories have been added ; Householder development, less than 500 sqm of commercial space and a flat fee for variation of conditions or engineering works.</p> <p>Some Planning Applications are accompanied by specialist reports justifying the development (such as the Agricultural need for a development, Design approaches, Ecology and Viability arguments etc.). Professional and impartial advice is often required to assess such documents and as this is carried out for the benefit of the developer, this cost should not be borne by the public purse. The Council uses a group of advisors appropriately procured through a non-profit making Framework to perform this function. The principle of recovering the costs of these assessments is therefore being sought.</p> <p>Monitoring of Legal agreements is a new charge enabled by the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019, which make changes to 2010 CIL Regulations (as amended). The charge is not set by statute but must be fair and reasonably related in scale and kind to the development. It must not exceed the authority's estimate of its cost of the monitoring. A tabular approach is therefore recommended.</p> <p>Increases this year are proposed at 5 % in order to move closer to a cost neutral service.</p> <p>New fees - Currently legal agreements are monitored by existing staff resources. Enabling fees to be collected to support this function will reduce the costs of running the service as a whole, but will not and cannot generate 'income'.</p>				

Service Category	Charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<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 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>TAXI LICENSING</u>				
- Hackney Carriage Vehicle Licence per annum (charge excludes vehicle testing)	258.70	2.05%	5.30	264.00
- Hackney Carriage Driver's Licence - 1 Year	60.00	1.67%	1.00	61.00
- Hackney Carriage Driver's Licence - 3 Year	147.00	2.04%	3.00	150.00
- Private Hire Vehicle Licence per annum (charge excludes vehicle testing)	258.70	2.05%	5.30	264.00
- Private Hire Operator's Licence - 1 Year				
- (1 vehicle)	164.00	1.83%	3.00	167.00
- per each additional vehicle	16.40	3.66%	0.60	17.00
- Private Hire Operator's Licence - 3 Year (1 Vehicle)	394.00	2.03%	8.00	402.00
- Private Hire Operator's Licence - 5 Year (1 Vehicle)	624.00	2.08%	13.00	637.00
- Private Hire Driver Licence - 1 Year	60.00	1.67%	1.00	61.00
- Private Hire Driver Licence - 3 Year	147.00	2.04%	3.00	150.00
- Dual Hackney Carriage and Private Hire Driver's Licence - 1 Year	85.00	2.35%	2.00	87.00
- Dual Hackney Carriage and Private Hire Driver's Licence - 3 Year	204.00	1.96%	4.00	208.00
- Knowledge test	22.00	4.55%	1.00	23.00
- Administration Charge - new applications	36.00	2.78%	1.00	37.00
- Transfer of plate - per transfer	50.00	2.00%	1.00	51.00
- Replacement Vehicle Plates	22.00	4.55%	1.00	23.00
- Replacement Driver's Badge (card)	12.00	8.33%	1.00	13.00
- Amendment to paper licence - eg change of address	11.00	9.09%	1.00	12.00
- DVLA Enquiry - Electronic	6.00	16.67%	1.00	7.00
- DVLA Enquiry - Paper	11.00	9.09%	1.00	12.00
- CRB Disclosure	55.00	1.82%	1.00	56.00
<u>GENERAL LICENSING</u>				
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	2.05%	29.00	1,447.00
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	2.00%	26.00	1,327.00
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	2.03%	24.00	1,207.00
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	1.97%	21.00	1,085.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
- Animal Activity License (includes animal boarding, dog breeding, pet shops, & ride establishments)				
Application Fee	322.00	2.20%	0.00	329.00
Variation Fee	235.00	2.00%	0.00	240.00
Inspection Fee	160.00	2.20%	0.00	164.00
1 Year License Fee	180.00	2.00%	0.00	184.00
2 Year License Fee	357.00	2.00%	0.00	364.00
3 Year License Fee	535.00	2.00%	0.00	546.00
Vet fee recharge - if applicable	Full Cost Recovery			Full Cost Recovery
- Performing Animals				
Application Fee	215.00	2.00%	0.00	219.00
Variation Fee	155.00	2.00%	0.00	158.00
Inspection Fee	160.00	2.00%	0.00	163.00
3 Year License Fee	290.00	3.50%	0.00	300.00
Vet fee recharge - if applicable	Full Cost Recovery			Full Cost Recovery
- Dangerous Wild Animals - Initial	230.00	2.17%	5.00	235.00
- Dangerous Wild Animals - Renewal	230.00	2.17%	5.00	235.00
- Dangerous Wild Animals - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost
- Zoo - Initial	128.00	2.34%	3.00	131.00
- Zoo - Renewal / Variation / Transfers	128.00	2.34%	3.00	131.00
- Zoo - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost			Recharged at cost
- Control of Sex Establishments	1,000.00	2.00%	20.00	1,020.00
Acupuncture, Tattooing, Ear Piercing and Electrolysis				
- Premises	133.00	2.26%	3.00	136.00
- Practitioners	87.00	2.30%	2.00	89.00
Scrap Metal Dealers Act 2013				
- Site Licence (New)	290.00	2.00%	6.00	296.00
Per Additional Site	150.00	2.00%	3.00	153.00
- Collectors Licence (New)	145.00	2.00%	3.00	148.00
- Site Licence (Renewal)	240.00	2.00%	5.00	245.00
Per Additional Site	150.00	2.00%	3.00	153.00
- Collectors Licence (Renewal)	95.00	2.00%	2.00	97.00
- Variation of Licence	65.00	2.50%	2.00	67.00
- Copy of Licence (if lost or stolen)	25.00	2.00%	1.00	26.00

Comments

Environmental Health - Proposed increase in some fees to minimise any impact of retendering contracts to deliver some of the dog warden service work

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
ENVIRONMENTAL HEALTH				
<u>Dog Warden</u>				
- Penalty (statutory fee)	25.00	0.00%	0.00	25.00
- Kennelling Fee - £13 per day or part day	13.50	11.11%	1.50	15.00
- Kennelling Fee for dangerous dog by breed or behaviour- £25 per day	20.00	25.00%	5.00	25.00
- Admin charge	15.00	0.00%	0.00	15.00
- Levy for out of hours	35.00	14.29%	5.00	40.00
- Repeat offence levy	25.00	20.00%	5.00	30.00
- Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	10.00
- Veterinary Charges	Recharged at cost			Recharged at cost
GAMBLING FEES				
<u>Premises Licence Fees - Discretionary</u>				
<u>Bingo Premises</u>				
- Grant	2,128.00	2.02%	43.00	2,171.00
- Annual Fee	626.00	2.08%	13.00	639.00
- Variation	1,064.00	1.97%	21.00	1,085.00
- Transfer	730.00	2.05%	15.00	745.00
- Application for Provisional Statement	2,128.00	2.02%	43.00	2,171.00
- Licence Application (Provisional Statement Holders)	730.00	2.05%	15.00	745.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Re-instatement Fee	730.00	2.05%	15.00	745.00
<u>Adult Gaming Centre</u>				
- Grant	1,216.00	1.97%	24.00	1,240.00
- Annual Fee	626.00	2.08%	13.00	639.00
- Variation	626.00	2.08%	13.00	639.00
- Transfer	730.00	69.86%	510.00	1,240.00
- Application for Provisional Statement	1,216.00	1.97%	24.00	1,240.00
- Licence Application (Provisional Statement Holders)	730.00	2.05%	15.00	745.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	730.00	2.05%	15.00	745.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
<u>Family Entertainment Centre</u>				
- Grant	1,216.00	1.97%	24.00	1,240.00
- Annual Fee	578.00	2.08%	12.00	590.00
- Variation	626.00	2.08%	13.00	639.00
- Transfer	608.00	1.97%	12.00	620.00
- Application for Provisional Statement	1,216.00	1.97%	24.00	1,240.00
- Licence Application (Provisional Statement Holders)	608.00	1.97%	12.00	620.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	596.00	2.01%	12.00	608.00
<u>Betting Premises (excluding tracks)</u>				
- Grant	1,817.00	1.98%	36.00	1,853.00
- Annual Fee	364.00	1.92%	7.00	371.00
- Variation	908.00	1.98%	18.00	926.00
- Transfer	727.00	2.06%	15.00	742.00
- Application for Provisional Statement	1,817.00	1.98%	36.00	1,853.00
- Licence Application (Provisional Statement Holders)	727.00	2.06%	15.00	742.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	730.00	2.05%	15.00	745.00
<u>Betting Premises (Including Tracks)</u>				
- Grant	1,817.00	1.98%	36.00	1,853.00
- Annual Fee	364.00	1.92%	7.00	371.00
- Variation	908.00	1.98%	18.00	926.00
- Transfer	727.00	2.06%	15.00	742.00
- Application for Provisional Statement	1,817.00	1.98%	36.00	1,853.00
- Licence Application (Provisional Statement Holders)	727.00	2.06%	15.00	742.00
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00
- Application by Re-instatement	730.00	2.05%	15.00	745.00
<u>Temporary Event Use Notice</u>				
- New Applications	304.00	1.97%	6.00	310.00
- Copy of Licence	15.00	6.67%	1.00	16.00

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
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
<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

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
- Change of name	25.00	0.00%	0.00	25.00
- Renewal	300.00	0.00%	0.00	300.00
- Copy of Permit	15.00	0.00%	0.00	15.00
- Transitional Application Fee	100.00	0.00%	0.00	100.00
<u>Small Lottery Registration (statutory)</u>				
- Grant	40.00	0.00%	0.00	40.00
- Annual fee	20.00	0.00%	0.00	20.00
<u>Premises Licences & Club Premises Certificates Fees - Statutory Licensing Act 2003</u>				
The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed				
<u>Band:</u>				
A (0 - 4,300)				
Initial Fee	100.00	0.00%	0.00	100.00
Annual Charge	70.00	0.00%	0.00	70.00
B (4,301 - 33,000)				
Initial Fee	190.00	0.00%	0.00	190.00
Annual Charge	180.00	0.00%	0.00	180.00
C (33,001 - 87,000)				
Initial Fee	315.00	0.00%	0.00	315.00
Annual Charge	295.00	0.00%	0.00	295.00
D (87,001 - 125,000)				
Initial Fee	450.00	0.00%	0.00	450.00
Annual Charge	320.00	0.00%	0.00	320.00
E (125,001 & over)				
Initial Fee	635.00	0.00%	0.00	635.00
Annual Charge	350.00	0.00%	0.00	350.00
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.				
For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows				
D(x2) (87,001 - 125,000)				
Initial Fee	900.00	0.00%	0.00	900.00
Annual Charge	640.00	0.00%	0.00	640.00
E(x2) (125,001 & over)				
Initial Fee	1,905.00	0.00%	0.00	1,905.00
Annual Charge	1,050.00	0.00%	0.00	1,050.00
Large Events				

