



Council

Mon 21 Sep
2020
7.00 pm

Virtual Meeting
Skype

REDDITCH BOROUGH COUNCIL

*making
a
difference*

www.redditchbc.gov.uk

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Extn.3268)
e.mail: jess.bayley@bromsgroveandredditch.gov.uk**

GUIDANCE ON VIRTUAL MEETINGS

Due to the current Covid-19 pandemic Redditch Borough Council will be holding this meeting in accordance with the relevant legislative arrangements for remote meetings of a local authority. For more information please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panels meetings) (England and Wales) Regulations 2020.

Please note that this is a public meeting conducted remotely by Skype conferencing between invited participants and live streamed for general access via the Council's YouTube channel.

You are able to access the livestream of the meeting from the Committee Pages of the website, alongside the agenda for the meeting.

[Live Stream Link for the Council Meeting](#)

If you have any questions regarding the agenda or attached papers, please do not hesitate to contact the officer named above.

Notes:

As referred to above, the virtual Skype meeting will be streamed live and accessible to view. Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded and for any such items the live stream will be suspended and that part of the meeting will not be recorded.

Council

Monday, 21st September, 2020

7.00 pm

**During the Covid-19 outbreak
Committee meetings are taking
place on Skype for Business**

Agenda

Membership:

Cllrs:

Gareth Prosser (Mayor)
Julian Grubb (Deputy Mayor)
Salman Akbar
Joe Baker
Tom Baker-Price
Roger Bennett
Joanne Beecham
Juliet Brunner
Michael Chalk
Debbie Chance
Greg Chance
Brandon Clayton
Matthew Dormer
John Fisher
Peter Fleming

Andrew Fry
Bill Hartnett
Pattie Hill
Ann Isherwood
Wanda King
Anthony Lovell
Gemma Monaco
Nyear Nazir
Mike Rouse
Mark Shurmer
Yvonne Smith
David Thain
Craig Warhurst
Jennifer Wheeler

1. Welcome

2. Apologies for Absence

3. Declarations of Interest

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

4. Minutes (Pages 1 - 8)

5. Announcements (Pages 9 - 10)

To consider Announcements under Procedure Rule 10:

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

6. Questions on Notice (Procedure Rule 9) (Pages 11 - 12)

7. Motions on Notice (Procedure Rule 11)

8. Executive Committee

Minutes of the meeting of the Executive Committee held on Tuesday, 4th August 2020 (Pages 13 – 32)

8.1 Amenity Standards Document for Privately Rented Properties in Redditch (Pages 33 - 100)

8.2 Creation of Joint Worcestershire and Herefordshire Waste Partnership Strategy Officer (Pages 101 - 116)

8.3 Financial Outturn 2019/20 and Reserves (Pages 117 - 172)

An amendment has been proposed to Recommendation 2 of Minute Item No. 14 in the Executive Committee minutes from 4th August 2020. The proposed change is detailed on page 117 of the agenda.

NOTE: This report contains exempt information which has only been made available to Members and relevant Officers. In order to enable Members to discuss the content of this report, a decision may be required to exclude the public and press from the meeting on the grounds that exempt information is likely to be divulged, as defined in paragraph 3 of Schedule 12 (a) of Section 100 1 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.

(Paragraph 3: Subject to the “public interest” test, information relating to the financial or business affairs of any particular person (including the authority holding that information).)

Minutes of the Meeting of the Executive Committee held on Tuesday, 8th September 2020 (Pages 173 – 184)

8.4 Restoration and Recovery Plan (Pages 185 - 222)

8.5 Finance Monitoring Quarter 1 2020/21 (Pages 223 - 238)

9. Committee Appointment

To appoint Councillor Craig Warhurst to serve on the Audit, Governance and Standards Committee, replacing Councillor Joanne Beecham.

10. Urgent Business - Record of Decisions (Pages 239 - 260)

Since the previous meeting of Council there have been two urgent decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.

Urgent Decisions have been taken on the following subjects:

- a) Fees for Pavement Licences; and
- b) Licensing Delegations and Public Participation at Licensing Committee Meetings.

The urgent decision notices and background papers have been attached to this agenda for noting.

11. Urgent Business - general (if any)

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

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

This page is intentionally left blank

Council

Monday, 20 July 2020

MINUTES

Present:

Councillor Gareth Prosser (Mayor), Councillor Julian Grubb (Deputy Mayor) and Councillors Salman Akbar, Joe Baker, Tom Baker-Price, Roger Bennett, Joanne Beecham, Juliet Brunner, Michael Chalk, Debbie Chance, Greg Chance, Brandon Clayton, Matthew Dormer, John Fisher, Peter Fleming, Andrew Fry, Bill Hartnett, Pattie Hill, Ann Isherwood, Anthony Lovell, Gemma Monaco, Nyear Nazir, Mike Rouse, Mark Shurmer, Yvonne Smith, David Thain, Craig Warhurst and Jennifer Wheeler

Officers:

Kevin Dicks, Claire Felton, Sue Hanley, Jayne Pickering, Guy Revans and Judith Willis

Senior Democratic Services Officers:

Jess Bayley and Amanda Scarce

15. WELCOME

The Mayor welcomed all present to the meeting and explained how the meeting would proceed in a virtual environment.

16. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Wanda King.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. MINUTES

RESOLVED that

the minutes of the meeting of Annual Council held on Monday 22nd June 2020 be approved as a true and correct record and signed by the Mayor.

.....
Chair

Council

Monday, 20 July 2020

19. ANNOUNCEMENTS

a) The Mayor's Announcements

The Mayor advised that he had attended one civic engagement since the Annual Council meeting. At this engagement, which took place on 4th July 2020, the Mayor had opened the Redditch Borough Community Sports and Social Club in Batchley. There was the possibility that the Mayor would be attending the scarecrow judging competition in Church Hill in August 2020.

b) The Leader's Announcements

The Leader advised that he had circulated a list of his announcements prior to the meeting. This highlighted that the Leader had attended a range of strategic meetings since the Annual Council meeting, including meetings of the West Midlands Combined Authority (WMCA) Board, the Greater Birmingham and Solihull Local Enterprise (GBSLEP) Recovery Task Force and the Worcestershire Members' Local Engagement in Outbreaks Board.

c) Chief Executive's Announcements

The Chief Executive explained that he had no announcements to make on this occasion.

20. QUESTIONS ON NOTICE (PROCEDURE RULE 9)

The Mayor confirmed that there were no Questions on Notice for consideration at this meeting.

21. MOTIONS ON NOTICE (PROCEDURE RULE 11)

Covid-19

Councillor Matthew Dormer proposed a Motion in respect of Covid-19 and the response of various agencies to the pandemic. This Motion was seconded by Councillor Bill Hartnett.

In proposing the Motion Councillor Dormer commented that Covid-19 had had a negative impact on the Borough. He thanked staff working for the NHS, pharmacies, key workers, local volunteers and Council staff for all their hard work during the lockdown and for the efforts that had been made to tackle the impact of the virus in the Borough.

In seconding the Motion Councillor Hartnett advised that there had been plans to propose this Motion in the spring, though the lockdown had resulted in a delay. Councillor Hartnett commented

Council

Monday, 20 July 2020

that during the lockdown there had been a number of tragedies which had impacted on people living in the local community. He welcomed the acts of kindness, support and courage that had been evident amongst NHS staff, key workers, pharmacies, supermarket staff and local volunteers and he thanked them for their hard work. The Motion provided Members with an opportunity to thank all residents and businesses for their efforts during the lockdown. Thanks were also extended to local community groups that had helped people who were self-isolating as well as Council staff for their hard work.

Members subsequently discussed the Motion in detail and in doing so noted the following:

- The hard work of the emergency services during the lockdown, particularly NHS staff.
- The contributions that had been made by Voluntary and Community Sector (VCS) groups and volunteers during the lockdown. Specific reference was made to groups such as the Batchley Support Group, Church Hill Together, the Support Redditch Emergency Network and the Astwood Bank Neighbours group.
- The personal impact that the pandemic had had on some Members in respect of their families and the work of NHS staff and key workers to support Covid-19 patients and vulnerable people.
- The hard work of Council staff during the lockdown, which had ensured that essential services continued to be delivered to residents throughout the crisis.
- The actions of Redditch residents, whose compliance with social distancing and lockdown rules had ensured that the number of cases of Covid-19 diagnosed in the Borough had been lower than some other parts of the country.
- The emotional and physical impact that the Covid-19 pandemic had had on people and the action that had been taken to support people during this time.
- The benefits of multi-agency working during the lockdown.
- The support that had been provided by the West Midlands Ambulance Trust to vulnerable patients.
- The work of Worcestershire Hearts of Joy in respect of delivering food parcels in the community.
- The challenges for teachers in terms of educating pupils during the lockdown and the impact that the pandemic had had on young people.