Service Category	charge 1st April 2019 £	% Change	increase/ decrease £	Proposed charge from 2020 £
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 Temporary Event Notice (Per Notice)	37.00 21.00	0.00% 0.00%	0.00 0.00	37.00 21.00
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@worscsregservices.gov.uk In all cases, cheques must be made payable to 'Redditch Borough Council'				
<u>Comments</u>				

Service Category	charge 1st April 2019 £	% Change	Increase / Decrease £	Proposed charge from 2020 £
<u>Environmental Services</u>				
Trading Certificates				
Health/Export				
- Annual Specific export inspections	0.00	0.00%	474.00	474.00
- Certificate	0.00	0.00%	104.40	104.40
FHRS re-rating	0.00	0.00%	165.00	165.00
Private Water supplies				
Risk Assessment per hour	0.00	0.00%	55.00	55.00
(minimum 1 hour)				
Investigation per hour	0.00	0.00%	55.00	55.00
(minimum 1 hour)				
Granting an Authorisation per hour	0.00	0.00%	55.00	55.00
(minimum 1 hour)				
Sampling Visit per hour	0.00	0.00%	55.00	55.00
<i>(minimum 1 hour)</i>				
Sample analysis per sample taken	0.00	0.00%	55.00	55.00
Sample taken during check monitoring	0.00	0.00%	55.00	55.00
Sample taken during audit monitoring	0.00	0.00%	55.00	55.00
<u>Comments</u>				

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Budget Scrutiny

Monday, 2 December 2019

Working Group

MINUTES

Present:

Councillor Jennifer Wheeler (Chair), and Councillors Michael Chalk, John Fisher and Yvonne Smith

Also Present:

Professor Peter Latchford OBE (Black Radley)

Officers:

Chris Forrester and Guy Revans

Senior Democratic Services Officer:

Jess Bayley

5. PRE-DECISION SCRUTINY - FEES AND CHARGES

Members considered the draft fees and charges report for 2020/21. The Chair explained that the report had been provided for the group's consideration in draft form and at this stage the content should be treated as exempt. It was also noted that the group needed to be objective in scrutinising the content of the report and should remain apolitical, in line with national best practice in terms of the scrutiny process.

During consideration of this item Members discussed recommendation 2.1.2 as detailed in the report. Officers confirmed that the recommendation did not refer to services provided by Rubicon Leisure, as the company would set its own fees and charges. Instead the recommendation referred to Leisure and Cultural Services that continued to be provided by the Council. Concerns were raised about the meaning of the reference to remaining "within the industry and regional norms for the activities provided" and whether this would provide an explicit remit to Officers. There was general consensus that Officers should check the wording prior to publication of the report to ensure that the wording achieved the action intended. There was also general agreement that the relevant lead officers for Bereavement Services

.....
Chair

Budget Scrutiny

Working Group

Monday, 2 December 2019

and Leisure and Cultural Services should be invited to attend the meeting of the Overview and Scrutiny Committee on 16th December when the report would be pre-scrutinised so that they could provide some rationale for the proposals in respect of their services.

Reference was also made to the fact that many of the charges included in the report had increased by 0%. In some cases this was confusing as a new charge appeared to have been introduced where there was no charge previously. To provide clarification in respect of this matter Members suggested that “new charge” should be recorded where a new charge had been introduced.

The fees that had been proposed for Dial a Ride were also discussed. Members questioned how these figures compared to the standard fare for a taxi journey. In the report it had been recorded that consultation had been held with customers and the proposed fees had been generally accepted. Further information in respect of this subject was considered useful and Members agreed that the Head of Community Services might be able to help clarify this matter further. However, Officers suggested that it was unlikely that the fees would cover the costs of providing the service or generate income.

The approach that had been adopted to producing the fees and charges report for 2020/21 was also briefly discussed. Officers advised that this year CMT had requested that Officers should take responsibility for setting the fees and charges for their departments. The Financial Services team had therefore collated the responses and incorporated them into the report.

Members noted that in many cases no changes had been proposed to the Council’s fees and charges in the report. Concerns were raised that this could have a negative impact on income, particularly as costs were likely to rise with inflation. However, it was also noted that in some cases Officers would have opted to retain fees at current levels or to reduce or remove them in order for the Council to remain competitive.

Reference was made to the new fees and charges that had been introduced for the Print Service. Officers explained that the team had identified opportunities to sell their services and this would be subject to a fee. However, Members were asked to note that the Council could not compete with the private sector.

The group also discussed the fees that were proposed for Bereavement Services. Questions were raised about the source of the Wesley Music and it was noted that this could be a specific band or associated with the Methodist Church. Members also noted that some charges, such as that for the DVD of the chapel

Budget Scrutiny

Working Group

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service, appeared to have been removed and then reintroduced. Further information to clarify this matter was requested. Members did, however, welcome information that confirmed that the fees for Bereavement Services, like other services in the report, had been rounded up or down to a reasonable figure, rather than including pennies in the price. Members also acknowledged that fees for Bereavement Services had been increased to cover the costs of delivering the service.

During consideration of this item reference was made to the Housing Recharge Policy that had been agreed by Council in November 2019. Members questioned whether tenants would be charged in cases where the damage had been caused accidentally. Officers explained that the policy applied in cases where damage had been caused maliciously and that Officers could use their discretion in applying the policy. However, it was agreed that further clarification would be requested from the relevant lead Officer in respect of this matter.

Reference was also made to the hire products that had been listed under Community Services. It was noted that hire of fire alarms was charged on a weekly basis and Members questioned whether anybody would hire a fire alarm for a couple of weeks. Further information in respect of the rationale for charging on a weekly basis was requested from relevant lead officers.

The group discussed the charges that had been listed for football pitches and facilities. It was noted that there appeared to be new charges replacing an old charging regime, though how these charges related to each other appeared to be unclear. Officers were asked to clarify this further prior to publication of the report.

At the end of the discussions around this item Members noted that they had requested a lot of information. There was general consensus that the group did not have enough information to recommend that the fees and charges contained within the report should be adopted. Members also agreed that the fees and charges report should ideally be drafted in a manner that ensured that the proposed fees and charges were clear, any variances from the previous year were clear and any new charges were clearly stipulated. Members also agreed that it would be helpful in future for the report to be presented in a way that clarified how the old and new fees for a particular service were reconciled and related to one another.

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RECOMMENDED that

more detail should be included in the fees and charges reports in the future and there should be greater reconciliation between the old and new fees for a service in the report to help clarify how they relate to each other.

ACTIONS:

- 1) Officers to check the wording for recommendation 2.1.2 to ensure that it provides the scope to take the action that was intended;
- 2) the Head of Leisure and Cultural Services, Head of Environmental Services and Bereavement Services Manager to be invited to attend the Overview and Scrutiny Committee meeting on 16th December to comment on the rationale for providing flexibility to officers setting fees and charges for Leisure and Cultural Services and Bereavement Services;
- 3) the Head of Community Services to be invited to attend a future meeting of the group to discuss fees and charges within her remit;
- 4) Officers to clarify the origins of the Wesley Music listed for Bereavement Services;
- 5) Officers to explain the reasons why some charges for Bereavement Services appear to have been removed and then reintroduced in the report;
- 6) Officers to clarify whether tenants would be charged, under the Housing Recharge Policy, in cases where damage had been caused to a Council property accidentally;
- 7) Officers to clarify why the Council charges for people to hire fire alarms on a weekly basis; and
- 8) Officers to clarify how the old charges for football pitches and facilities relate to the new charges for these services.

The Meeting commenced at 6.00 pm
and closed at 8.50 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

14th January 2020

COUNCIL TAX BASE 2020/21

Relevant Portfolio Holder	Cllr. David Thain, 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 2020/21

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 2020/21, 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 2020/21 be 26,276.50 and for the parts of the area listed below be:

Parish of Feckenham	367.50
Rest of Redditch	<u>25,909.00</u>
Total for Borough	<u>26,276.50</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

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14th January 2020

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 2020/21. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2020.

- 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 2019, 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 2.00% 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 2020/21 has been calculated to be **26,276.50**. 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 24th February 2020.

4. RISK MANAGEMENT

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

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5. APPENDICES

None

6. BACKGROUND PAPERS

Held within Revenue Services

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****14th January 2020****MANAGEMENT REVIEW**

Relevant Portfolio Holder	Cllr Matt Dormer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Kevin Dicks
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report outlines the proposals with regard to the restructuring of the Single Management Team that serves both Redditch and Bromsgrove Councils. These proposals would be the subject of consultation with the directly affected staff (Directors and Heads of Service), recognised trade unions and the staff within the service areas where the Head of Service is proposed to be changed.

2. RECOMMENDATIONS

- 2.1 That Executive recommends to Council the proposed changes to the Single Management Structure attached at Appendix C and recommend it for formal consultation with the affected staff and trade unions.