RESOLVED that

this Council recognises the Coronavirus epidemic as a major public health incident that is adversely impacting the residents and businesses of the Borough.

Council

Monday, 20 July 2020

In responding to the crisis, Council records its sincere thanks to the NHS, our Council's officers, emergency service workers, supermarket staff, community groups and the countless volunteers across Redditch who have provided relief and aid to our valued communities.

Council also acknowledges the work of the Council's frontline staff, colleagues and volunteers.

22. EXECUTIVE COMMITTEE

The following matters were discussed during consideration of the minutes of the meeting of the Executive Committee held on Tuesday, 9th June 2020.

a) Anti-Social Behaviour Policy

Members discussed the Anti-Social Behaviour Policy and noted that the policy raised the potential for mediation to be used to tackle anti-social behaviour in the community. There were financial implications to the use of mediation, but assurances had been provided to Members about how the costs would be covered.

During consideration of this matter questions were raised about the extent to which the terms set out in the policy could be applied in cases where the anti-social behaviour involved people living in private accommodation. Members noted that in cases where a Council tenant was involved, the Council's Anti-Social Behaviour Officers could provide support, but this was not the case for private residents. There was general consensus that this matter should be explored further, in consultation with the Portfolio Holder for Housing and Procurement, outside the meeting.

b) Bring Your Own Device Policy

Members noted that the Bring Your Own Device (BYOD) Policy would help to improve the Council's ICT support to elected Councillors. All Members had been working on Council ipads in recent years, but the equipment was relatively old and the functionality was not as good as other equipment. Whilst Members were holding meetings virtually the challenges posed by the equipment had become evident. New equipment would be purchased using funding from the Government's Covid-19 budget allocation to the Council. The BYOD Policy would provide Members with access to their own IT equipment with an opportunity to access Council business electronically using more up to date and user-friendly equipment.

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 9th June 2020 be received and all recommendations adopted.

23. OVERVIEW AND SCRUTINY ANNUAL REPORT 2019/20

The Chair of the Overview and Scrutiny Committee, Councillor Joe Baker, presented the Overview and Scrutiny Annual Report for the 2019/20 municipal year.

During the presentation of the report Councillor Baker highlighted the following points for Members' consideration:

- The recommendations that had been made by the Committee during the year had tended to be cross-party and were based on the evidence that had been gathered by Members.
- New Government guidance in respect of Overview and Scrutiny had been published in May 2019 and Members had welcomed news that the Council was already compliant with a lot of the best practice detailed in this document.
- The Committee had an important role holding the Executive Committee to account for decisions that were taken and acted as a critical friend.
- Scrutiny investigations focused on issues that mattered to the local community and provided a voice for local residents and other stakeholders.
- There had been a number of occasions during the year when the Committee had pre-scrutinised reports prior to a decision being taken by the Executive Committee.
- A whole range of subjects had been scrutinised in 2019/20 including the new tenancy handbook, the changes to concessionary rents, funding for VCS groups and the regeneration of the town centre.
- The Budget Scrutiny Working Group and Performance Scrutiny Working Group had investigated the Council's financial position and the performance of the authority's services. Councillors Wheeler and Fry, the Chairs of these respective groups, were thanked for their hard work during the year.
- There had been detailed investigations of parking enforcement and suicide prevention and both of these exercises had now been completed.
- Councillor Baker thanked all Members who had served on the Committee, scrutiny Task Groups and working groups, for their work in 2019/20.
- In particular, Councillor Baker thanked the former Vice Chair of the Committee, Councillor Debbie Chance, for her help

Council

Monday, 20 July 2020

during the year and also thanked Councillor Joanne Beecham who had stood down from the Committee. He welcomed Councillors Pattie Hill and Ann Isherwood who had replaced them on the Committee for 2020/21.

- Thanks were also extended to the Senior Democratic Services Officer for Redditch and the Democratic Services Officer for their hard work in support of the Overview and Scrutiny Committee during the year.