3. KEY ISSUES**Financial Implications**

- 3.1 The single management team structure to serve Bromsgrove and Redditch Councils was created in 2009 (attached at Appendix A) and recruited to in 2010. This incorporated:
- 1 Chief Executive
 - 3 Executive Directors
 - 1 Director
 - 10 Heads of Service
- 3.2 The full year savings at that stage from just the Corporate Management Team (CMT) management posts was £458,000 per annum. This was split approximately £246,000 to Bromsgrove District Council (BDC) and £212,000 to Redditch Borough Council (RBC). This excluded any severance costs.
- 3.3 Since 2010 there have been a number of changes to the management structure which have occurred for a variety of reasons. The current structure is attached at Appendix B and comprises:
- 1 Chief Executive

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- 2 Executive Directors
 - 1 designated Deputy Chief Executive
 - 1 designated Section 151 Officer
- 8 Heads of Service (this excludes the post of Head of Worcestershire Regulatory Services (WRS) and Head of North Worcestershire Economic Development and Regeneration).

It should be noted that 3 of the Head of Service posts are currently vacant. Whilst the Head of Housing Services remains in the structure the budget provision has been removed.

3.4 It was envisaged within the Efficiency Strategy that had to be submitted in late 2016 (to secure a 3 year settlement) that a Management restructure would be undertaken to deliver financial savings. The estimated amount of savings was £270,000 (split equally between the 2 councils). It should be noted that this wasn't just to be delivered from the CMT level but from management posts across the 2 organisations. Savings have been made towards this amount but further savings have been factored in to the Medium Term Financial Plan.

3.5 The management restructuring has been delayed for a number of HR related issues:

- Housing issues at RBC which required a review of Heads of Service responsibilities
- Creation of Rubicon Leisure at RBC and the subsequent appointment of the Council's Head of Leisure and Cultural Services to the MD position
- The ill health retirement of the Head of Customer Access and Financial Services

The management restructuring delay was agreed with the respective leaders.

3.6 All the posts that are proposed to be changed (i.e., all Heads of Service) would need to be subject to Job Evaluation (JE). All posts are based upon a proportion of the Chief Executives salary. At this stage it has been assumed that there is no increase in salary for any of the posts. With regard to the Head of Financial Services the grade for this post has been assumed as having parity with the rest of the Heads of Service.

3.7 If members were to agree the restructuring proposals (subject to consultation) the savings in 2020/21 would be £196,920 split as follows (subject to the results of Job Evaluation):

BDC	£54,221
RBC GF	£54,221

EXECUTIVE COMMITTEE**14th January 2020**

RBC HRA £88,478

- 3.8 This includes deletion of the Head of Housing Services post although this has already been deleted from the budgets. If you were to compare it to the original cost of the 2 management teams prior to the creation of the single management team (not including pay inflation) there is an annual saving of approximately £1.06m per annum.

Legal Implications

- 3.9 There are numerous employment law obligations placed upon both Council's as individual employers when considering the restructure of a management team, specifically where this may result in redundancies. The proposals contained within this report do not envisage any redundancies and as such the risks should be minimised.

Service / Operational Implications

- 3.10 As with any management restructure proposals there are a variety of options available to members however the very clear steer that has been given from Leaders is that neither consider the senior leadership and management arrangements requiring much change and indeed any changes should be "light touch" and essentially looking to formalise what is now in place.
- 3.11 Part of the reasoning for this is that a major management restructuring at this time could derail much of the good work that is being undertaken and in addition Redditch need to focus on developing and delivering a robust medium term financial strategy as a result of being served with the Section 24 notice.
- 3.12 Notwithstanding the above formal consideration and due regard has been given to where there are considered to be gaps within the Management Team (in terms of skillset or capacity) in delivering the strategic purposes and priorities of both Councils. These are detailed below:

Commercialism

- We have a Commercialism Strategy in place (across both Councils – which we are currently reviewing) and have delivered some additional income from our service areas however it is acknowledged that we need to do more in order to become more self sufficient. There are 2 main facets of commercialism (over and above making the Councils more efficient which we are continuing to pursue through our transformation programme – this particular element is being led by the Head of Service – Business Transformation and Organisational Development):

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- Acquisition and Investments Strategy – we need to be more proactive in terms of identifying property (and other investment opportunities) and then evaluating whether they represent good value for money. We are currently looking to address this with external support.
- Commercialising the business and generating more income – this is being lead by the Head of Service – Environmental & Housing Property Services and we have commissioned external support through a company called Black Radley who will help and support us to become more commercial, identify market opportunities and generate more income. This will build on our Transformation Programme.
- It is considered that the whole of the Management Team and indeed all service areas need to be more Commercial. The value of appointing someone specifically to lead on Commercialism is therefore diminished. CMT will, as a team, take over the leadership of the Commercialism agenda (from the Commercialism Programme Board) with the support of Black Radley, and external support around property acquisitions will enable us to be more focussed and deliver more income.

Development projects

- There are a significant number of development projects that are being considered (at this stage primarily within Redditch) which we will need to ensure all services and teams are bought into and play their full part in delivering. A Redditch and Bromsgrove Regeneration Board has been formed and chaired by the Chief Executive which seeks to achieve coordinated effort and delivery. Whilst NWEDR will play a lead role in this it is considered that neither they, or indeed CMT, have the skill set or capacity to oversee the Management / Implementation of these developments in the delivery of multi million pound regeneration schemes (including Town Centre and District Centres). Whilst this could potentially be incorporated within the CMT by undertaking this in conjunction with partners, and fund this from the investment programme or the Towns Fund would be more advantageous moving forward.

Financial Services

- The Councils took the decision some time ago to delete the role of Head of Financial Services and create the role of Head of Customer Access and Financial Support with the Financial Services Manager reporting directly to the Executive Director. Whilst it was considered the correct decision at the time this has increasingly resulted in the Executive Director (Finance and Corporate Resources) being drawn into vast levels of operational detail. It is therefore proposed that a Head of Financial Services with an extended remit is added back into the structure. This would enable the

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****14th January 2020**

Executive Director (Section 151 Officer) to focus more on financial strategy and leadership of strategic purposes. It is also believed that having a Head of Financial Services, with the right skill set, would complement the existing skill set of the other members of CMT and be a further force for change.

Proposed changes

- 3.13 Attached at Appendix C is the proposed new structure – this is very much based upon adjusting the current structure and adding service areas to people’s areas of responsibility rather than a fundamental review. Service area alignment has been achieved as much as possible, however given the capacity issues a balance of levels of responsibilities and workloads are being proposed. It should be noted that it is not unusual when operating at a senior management level that Heads of Service have responsibility for a diverse set of service areas.
- 3.14 Unless highlighted in ***bold italics*** on Appendix C officers portfolio of responsibilities have remained the same. In summary the proposed changes are as follows:
- Head of Service – Legal, Democratic & Property Services (Monitoring Officer). The current postholder has taken over responsibility for Property Services in Redditch following the transfer of services back to the Council from Place Partnership given the linkages with the legal function. It is proposed to formalise this arrangement as a result of the proposed management restructuring. It is also proposed that facilities management be incorporated within this Head of Service area of responsibility given the obvious linkage with property. This would be for both councils (responsibility was previously split between different areas). Responsibility for Business Development (previously under Leisure and Cultural Services) would also be included.
 - Head of Service – Financial and Customer Services. As referred to above, the creation of a Head of Financial and Customer Services who, in addition to being responsible for Financial Management, would also be responsible for Revenues and Benefits is recommended. The proposal is that this post would also be responsible for all facets of Customer Services. This would enable alignment with revenues and benefits and ensure the post has a wider operational remit.
 - Head of Service – Environmental & Housing Property Services. The current postholder has taken over responsibility for Capital Improvements and Repairs and Maintenance following the issues relating to Housing Services in Redditch. The continuation of this arrangement is proposed

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given the alignment between the “operational services” for both housing property and environmental services.

- Head of Service –Community and Housing Services. The current postholder has taken over responsibility for the following services as a result of the issues relating to Housing Services in Redditch:
 - Homelessness
 - Housing Options/Choice Based Lettings
 - Housing Performance and Database
 - Right to Buy
 - St David’s House Extra Care Housing
 - Tenancy Management

The continuation of this arrangement as a result of the proposed management restructuring is proposed to achieve alignment of Housing Strategy, housing tenancy and community services.

- Head of Service – Planning, Regeneration and Leisure Services. Following the creation of Rubicon Leisure we currently have interim arrangements in place to cover the remaining functions for Leisure and Cultural Services:
 - Development Services (Sports and Arts Development)
 - Parks and Events
 - Business Development
 - Facilities Management

It is proposed to add these areas (with the exception of Facilities Management and Business Development) to this Head of Service responsibilities. Whilst these services may not seem naturally aligned there are synergies between the strategic role with regard to Leisure and Cultural Services (following the creation of Rubicon Leisure) and Strategic Planning. This is increasingly crucial in the “place making role”. This also achieves a breadth of workloads / responsibilities across all Heads of Service to bring a better and more cohesive balance across the CMT.

Additionally it is proposed that the Head of NWEDR reports directly to the Head of Service rather than directly to the Chief Executive as previously. This is not to say that the Chief Executive will not continue to have a very proactive role with regard to Economic Development and Regeneration (retained in the the relevant strategic purposes delivery) however this will enable the Head of Service to have greater responsibility and accountability for this area.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****14th January 2020**

3.15 The councils have endorsed slightly different strategic purposes and priorities and whilst there are no proposed changes to the roles of Executive Directors, the Strategic Purposes can't be achieved by one department on their own. The Councils will therefore continue to adopt a matrix management approach in order to ensure co-ordinated delivery. The Strategic Purposes are below (together with the lead director):

- Redditch Strategic Purposes
 - Run and grow successful business (Chief Executive)
 - Finding somewhere to live (Deputy Chief Executive)
 - Aspiration, work & financial independence (Executive Director – Section 151 Officer)
 - Living independent, active & healthy lives (Executive Director – Section 151 Officer)
 - Communities which are safe, well maintained & green (Deputy Chief Executive)

- Bromsgrove Strategic Purposes
 - Run and grow a successful business (Chief Executive)
 - Work and financial independence (Executive Director – Section 151 Officer)
 - Living independent, active & healthy lives (Executive Director – Section 151 Officer)
 - Affordable and sustainable homes (Deputy Chief Executive)
 - Communities which are safe, well maintained and green (Deputy Chief Executive)

In addition to both Council's Strategic Purposes there is also responsibility for ensuring the enabling services for both councils are fit for purpose and this will be discharged by the Strategic Management Team (SMT) – Chief Executive, Deputy Chief Executive and Executive Director as a collective.