Following the presentation of the report, the Leader of the Council expressed his gratitude for the work of the Overview and Scrutiny Committee and the various scrutiny groups during the year. It was noted that every recommendation that had been made by the Budget Scrutiny Working Group in 2019/20 had been approved and this work was welcomed by the Executive Committee.

RESOLVED that

the Overview and Scrutiny Annual Report 2019/20 be noted.

24. OUTSIDE BODY APPOINTMENTS

Members discussed the following appointments to outside bodies.

- a) Armed Forces Champion - Worcestershire Armed Forces Covenant Partnership

Councillor Matthew Dormer nominated Councillor Julian Grubb for the position of Armed Forces Champion. This nomination was seconded by Councillor Mike Rouse.

In proposing Councillor Grubb for the position, it was noted that he had been on active service in Iraq during the Gulf War and had experience in the Territorial Army.

During consideration of this item Councillor Bill Hartnett nominated Councillor Joe Baker for the position of Armed Forces Champion. This nomination was seconded by Councillor Greg Chance.

In proposing Councillor Baker to the position, it was noted that he had built up a rapport with the armed forces when serving as the Mayor of the Borough of Redditch.

On being put to the vote Councillor Baker's nomination to the position of Armed Forces Champion was lost.

- b) Worcestershire Local Transport Board

Members were advised that the positions of lead member and substitute member on the Worcestershire Local Transport

Council

Monday, 20 July 2020

Board were shared by Redditch Borough Council with Bromsgrove District and Wyre Forest District Councils. In this context, Councillors Adam Kent (Bromsgrove District Council) and Fran Oborski (Wyre Forest District Council) had been nominated for the positions of lead Member and substitute Member on the Board respectively.

RESOLVED that

- 1) Councillor Julian Grubb be appointed Armed Forces Champion on the Worcestershire Armed Forces Covenant Partnerships for the 2020/21 municipal year; and**
- 2) Councillors Adam Kent, from Bromsgrove District Council, and Fran Oborski, from Wyre Forest District Council, be appointed lead member and substitute member on the Worcestershire Local Transport Board in the 2020/21 municipal year.**

25. URGENT BUSINESS - RECORD OF DECISIONS

The Mayor advised that there had been one urgent decision taken since the meeting of Annual Council held on 22nd June 2020. This urgent decision had been taken in response to the Business and Planning Act 2020 as it had been necessary for the Council to start to consider applications under the provisions in this act by the time that the legislation received Royal Assent, which was anticipated in July 2020.

26. URGENT BUSINESS - GENERAL (IF ANY)

The Mayor confirmed that there was no urgent business for consideration on this occasion.

27. RENT MANAGEMENT SYSTEM

The Head of Community and Housing Services presented a report in respect of a proposed new Rent Management System for the Council. Members were advised that during the Covid-19 pandemic a lot of Council tenants had been furloughed or made redundant, whilst residents working on zero hours contracts had found that their working hours had reduced significantly. This had impacted on many tenants' ability to pay their rent which in turn had financial implications for the Council's Housing Revenue Account (HRA).

Officers were proposing that a new Rent Management System should be introduced to enable the Council to mitigate the risks arising from the reduction in rent payments. There would be a need to ensure that the new system could be integrated with the new Housing IT system and this requirement would be built into the Council's procurement process. The new system would help to

Council

Monday, 20 July 2020

reduce the amount of paperwork Officers had to complete and thereby provide staff with the time to concentrate on working with vulnerable residents in respect of developing debt management plans. The system would therefore have a beneficial impact on tenants.

The Council would need to invest capital spending in order to procure the Rent Management System. Officers were anticipating that this cost would be offset in the long-term by potential revenue savings. The capital funding would be provided from within existing capital reserves in the HRA.

Following the presentation of the report Members discussed a number of points in detail:

- The reasons why this report had not previously been considered by the Overview and Scrutiny and Executive Committees. Members noted that due to the financial implications for both tenants and the Council there was a need to act with some urgency.
- The impact that debt could have on a person's emotional resilience and the value of people receiving support from the Council to enable them to manage their debts moving forward.
- The hard work that had been undertaken by Officers working in the Housing Department in recent months as the level of rent debts amongst Council tenants had increased.
- The potential for the cost of the system to be covered using funding provided to the Council to respond to the Covid-19 pandemic. Officers explained that it would not be possible to use funding from that budget for this purpose.
- The potential for the Rent Management System to integrate with the new Financial Services IT system.