3.16 The continuation of 2 Executive Directors is considered important as they provide (alongside the Chief Executive) the strategic direction, from an officer perspective, to the 2 Councils and the services they provide. They are also, by working in a matrix management arrangement, best placed to co-ordinate and direct services to most effectively achieve strategic purposes. This includes working in partnership with other organisations.

3.17 This proposal is very much about "tweaking" what is currently in place to ensure strategic and operational delivery alongside the delivery of financial savings. It is not believed to be achievable to reduce the structure further whilst both councils still continue to provide the multitude of services that they do. If members require a more radical restructure options this could risk destabilising both organisations

EXECUTIVE COMMITTEE**14th January 2020**

at a crucial time. Another option should members wish to explore this would be to commission some external support to develop a completely new structure, incorporating the next tier of 4th / 5th tier managers.

- 3.18 If members are to agree the restructure proposals contained within this report subject to formal consultation the Heads of Service will be asked to critically review the 4th / 5th tier levels across the organisations to ensure that the configuration of services assists with the effective delivery of the strategic purposes of both councils.

Customer / Equalities and Diversity Implications

- 3.19 No immediate direct impact on the Customer arising from this report, although indirectly the intention of each area is to deliver further efficiencies/savings or improve service quality to the ultimate benefit of the customer.

4. RISK MANAGEMENT

- 4.1 The risks identified, which the restructuring proposals seek to address, include:
- Continuation of informal arrangements – restructure provides formal role clarity
 - Lack of support for recommendations / future actions – inability to deliver against strategic purposes.
 - Managing the impact of national / regional changes – financial, social, economic or environmental at a strategic and operational levels.

5. APPENDICES

Appendix A - original management structure when the Single Management Team for BDC / RBC was created

Appendix B - current Single Management Team for BDC / RBC

Appendix C – proposed Single Management Team for BDC / RBC

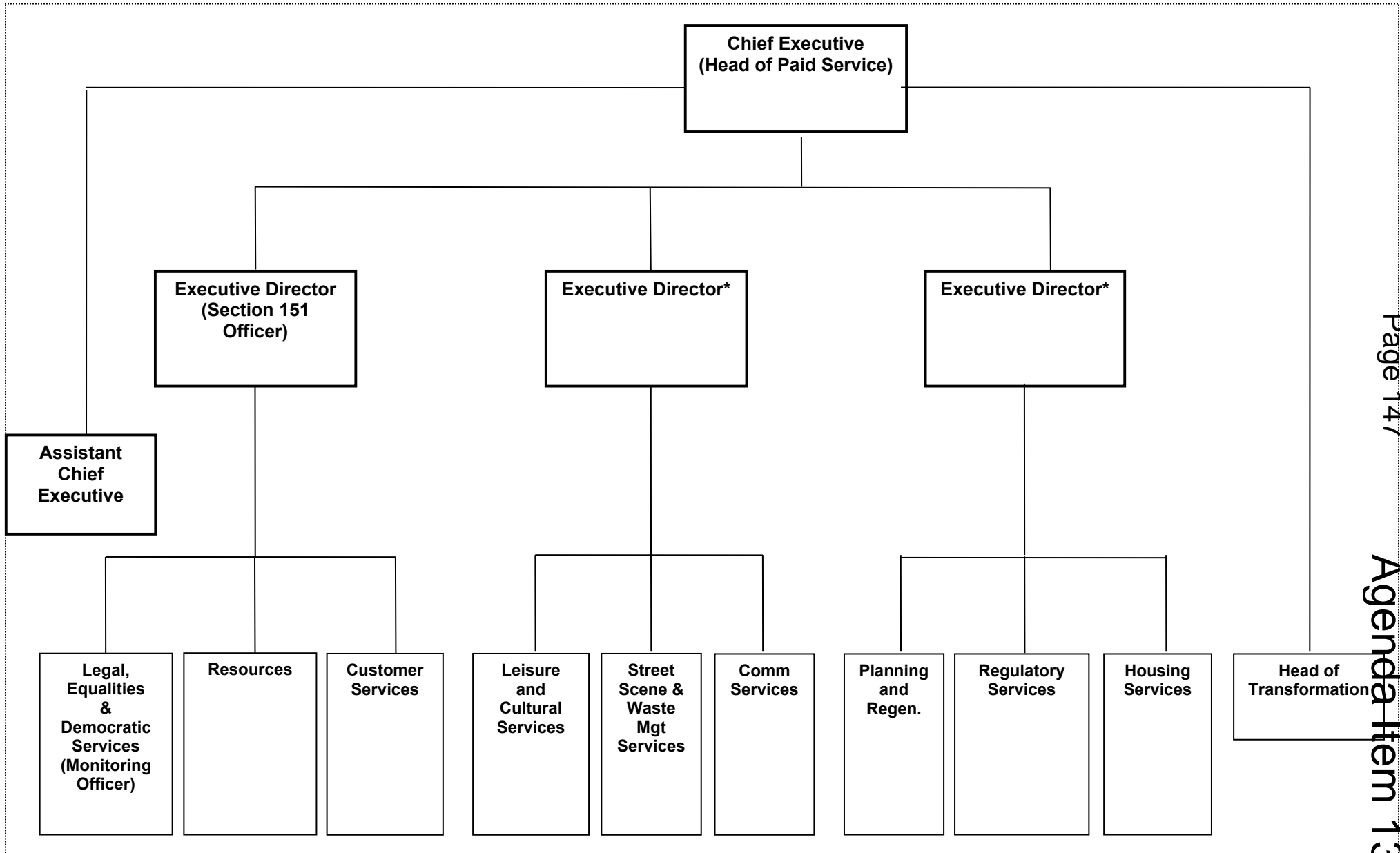
6. BACKGROUND PAPERS

Previous Shared Services and Single Management Team reports

AUTHOR OF REPORT

Name: Kevin Dicks
Email: k.dicks@bromsgroveandredditch.gov.uk
Tel.: 01527 534000

Original Bromsgrove District Council and Redditch Borough Council – Proposed Single Management Structure



Assistant Chief Executive

- LSP & Other Strategic Partnerships
- Performance Management & Improvement
- Policy (excluding service specific strategy)
- Consultation & Community Engagement
- Communications, Marketing and Promotion
- Customer Insight
- Special Projects
- Inspections (CAA etc)
- Complaints
- Civic Support
- Corporate Administration/ Central Post Opening & Reception
- Climate Change / Agenda 21(Energy Efficiency)

Head of Transformation

- I.C.T.
- Business Development
- E Government
- Web Development
- Printing & Reprographics
- GIS
- Transformation, Business Process Re-engineering and Lean Systems
- Information Management
- Freedom of Information, Data Protection, Records Management
- Organisational Development (including Workforce Planning and Succession Planning)
- Training & Development

EXECUTIVE DIRECTOR

Head of Legal, Equalities & Democratic Services
<ul style="list-style-type: none">• Professional Legal Advice & Services• Right to Buy• Election & Electoral Services, Periodic Electoral Review• Democratic Services & Member Support• Monitoring Officer Role, Probity & Standards• Governance• Advice to Parishes• Member Development• Equalities & Diversity

Head of Resources
<ul style="list-style-type: none">• Accounts & Financial Management & Advice• Corporate Income & Debt Management• Procurement• Revenues & Benefits• Audit• Risk Management• Payroll• Property, Assets & Facilities Management (including Caretakers)• Human Resources & Welfare• Health & Safety

Head of Customer Services
<ul style="list-style-type: none">• Customer Service Centre• One Stop Shops• Cashiers• Customer First• Customer Access and Customer Engagement

*
One Director will take the lead for Redditch issues and one for Bromsgrove issues.
One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.

EXECUTIVE DIRECTOR

Head of Leisure and Cultural Services
<ul style="list-style-type: none"> • Leisure/Sports Centres/Dual Use Facilities • Sports and Recreation Development • Arts Development • Children & Young People, Play • Health Education/Interventions • Parks and Open Spaces • Allotments • Museum • Events • Community Centres • Theatre

Head of Street Scene and Waste Management Services
<ul style="list-style-type: none"> • Refuse & Recycling • Waste Management, Policy, Promotion, Management • Car Parks/Civil Enforcement Parking • Shopmobility • Street Scene / Street Cleansing • Grounds Maintenance/ Landscaping • Highways • Cesspools/Sewers • Public Conveniences • Fly Tipping, Bill Posting • Abandoned Vehicles • Pest & Dog Controls • Engineering Design • Street Naming and Numbering • Cemeteries / Crematorium • Land Drainage

Head of Community Services
<ul style="list-style-type: none"> • Community Cohesion (Older and Young People) • Social Inclusion • Community Safety • Anti Social Behaviour Team • CCTV & Lifeline Operation & Development • Voluntary Sector & Community Networks, Grant Aid • Transport • Community Transport / Dial A Ride • Bus Passes / Concessionary Fares • Grant Aid • Housing Strategy and Enabling Role etc.

*
One Director will take the lead for Redditch issues and one for Bromsgrove issues.
One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.

EXECUTIVE DIRECTOR

Head of Regulatory Services

- Environmental Health / Protection / Enforcement
- Public Health & safety
- Food Safety
- Licenses (all)

Head of Planning and Regeneration

- Strategic Planning (Planning & Local Development Framework)
- Development Control
- Building Control
- Land Charges
- Emergency Planning / Business Continuity
- Conservation
- Tree Officers
- Travellers
- Economic and Tourism Development (including Business Centres and Markets)

Head of Housing

- Housing Revenue Account activities including DLO for Housing
- Homelessness
- Children's Centres
- Care and Repair Agency
- Capital Improvements
- Housing Options
- Housing Performance and Database
- St David's House
- Disabled Facilities Grants

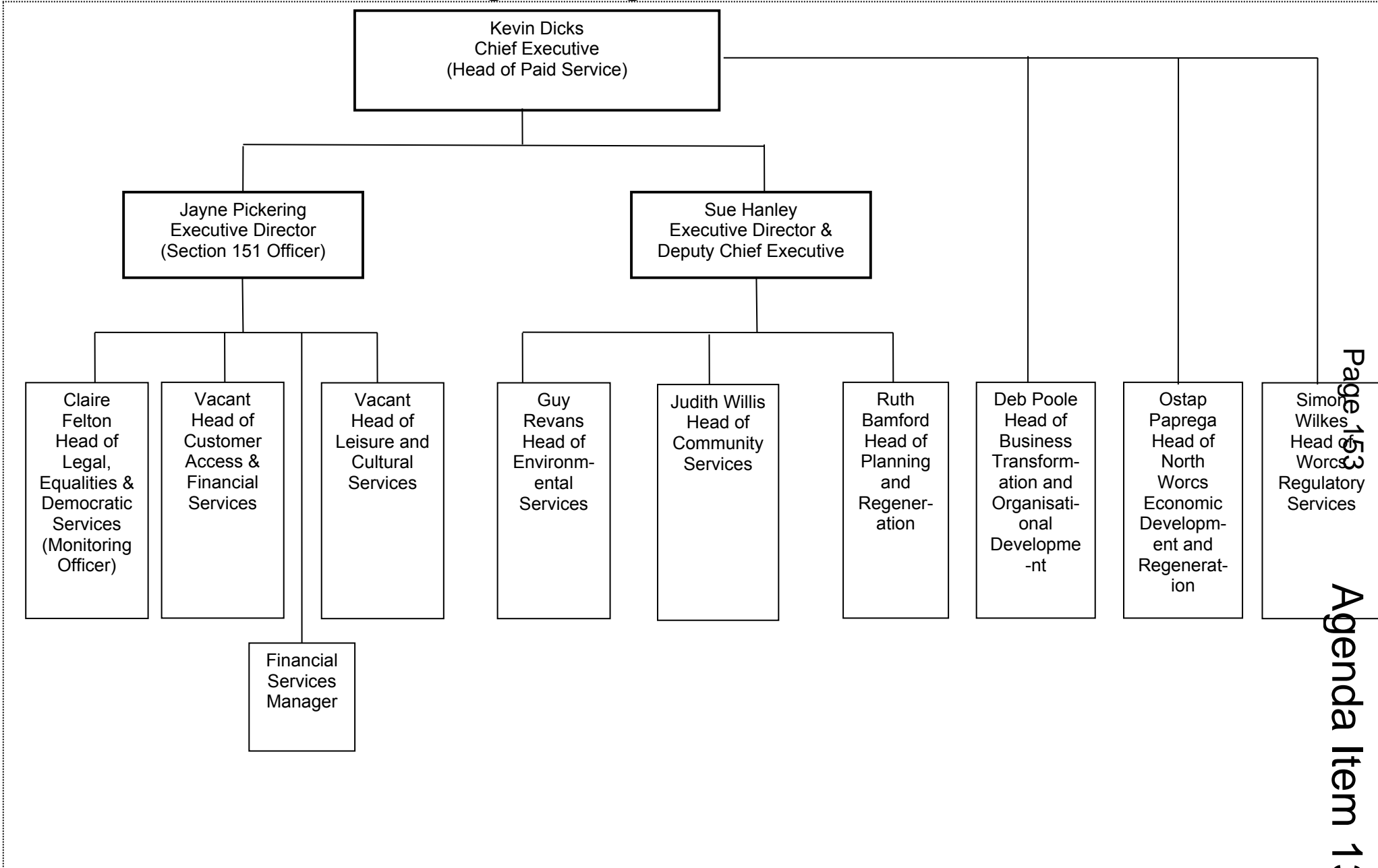
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One Director will take the lead for Redditch issues and one for Bromsgrove issues.

One Director will also be designated as Deputy Joint Chief Executive and act as Head of Paid Service in Joint Chief Execs absence.

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Bromsgrove District Council and Redditch Borough Council Single Management Structure



**Kevin Dicks
Chief Executive**

- LSP & Other Strategic Partnerships
- Communications, Marketing and Promotion (including oversight of web content)
- Printing & Reprographics
- Civic/Mayoral Support
- Corporate Administration/ Central Post Opening
- Town Centre Regeneration

**Deb Poole
Head of Business
Transformation and
Organisational Development**

- I.C.T.
- Business Development
- E Government
- Web Development
- Land and Property Gazetteer / GIS / Street Naming and Numbering
- Transformation, Business Process Re-engineering and Lean Systems
- Information Management
- Freedom of Information, Data Protection, Records Management
- Organisational Development (including Workforce Planning and Succession Planning)
- Training & Development (strategy)
- Performance Management & Improvement
- Policy (excluding service specific strategy)
- Consultation & Community Engagement
- Customer Insight
- Human Resources
- Training & Organisational Development
- Health & Safety

**Simon Wilkes
Head of Regulatory
Services**

- Health & safety
- Food Safety
- Food Standards
- Licenses (all)
- Pest & Dog Control
- Animal Health and Welfare
- Contaminated land
- Fair Trading
- Consumer and Business Advice
- Air Quality
- Metrology
- Product Safety
- Rogue Trading and Counterfeiting
- Underage Sales
- Statutory Nuisances
- Infectious Diseases

**Ostap Paparega
Head of NW EDR**

Claire Felton Head of Legal, Equalities & Democratic Services
<ul style="list-style-type: none"> • Professional Legal Advice & Services • Election & Electoral Services, Periodic Electoral Review • Democratic Services & Member Support • Monitoring Officer Role, Probity & Standards • Governance • Advice to Parishes • Member Development • Equalities & Diversity • Land Charges • Procurement

Chris Forrester Financial Services Manager (reports direct to Jayne Pickering)
<ul style="list-style-type: none"> • Accounts & Financial Management & Advice • Audit • Risk Management • Payroll (RBC, BDC, WFDC)

Vacant Head of Leisure and Cultural Services
<ul style="list-style-type: none"> • Leisure/Sports Centres/Dual Use Facilities • Sports and Recreation Development • Arts Development • Children & Young People, Play • Health Education/Interventions • Parks and Open Spaces • Allotments • Museum • Events • Community Centres • Theatre • Countryside Centre • Sponsorship

Vacant Head of Customer Access & Financial Support
<ul style="list-style-type: none"> • Customer Service Centres and One Stop Shops • Revenues including corporate Income & Debt Management • Benefits • Complaints and Customer Feedback • Customer Service Strategy • Cashiers • Reception Services • Switchboard Services • Assets & Facilities Management (RBC) • Property

**Guy Revans
Head of Environmental
Services**

- Waste Management
- Street Scene / Street Cleansing
- Grounds Maintenance/ Landscaping
- Bereavement Services
- Climate Change / Energy Efficiency
- Public Conveniences
- Cesspools/Sewers
- Engineering and Design
- Minor Works Team
- Abandoned Vehicles
- Street Naming and Numbering (operational)
- Tree management inc TPOs
- Land Drainage
- Car Parks/Civil Parking Enforcement

**Judith Willis
Head of Community
Services**

- Community Cohesion (Older and Young People) / Social Inclusion
- Community Safety
- Anti Social Behaviour Team
- CCTV & Lifeline Operation & Development
- Voluntary Sector & Community Networks, Grant Aid
- Transport
- Community Transport / Dial A Ride
- Bus Passes / Concessionary Fares
- Grant Aid
- Housing Strategy and Enabling
- Private Sector Housing
- Disabled Facilities Grants
- Travellers
- Shopmobility
- Children's Centres

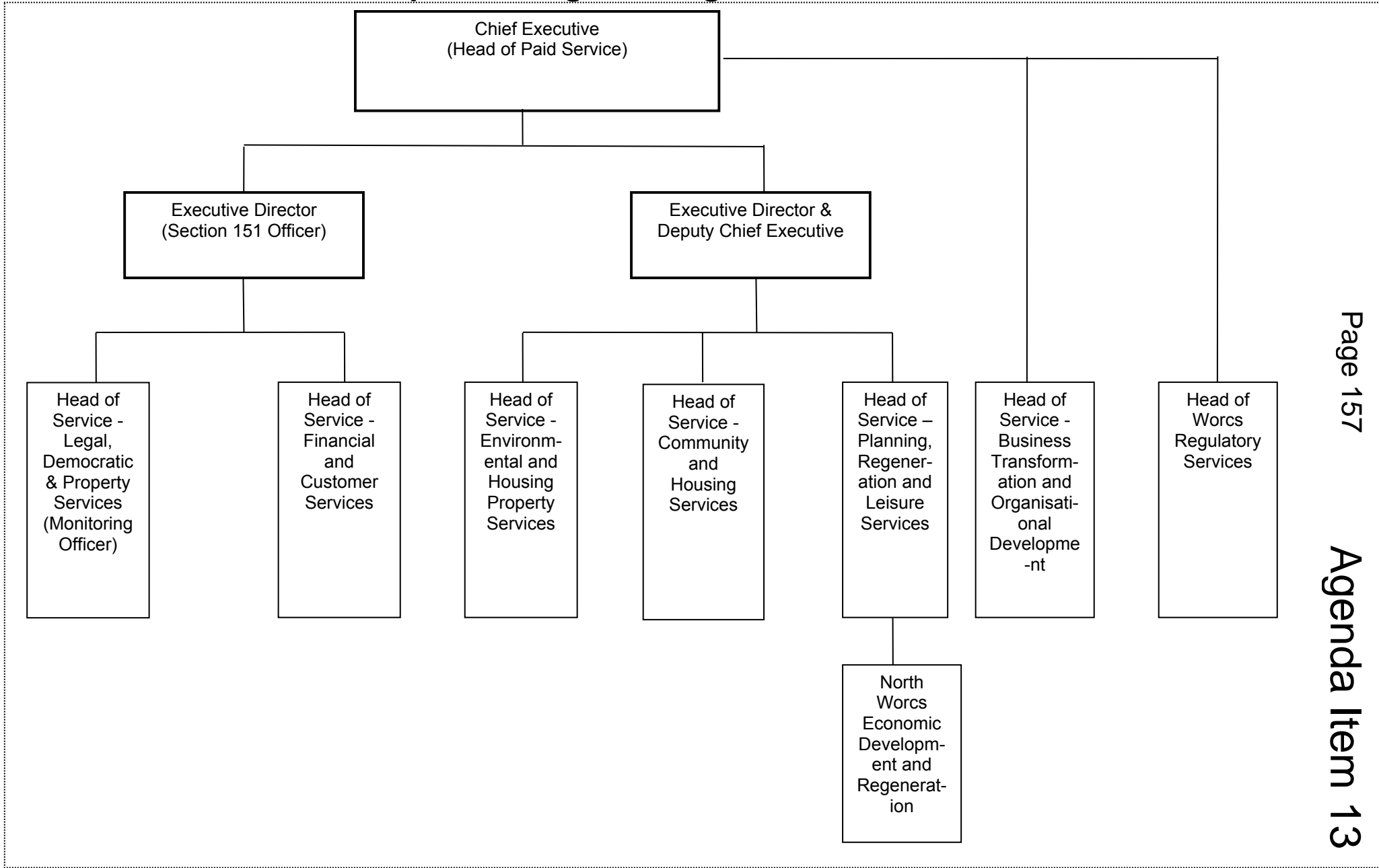
**Ruth Bamford
Head of Planning and
Regeneration**