RESOLVED that

- 1) **the capital programme for 2020/21 for the Housing Project is increased by £65k to be funded from existing reserves; and**
- 2) **delegation is given to the Head of Environment and Housing Property Services and the Head of Legal, Democratic and Property Services to procure a suitable provider for implementation.**

Mayoral Engagements from August 2020

Date	Venue	Event	Attendance
22nd August	Tesco	Food Bank Promotion	Gareth
30th August	Churchill	Judging Scarecrow Event	Gareth
31st August	Churchill	Presenting Prizes – Scarecrow Contest	Gareth
3rd September	Winyates Green	Opening of Post Office – Londis Store	Gareth
5th September	Woodrow Centre	Opening of Bodyshot Boxing Club alongside MP Rachel McLean	Gareth

This page is intentionally left blank

**Redditch Borough Council
21st September 2020**

Agenda item no. 6 – Questions on Notice

1. From Councillor Joe Baker to the Leader:

“What assessment has the Council Housing Department made of the potential number of evictions from the private rented sector as a result of rent arrears due to Covid-19, and the likely impact on emergency housing provision in Redditch?”

2. From Ms Sharon Harvey to the Leader:

“What measures have been put in place by Redditch Borough Council to work with its community in an agreed schedule of public engagements and roadshows in order to develop the Town fund plan before it is submitted at the end of January 2021?”

This page is intentionally left blank



Executive Committee

Tuesday, 4 August 2020

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Mike Rouse (Vice-Chair) and Councillors Greg Chance, Brandon Clayton, Bill Hartnett, Anthony Lovell, Nyear Nazir, David Thain and Craig Warhurst

Also Present:

Councillor Debbie Chance, Chair of the Suicide Prevention Task Group

Officers:

Derek Allen, Kevin Dicks, Mike Dunphy, Claire Felton, Sue Hanley, Jayne Pickering, Guy Revans and Sarah Sellers

Senior Democratic Services Officer:

Jess Bayley

1. APOLOGIES

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Mike Rouse declared a pecuniary interest in Minute Item No. 9 – Overview and Scrutiny Committee Minutes – due to his role as a trustee of the Support Redditch Emergency Network, a group that was eligible to receive funding from the Council's community lottery. Councillor Craig Warhurst also declared a pecuniary interest as a Committee member for the Astwood Bank Carnival, which similarly eligible to receive funding from the community lottery. Consequently, they both left the meeting during consideration of Item 9, which detailed a recommendation in respect of the community lottery and they did not take part in the debate or the vote thereon.

3. LEADER'S ANNOUNCEMENTS

The Leader advised that the Additional Papers 1 pack for the meeting contained an extract from the minutes of the meeting of the Overview and Scrutiny Committee held on 30th July 2020 when Members had considered the Suicide Prevention Task Group's final

.....
Chair

Executive Committee

Tuesday, 4 August 2020

report. It had not been possible to include this minute extract in the main agenda as the Overview and Scrutiny Committee meeting had taken place after publication of the agenda for the Executive Committee meeting.

Members were advised that an extra item, at Minute Item No. 12 – Urgent Business – Possible E-scooter Trial in Redditch - had been published in an Additional Papers 2 pack. The Chair had agreed that this urgent business should be included on the agenda, following consultation with the Chair of the Overview and Scrutiny Committee, as in order to participate in a national bid process for E-scooters, the Council would need to submit an entry by 31st August 2020 and there were no further meetings of the Executive Committee scheduled to take place before that date.

4. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 9th June 2020 be approved as a true and correct record and signed by the Chair.

5. SUICIDE PREVENTION TASK GROUP - FINAL REPORT

The Chair of the Suicide Prevention Task Group, Councillor Debbie Chance, presented the group's final report. Members were advised that this had been a sensitive and complex issue to review and Councillor Chance thanked the other five members of the group for their assistance with the investigation.

There had been a slight delay in terms of the presentation of the group's findings to the Overview and Scrutiny and Executive Committees due to the Covid-19 pandemic. During the review the group had held 11 meetings and spoken to eight witnesses, both Council Officers and external partners, between June 2019 and June 2020.