- Strategic Planning (Planning & Local Development Framework)
- Development Management (including Planning Enforcement)
- Building Control
- Land Charges
- Emergency Planning / Business Continuity
- Conservation
- Economic Development

**Vacant
Head of Housing**

- Capital Improvements
- Repairs & Maintenance
- Homelessness
- Housing Options/Choice Based Lettings
- Housing Performance and Database
- Right to Buy
- St David's House Extra Care Housing
- Tenancy Management

Bromsgrove District Council and Redditch Borough Council Proposed Single Management Structure



Chief Executive
<ul style="list-style-type: none"> • LSP & Other Strategic Partnerships • Communications, Marketing and Promotion (including oversight of web content) • Printing & Reprographics • Civic/Mayoral Support • Corporate Administration/ Central Post Opening • Town Centre Regeneration

Head of Service - Business Transformation, Organisational Development and Customer Services
<ul style="list-style-type: none"> • I.C.T. • Business Development • 5G / Digital Champion • Web Development • Land and Property Gazetteer / GIS / Street Naming and Numbering • Transformation, Business Process Re-engineering and Lean Systems • Information Management • Freedom of Information, Data Protection, Records Management • Organisational Development (including Workforce Planning and Succession Planning) • Training & Development (strategy) • Performance Management & Improvement • Policy (excluding service specific strategy) • Consultation & Community Engagement • Customer Insight • Human Resources • Training & Organisational Development • Health & Safety • Equalities & Diversity <p style="margin-top: 10px;"><i>Continuation of Revised Responsibilities</i></p> <ul style="list-style-type: none"> • <i>Commercialism – Operational efficiency</i>

Head of Worcs Regulatory Services
<ul style="list-style-type: none"> • Health & safety • Food Safety • Food Standards • Licenses (all) • Pest & Dog Control • Animal Health and Welfare • Contaminated land • Fair Trading • Consumer and Business Advice • Air Quality • Metrology • Product Safety • Rogue Trading and Counterfeiting • Underage Sales • Statutory Nuisances • Infectious Diseases

**Head of Service – Legal,
Democratic & Property Services
(Monitoring Officer)**

- Professional Legal Advice & Services
- Election & Electoral Services, Periodic Electoral Review
- Democratic Services & Member Support
- Monitoring Officer Role, Probity & Standards
- Governance
- Advice to Parishes
- Member Development
- Land Charges
- Procurement

New Functions / Services

- ***Assets & Facilities Management***
- ***Property***
- ***Business Development (previously under Leisure Services)***

**Head of Service – Financial and
Customer Services
(new role)**

- Accounts & Financial Management & Advice
- Audit
- Risk Management
- Payroll (RBC, BDC, WFDC)
- Revenues including corporate Income & Debt Management
- Benefits
- Customer Services including:
 - Centres and One Stop Shops
 - Complaints and Customer Feedback
 - Customer Service Strategy
 - Cashiers
 - Reception Services
 - Switchboard Services

Head of Service – Environmental & Housing Property Services

- Waste Management
- Place teams including:
 - Street Scene / Street Cleansing
 - Grounds Maintenance/ Landscaping
- Bereavement Services
- Stores and Depots
- Cesspools/Sewers
- Engineering and Design
- Minor Works Team
- Abandoned Vehicles
- Street Naming and Numbering (operational)
- Tree management inc TPOs
- Land Drainage
- Car Parks/Civil Parking Enforcement

Continuation of Revised Responsibilities

- ***Housing Property Capital and Compliance***
- ***Repairs & Maintenance (including voids and Equipment and Adaptations)***
- ***Mechanical and Electrical***
- ***Commercialism – income Generation / cost reduction***

Head Service – Community and Housing Services

- Community Cohesion (Older and Young People) / Social Inclusion
- Community Safety
- Anti Social Behaviour Team
- CCTV & Lifeline Operation & Development
- Voluntary Sector & Community Networks, Grant Aid
- Transport
- Community Transport / Dial A Ride
- Bus Passes / Concessionary Fares
- Grant Aid
- Housing Strategy and Enabling
- Private Sector Housing
- Disabled Facilities Grants
- Travellers
- Shopmobility
- Children's Centres
- Climate Change / Energy Efficiency

Continuation of Revised Responsibilities

- ***Homelessness***
- ***Housing Options/Choice Based Lettings***
- ***Housing Performance and Database***
- ***Right to Buy***
- ***St David's House Extra Care Housing***
- ***Tenancy Management***

Head of Service – Planning, Regeneration and Leisure Services

- Strategic Planning (Planning & Local Development Framework)
- Development Management (including Planning Enforcement)
- Building Control
- Land Charges
- Emergency Planning / Business Continuity
- Conservation
- Economic Development

New Functions / Services

- ***Leisure and Cultural Services Strategy incorporating***
- ***Development Services (Sports and Arts Development)***
- ***Parks and Events***



Overview and Scrutiny Committee

Thursday, 5th December, 2019

MINUTES

Present:

Councillor Joe Baker (Chair), Councillor Debbie Chance (Vice-Chair) and Councillors Salman Akbar, Joanne Beecham, Michael Chalk, Peter Fleming, Andrew Fry and Jennifer Wheeler

Also Present:

Councillor Matthew Dormer, Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships and Julian Grubb, Portfolio Holder for Community Safety and Regulatory Services

Officers:

Helen Broughton, Andy Bywater, Kevin Dicks, Sue Hanley and Rebecca Pritchett

Democratic Services Officers:

J Bayley and J Gresham

56. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillor Mark Shurmer.

Members noted that Councillors Joanne Beecham and Andrew Fry would be arriving late.

57. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

.....
Chair

Overview and Scrutiny Committee

Thursday, 5th December, 2019

58. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee meeting held on Thursday 7th November 2019 be held as a true and correct record and signed by the Chair.

59. PUBLIC SPEAKING

There were no registered public speakers on this occasion.

60. CIVIL CONTINGENCIES ANNUAL REPORT

The North Worcestershire Civil Contingencies and Resilience Manager presented the Civil Contingencies Annual Report. The following was highlighted for Members' consideration: -

- Corporate Assets had been reviewed.
- Business Continuity Plans had been updated across all service areas.
- The Rest Centre Emergency Plan had been updated and a test carried out. The test highlighted some errors in the plan which needed to be updated and Officers had undertaken to do that.
- Officers attended emergency training at the West Midlands Safari Park.

The Chair asked Councillor Grubb, as Portfolio Holder for Community Services and Regulatory Services if there was anything further he would like to add and Councillor Grubb stated that he regularly met with Officers to ensure that contingency plans were in place and he was happy that the Council would be prepared in an emergency situation.

Members asked where they could find the Business Continuity Plans and Officers confirmed that they were available on The Orb (the Council's intranet).

Members also asked whether the high risk, frontline employees were routinely vaccinated against disease. Officers confirmed that frontline employees were not routinely vaccinated by the Council but were encouraged to be vaccinated and that it came down to the personal responsibility of employees.

Members questioned what errors had been highlighted in the Rest Centre Plan test. Officers confirmed that this had primarily been the

Overview and Scrutiny Committee

Thursday, 5th December, 2019

inclusion of old contact details within the Plan documentation which needed to be updated. However, this had been mitigated by reviewing the plan on a monthly basis and by asking staff to update their details if there were any changes.

61. REDDITCH PARTNERSHIP ANNUAL REPORT

Officers presented the Redditch Partnership Annual Report. The following was highlighted for Members' consideration:

- Redditch Partnership was made up from a range of partner organisations in Redditch who identified priorities for Redditch.
- The priorities were:
 - Health Inequalities
 - Education attainment, school readiness and raising aspirations of young people
 - The economy of Redditch with a focus on providing a larger and more diverse job offer.
 - Lead on transformation change of services for citizens in Redditch.
- Redditch Community Wellbeing Trust (RCWT) sat underneath the Redditch Partnership and was operational.
- The Redditch Partnership was working with local businesses to assess the skills available in Redditch and send mentors into local schools to work with students.
- Redditch Partnership provided, where possible, information and data about Redditch. This included a useful tool which enabled users to find data at small area geographies.
- The Wellbeing in Partnership Newsletter which provided information to partners and locally elected Members about activity in their local area was distributed on a monthly basis.
- The Knowledge Bank, containing information about local Voluntary and Community Sector Groups and community services, was available and partners could add their details if they made a request.

62. SKILLS IN THE LOCAL WORKFORCE - PRESENTATION

Officers presented information about Skills in the Local Workforce and a summary of key labour market issues for Redditch. The following points were highlighted for Members' consideration.

- Officers informed Members that Redditch was above the national average for employment with levels reaching 86.4% employment compared to the national average of 74.9%.
- Redditch wages were lower than the national average.

Overview and Scrutiny Committee

Thursday, 5th December, 2019

- In Redditch there was a low uptake of education post NVQ Level 4.
- Officers were working hard with local schools and businesses to promote further education and provide mentor opportunities in schools in Redditch. Redditch schools however were less engaged than schools around the rest of the County.
- A programme called 'Opening Doors to Business' which gave pupils the opportunity to work with local businesses and services to help engage with young people.

The Chair asked Councillor Dormer, as Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships if there was anything further he would like to add. Councillor Dormer stated that all the work that had been done so far was a step in the right direction but more still needed to be done.

Members questioned what more could be done and Officers confirmed that there had needed to be more engagement with local schools.

Officers noted that there had been a successful programme that had been run over the past two years referred to as '10,000 Plus' which had worked with young people to help raise aspirations. Members questioned why there were such low aspirations in the Borough. Officers explained that this was historically to do with lack of opportunity and low levels of engagement with young people and some local schools in the Borough and explained that Members could work with the local schools in their constituency to increase the engagement.

Members requested clarification on the data provided in the presentation as follows:

- Providing a breakdown of the types of employment in Redditch.
- Clarifying how many hours constituted 'employed'?
- Clarifying how many people were on zero hours contracts?
- Providing information to Members regarding the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) '10,000 Plus' programme.

Members discussed the importance of understanding the cost of equipment in schools and limitations on funding. Reference was also made to the need for higher engagement with parents of students.

Overview and Scrutiny Committee

Thursday, 5th December, 2019

RESOLVED that

- 1) **Officers should provide clarification on the data provided in the skills presentation; and**
- 2) **Officers should be invited back to present again on the Skills in the Workforce data in due course.**

63. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY

The Committee discussed the content of the latest edition of the Executive Committee's Work Programme and identified the following items for pre-decision scrutiny:

- Essential Living Fund.
- Support to the Voluntary and Community Sector 2020/21
- Homes England Asset Transfer.
- Matchborough and Winyates District Centres – Procurement Process to Secure a Development Partner.
- Leisure and Cultural Strategy

RESOLVED that

- 1) **the minutes of the meeting of the Executive Committee held on 11th November 2019 be noted; and**
- 2) **the items identified from the Executive Committee's Work Programme, as detailed in the preamble above, be added to the Overview and Scrutiny Committee's Work Programme.**

64. OVERVIEW AND SCRUTINY WORK PROGRAMME

Officers advised that the items that had been identified for pre-scrutiny earlier in the meeting would be added to the Overview and Scrutiny Committee's Work Programme.

65. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS

The Chair thanked Councillor Dormer and Kevin Dicks for formalising the Quarterly meetings between the Chair of Overview and Scrutiny, Leader and Chief Executive.

Overview and Scrutiny Committee

Thursday, 5th December, 2019

66. CRIME AND DISORDER SCRUTINY PANEL - CHAIR'S UPDATE REPORT

Councillor Wheeler updated Members on the work of the Crime and Disorder Scrutiny Panel. Councillor Wheeler confirmed that there had been a meeting in September where Members had been given a presentation on the latest work of the North Worcestershire Community Safety Partnership in Redditch. Following the meeting Members of the Panel had received the 'Good Neighbours Handbook'.

RESOLVED that

the update on the meeting be noted.

67. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

The following updates were provided in respect of the work of scrutiny Task Groups and Working Groups:

a) Budget Scrutiny Working Group – Chair, Councillor Jenny Wheeler

Councillor Wheeler explained that the recommendations made by the group in November had all been accepted at Executive. Councillor Wheeler explained that Professor Peter Latchford OBE from Black Radley had delivered a presentation to the group in respect of commercialism at the latest meeting of the group. Members of the group had found this to be very useful and had agreed that a similar briefing to all Members on the subject of commercialism would be helpful towards the end of January 2020 in order to help inform Members' decisions in respect of the budget.

b) Parking Enforcement Task Group – Chair, Councillor Mark Shurmer

Officers explained that there would be no further meetings of the group until after the general election due to be held on 12th December 2019.

c) Performance Scrutiny Working Group – Chair, Councillor Andrew Fry

Councillor Fry advised that the last meeting of the group had been cancelled and suggested a change in the way the

Overview and Scrutiny Committee

Thursday, 5th December, 2019

meetings were carried out. Members were advised that that meetings had been booked until May 2020.

- d) Suicide Prevention Task Group – Chair, Councillor Debbie Chance

Councillor Chance explained that there had been no meetings since the previous meeting of the Committee. There was a meeting planned for 17th December 2019 where there would be a presentation on mental health from NHS practitioners.

RECOMMENDED that

there should be an all Member briefing from Black Radley in respect of commercialism in January 2020.

68. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Councillor Chalk updated the Committee in respect of the latest meeting of the West Midlands Combined Authority's (WMCA) Overview and Scrutiny Committee. He informed the Committee that a draft governance and strategy document was in the process of being created by Councillor Trickett of Birmingham City Council.

Councillor Chalk apologised to the Committee as we had been unable to attend the latest meeting of the Worcestershire Health Overview and Scrutiny Committee (HOSC).

The Meeting commenced at 6.30 pm
and closed at 7.50 pm

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Overview and Scrutiny Committee

Monday, 16th December, 2019

MINUTES

Present:

Councillor Joe Baker (Chair), Councillor Debbie Chance (Vice-Chair) and Councillors Salman Akbar, Joanne Beecham, Michael Chalk, Peter Fleming, Mark Shurmer and Jennifer Wheeler

Also Present:

Councillor Matthew Dormer (Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships)
Councillor David Thain (Portfolio Holder for Corporate Management)
Councillor Craig Warhurst (Portfolio Holder for Housing)

Officers:

Rebecca Green, Sue Hanley, Jayne Pickering, Deb Poole, Guy Revans and Paul Stephenson

Democratic Services Officers:

J Bayley and J Gresham

69. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Andrew Fry and it was confirmed that Councillor John Fisher would be attending as his substitute.

Members noted that Councillor Joanne Beecham would be arriving late.

70. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

71. PUBLIC SPEAKING

There were no registered public speakers on this occasion.

.....
Chair

Overview and Scrutiny Committee

Monday, 16th December, 2019

72. PRE-DECISION SCRUTINY HOUSING / HOUSING REVENUE ACCOUNT STRATEGIC IMPROVEMENT PLAN PROGRESS REPORT

Officers presented the Housing/Housing Revenue Account Strategic Improvement Plan Progress Report. The following was highlighted for Members' consideration: -

- Significant Housing Revenue Account (HRA) issues had been identified particularly in Repairs and Maintenance.
- The cultural change work was underway.
- This report was the third update to Members as part of the three year improvement plan.
- Senior Officers completed and implemented a Review of the Housing and Community Services Management Team.
- The consultation phase of the Review of Housing Capital/ Property/ Compliance Team(s) had taken place.
- There was due to be a Review of Locality Team(s) in May 2020.
- An external consultancy was commissioned to carry out Stock Condition Surveys and a Work Force Skills Audit.
- Stock Condition Surveys were due to be completed in January 2020.
- Regular compliance updates including Fire Safety Orders, Control of Asbestos, Electricity and Gas were received by Portfolio Holders and Executive Members.
- A new Housing IT system was procured at the end of 2019 and would be implemented by December 2021.

The Chair asked Councillor Warhurst, as Portfolio Holder for Housing if there was anything further he would like to add and Councillor Warhurst thanked the Officers for their hard work and comprehensive report. Councillor Warhurst added that the new Housing IT system would provide a much more robust control of the Council's Housing stock

Members questioned how Officers hoped to make savings in order to help the HRA balance. Officers explained there had been a change to the way contractors were engaged, that non-essential electrical works had been suspended and that the Council had capitalised as much as possible. It was also confirmed that the review and redesign of the Voids process had improved. Members requested that Officers distribute further information regarding the backlog of Void properties and how they had been reduced.

The Committee had a discussion about whether the Housing IT system would be able to 'talk to' the Finance system. Officers

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informed Members that although there was not a system that addressed both functions the new Housing IT system would certainly be able to interface with the Finance system and that some of the same Officers were working across both projects therefore there was integration and oversight between the two projects. Some Members questioned why the implementation phase for the system was so long and Officers explained there had been an overhaul of the Policies and Procedures which had prolonged the process but that a large amount of preparatory work had been undertaken and the programme of works was firmly underway. Officers resolved that they would circulate the Project Plan to Members for their information.

Members questioned how the Council was ensuring that there was sufficient Council Housing stock in Redditch. Councillor Warhurst confirmed that there had been no new stock built by the Council in Redditch since 1998 but that there was a tender undertaken in January 2020 in order to build 20 houses in the Borough.

RESOLVED that

- 1) Officers should circulate the data regarding the backlog of Void properties amongst Overview and Scrutiny Committee members; and**
- 2) Officers should circulate the Housing IT System Project Plan amongst Overview and Scrutiny Committee members.**

73. PRE-DECISION SCRUTINY - REDDITCH COUNCIL PLAN

The Policy Manager for Redditch Borough Council presented the Redditch Council Plan Report. The following was highlighted for Members' consideration:

- The updated Redditch Council Plan included 5 Strategic Purposes which provided a strategic direction for the Borough.
- A Community Priority sat underneath each Strategic Purpose and would directly support the community on issues that mattered to them.
- There was a 'Green Thread' that ran through the plan and supported Climate Change issues.
- This was a four year plan for Redditch.

The Chair asked Councillor Matthew Dormer, as Portfolio Holder for Planning, Economic Development, Commercialism and

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Partnerships if there was anything further he would like to add and Councillor Dormer thanked the Officers for the considerable work the team had carried out.