The group had learned a lot about the impact that deaths by suicide could have on people's friends and families. Members had discovered that bereaved relatives who had lost a loved one to suicide were at higher risk of death by suicide. A concerning finding had been that many of the deaths were amongst persons not previously known to mental health services, or who had not confided in anyone that they were struggling.

Members had been advised that on average one person died each week as a result of suicide in Worcestershire. In Redditch, for the

Executive Committee

Tuesday, 4 August 2020

three-year period from 2015 to 2017, there were 26 deaths by suicide of which 84% were among men.

The investigation had primarily focused on services that were not provided by Redditch Borough Council. Members had reviewed the content of the Worcestershire Suicide Prevention Plan and had been greatly assisted by the county's Public Health team.

The group's recommendations focused mainly on the Council's influencing role. Key objectives of the review had been to review suicide in general and the mental health services available to Redditch residents. This had taken into account services provided by both public sector organisations and the valuable contribution of Voluntary and Community Sector (VCS) organisations.

The witnesses interviewed by the group had highlighted the need for awareness raising and training and this was reflected in the recommendations. The group were also guided by the Equalities Team to look at how the Council's Equalities Strategy could be updated to include actions that supported suicide prevention. The other recommendations covered the assistance that could be provided to VCS groups to enable those bodies to better publicise their services and generally promoting awareness around suicide prevention.

Following the presentation of the report Members discussed the group's findings and recommendations. Members noted that the report had been dedicated to Mr Mike Lewington, who had been interviewed during the review and had sadly passed away since then. Members also noted that the Overview and Scrutiny Committee had endorsed the group's recommendations unanimously.

Reference was made to the suicides that had occurred in Redditch in recent years, particularly at Musketts Bridge and Members noted that messages of hope that had been secured to the bridge had subsequently been removed. Borough and County Councillors had been working hard in recent years to support people experiencing mental health difficulties and the group's findings would help to inform elected Members about action that could be taken to prevent suicide moving forward.

During consideration of this item Councillor Mike Rouse proposed an additional recommendation. This additional recommendation was seconded by Councillor Matthew Dormer. The additional recommendation proposed the following:

Executive Committee

Tuesday, 4 August 2020

“Officers be tasked with sending a copy of the Suicide Prevention Task Group’s final report to Worcestershire County Council and the Member of Parliament for Redditch.”

In proposing this recommendation Councillor Rouse commented that it was important for the Worcestershire Suicide Prevention Plan Group and the Worcestershire Health and Wellbeing Board to learn about the group’s findings. This could be achieved by sending a copy of the report to relevant Members and Officers at Worcestershire County Council. In addition, the local Member of Parliament would find the information useful.

There was general consensus amongst Members that this additional recommendation would be helpful.

RESOLVED that

- 1) **that the Redditch Borough Council Equalities Strategy should reflect the Council’s commitment to suicide prevention and supporting good mental health, and that in producing the updated version of the Equalities Strategy for 2020 to 2024 objectives and actions should be included to cover the following:**
 - a) **that officers continue to publicise messages around positive mental health to staff and promote opportunities to participate in training and events;**
 - b) **that officers develop the signposting information available on the intranet to support staff in being able to signpost either service users or colleagues to the relevant support services;**
 - c) **that officers mark suicide prevention awareness day in September 2020 including using this as an opportunity to promote the work of local groups that support suicide prevention;**
 - d) **recognising that not all staff may undertake the Mental Health First Aid training, that officers arrange for some alternative web based training resources to be provided for staff, to be aimed at those working in front line posts;**
- 2) **that officers from the Communications Team work with the Partnership Manager to identify local voluntary sector organisation which offer support around mental health and wellbeing and/ or promote suicide prevention;**

Executive Committee

Tuesday, 4 August 2020

- 3) that the organisations identified be invited to participate in workshop training sessions to be provided by the Communications Team to help them to better publicise the support and services their organisations provide through use of social media and other publicity;
- 4) that officers be tasked with publicising the outcome of the Task Group in the Wellbeing in Partnership Newsletter and by giving details of the findings to the Worcestershire Suicide Prevention Plan Partnership Group (sub-group of the Health and Well-being Board); and
- 5) Officers be tasked with sending a copy of the Suicide Prevention Task Group's final report to Worcestershire County Council and the Member of Parliament for Redditch.