Officers explained that the plan was a high level document and not designed to go into granular detail. It was noted by Members that one of the Community Priorities included the increase in wages for those who lived and worked in the Borough. The Chair expressed an interest in how this would be measured in the long-term. Officers confirmed that through working alongside North Worcestershire Economic Development and Regeneration (NWEDR) there would be higher engagement with schools and businesses in the Borough. Members were also interested to find out the number of 18-24 year olds who were not in full time education and Officers resolved to distribute the information amongst Members after the meeting.

RESOLVED that

Officers should circulate information about the number of 18-24 year olds who were not in full time education in the Borough for the consideration of members of the Committee.

74. PRE-DECISION SCRUTINY - REVIEW OF THE ONE STOP SHOPS

Officers presented the Review of the One Stop Shops Report. The following was highlighted for Members' consideration:

- The falling customer numbers at One Stop Shops (OSS) in Batchley, Winyates and Woodrow had resulted in the proposal that they would be closed.
- That there were no plans to close the Locality offices and these teams would remain based in the communities.
- That revenue would be collected from renting the OSS space to other groups and agencies.
- The Council's partnership with Allpay created greater opportunities for customers to make payments in more locations.

Members discussed whether all customers, in particular the elderly and vulnerable, would be happy to make regular payments in other locations than the One Stop Shops. In addition, Members questioned what service provision would be made available to assist those who were not comfortable with the new electronic system. Officers assured Members that there were plenty of locations for payments to be made and the cashiers at the Town Hall would still be available to all customers. Members also

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discussed how no other Councils in Worcestershire accepted cash for payments.

Officers explained to Members that the Locality teams would continue to be present in the local communities and that there were other teams, such as the Financial Independent Teams (FIT), that could provide assistance to customers who needed it.

Members highlighted the following areas for consideration:

- The potential use of the Voluntary Sector to champion the new scheme in local communities.
- That residents might perceive they were not being looked after if any closures were made.

The Chair asked Councillor Thain, as Portfolio Holder for Corporate Management if there was anything further he would like to add and Councillor Thain thanked the Officers for the considerable work the team had carried out.

RECOMMENDED that

Executive Committee note that Overview and Scrutiny Committee have concerns regarding the content of this report, as detailed in the preamble above; and

RESOLVED that

the report be noted.

75. PRE-DECISION SCRUTINY - FEES AND CHARGES 2020/21

This item was postponed and for discussion at the meeting of the Committee due to be held on 14th January 2020.

76. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY

Officers confirmed that the Executive Committee had not sat since the previous Overview and Scrutiny Committee on 5th December 2019 and so there were no minutes from Executive Committee meetings for consideration. There had also been no updates to the Executive Work Programme since the previous meeting of the Committee.

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77. OVERVIEW AND SCRUTINY WORK PROGRAMME

There had been no updates to the Overview and Scrutiny Work Programme since the last meeting.

78. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

The following updates were provided in respect of the work of scrutiny Task Groups and Working Groups:

a) Budget Scrutiny Working Group – Chair, Councillor Jenny Wheeler

Councillor Wheeler explained that there had been no meetings since the last Overview and Scrutiny meeting therefore there was nothing to report to the Committee.

b) Parking Enforcement Task Group – Chair, Councillor Mark Shurmer

Councillor Shurmer explained that there had been no meetings of the group since the general election on 12th December 2019 was called, though meetings would take place in 2020.

c) Performance Scrutiny Working Group – Chair, Councillor Andrew Fry

Officers explained that there had been no meetings since the last Overview and Scrutiny meeting therefore there was nothing to report to the Committee.

d) Suicide Prevention Task Group – Chair, Councillor Debbie Chance

Councillor Chance explained that there had been no meetings since the previous meeting of the Committee. There was a meeting planned for 17th December 2019.

79. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Councillor Chalk explained that there had been no meetings since the last Overview and Scrutiny meeting.

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The Meeting commenced at 6.30 pm
and closed at 8.20 pm

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**14th January 2020**Land off Far Moor Lane, Redditch**

Relevant Portfolio Holder	Cllr David Thain, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	Winyates
Ward Councillor(s) Consulted	
Non-Key Decision	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. SUMMARY OF PROPOSALS

This report seeks to update the Executive Committee with regard to the sale of land at Far Moor Lane Redditch and to seek approval to the terms agreed for the disposal of this site thus enabling the planning and development of new housing in this area, and providing a capital receipt to the Council.

2. RECOMMENDATIONS

Members are asked RESOLVE to:

- 2.1 Note the disposal of the site off Far Moor Lane shown at appendix 1 (noting as per Executive decision in 2015) and to approve the terms for this disposal as outlined in the exempt report at appendix 2.**
- 2.2 Delegate authority to the Head of Legal Equalities and Democratic Services and the Director of Finance and Resources following consultation with the Portfolio Holder for Finances and Enabling to negotiate and agree the Heads of Terms in accordance with the terms agreed and to proceed with the sale accordingly**

3. KEY ISSUES**3.1 Background**

- 3.2 In March 2015 the Executive Committee considered and approved a report to declare the land at Far Moor Lane Redditch surplus to Council requirements and agreed that it be disposed at market value.**

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**14th January 2020

- 3.3 As Members are aware officers have, in accordance with the Executive Committee's decision to dispose of the site, considered a number of options and more recently commissioned Savills to undertake an assessment in respect of these options, to enable best value on this site for the Council
- 3.4 Savills assessed the options and their findings are detailed in their report as set out at Appendix 2.
- 3.5 In line with the Savills report Members are asked to consider and approve the terms as detailed thereby enabling the disposal of the site for development.

Financial Implications

- 3.6 As detailed in Appendix 2. Any funding received will be allocated to the Council's Capital Receipts.

Legal Implications

- 3.7 The terms of sale have been validated by Savills to ensure that the Council meets its requirements under the provisions of Section 123 of the Local Government Act 1972 not to dispose of land for a consideration less than can be reasonably obtained.

Service / Operational Implications

- 3.8 The site at Far Moor Lane has been declared surplus by the Council and identified in the Council's Local Plan as a site designated for residential development.
- 3.9 The sale will enable the development of the site for homes, many of which will be affordable.

4. APPENDICES

Appendix 1- Site plan
Appendix 2- Savills report (Exempt)

AUTHOR OF REPORT

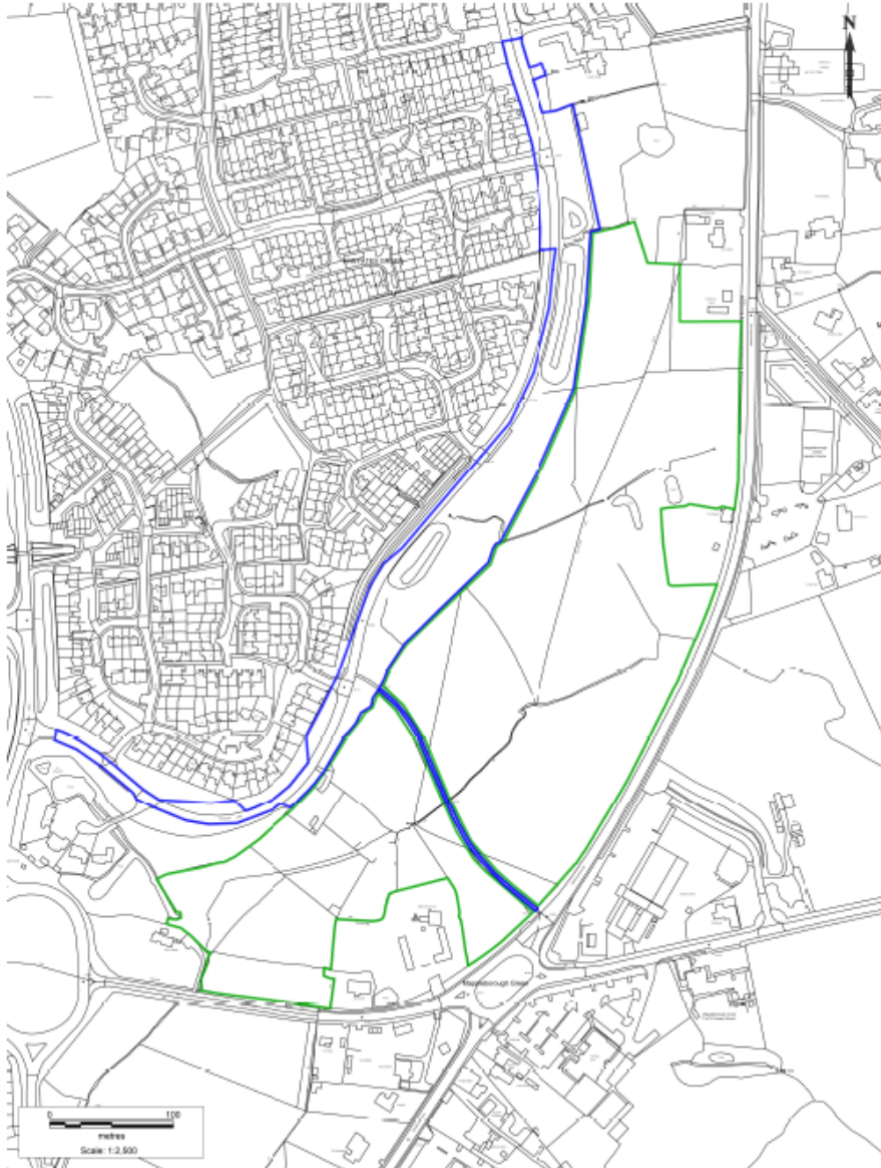
Name: Claire Felton
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REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

14th January 2020

Appendix 1



 © Crown copyright and database rights 2018 Ordnance Survey (10004330)	Land at Far Moor Lane (Plan 2) Redditch B98 0SD	Place Partnership Unit 2 Kings Court Business Park Charles Heston Way Wolverhampton WV6 1JF Date: 09/05/2018
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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