6. AMENITY STANDARDS DOCUMENT FOR PRIVATELY RENTED PROPERTIES IN REDDITCH

The Housing Strategy Manager presented a report in respect of the Council's proposed amenity standards for private sector housing in Redditch. Members were advised that there were over 4,000 rented properties in the private sector in Redditch, which included Houses of Multiple Occupancy (HMOs). The amenity standards policy would help local landlords and tenants to understand the minimum standards expected for local properties in the private rented sector.

The Council had based the content of the amenity standards document on key guidelines in legislation in respect of expected standards for the private rented sector. Members were asked to note that the majority of local landlords provided good quality private sector housing to tenants. However, there were some landlords who did not comply with expected standards and there might be times when the Council would need to take action against these landlords.

Members subsequently discussed the report and in doing so commented on the importance of deterring homelessness and ensuring that people were housed in good quality properties. There was a particular risk that the standards might not be met for HMOs and the document set out expectations for these properties as well as a definition of what constituted an HMO. Officers advised that the updates to the document since 2015 included reference to more recent legislative requirements, including in respect of fire safety and minimum bedroom sizes.

Executive Committee

Tuesday, 4 August 2020

Reference was made to the need for enforcement action to be taken against landlords who did not comply with the minimum standards. Members also commented that it was important to ensure that tenants were informed about their rights and the minimum standards that they could expect from a property in the private rented sector.

During consideration of this item the following matters were queried:

- The fact that this was a joint amenity standards document for Redditch Borough and Bromsgrove District Council and the stage in the process that had been reached in the district. Officers explained that the Bromsgrove Cabinet would consider the report at a meeting on Thursday, 6th August 2020.
- The reason why the Council had a joint Amenity Standards document with Bromsgrove District Council. The Committee was informed that due to the geographical location of Redditch Borough and Bromsgrove District close to one another there were landlords who owned properties in both areas and it was therefore useful to have a joint policy to ensure a consistent approach.
- The action that could be taken by the Council if a landlord breached the minimum standards required.
- The extent to which consultation had been undertaken in respect of the proposed changes. Officers confirmed that consultation had not taken place.
- The arrangements for inspections and whether the Council had a schedule of inspection. Officers confirmed that there was a schedule and agreed to provide this information to Members outside the meeting.
- The process that would be in place to enable residents to raise breaches of the minimum standards with the Council.
- The action that would be taken by Officers if the minimum standards for properties in the private rented sector were breached by a landlord.
- The extent to which some landlords might be difficult to contact. Officers confirmed that this could sometimes be problematic, though the Council had access to a database of all HMO landlords.
- The potential for the database for HMO landlords to be shared with the Council's out of hours teams for use in the event of an emergency. Members were advised that this would be investigated further, following consultation with the Council's Information Management Team regarding the potential data protection implications.

Executive Committee

Tuesday, 4 August 2020

RECOMMENDED that

- 1) the Amenity Standards Policy be adopted; and
- 2) the Head of Community and Housing Services be delegated authority to update and amend the Amenity Standards Policy, following consultation with the Portfolio Holder for Housing and Procurement.

**7. CREATION OF JOINT WORCESTERSHIRE AND
HEREFORDSHIRE WASTE PARTNERSHIP STRATEGY
OFFICER**

The Head of Environmental and Housing Property Services presented a report in respect of the proposed creation of a Joint Herefordshire and Worcestershire Waste Partnership Strategy Officer.

During the presentation of the report the following matters were highlighted for Members' consideration:

- The Government had been reviewing national waste collection and disposal services and was proposing a number of changes. The final details remained to be confirmed as the legislation had not yet been agreed and would be subject to further consultation.
- At present each local authority had a significant amount of flexibility to determine local service delivery arrangements and there were a number of differences between local authority areas in respect of arrangement for waste collection and delivery.
- The Government had been consulting on a range of options that would result in greater consistency across the country in terms of waste services.
- As part of this process the Government was considering requiring Councils to provide garden waste services to residents for free and the potential requirement for all Councils to introduce a food waste collection service.
- Initial proposals to require Councils to have weekly waste collection services, rather than the fortnightly waste collection service that was in place in Redditch, were not being pursued further by the Government.
- However, should the changes suggested by the Government come into effect this would result in a loss of income of approximately £40,000 from the garden waste collection service and a potential increase in costs of waste collection services by approximately £580,000.
- Redditch Borough Council had worked with other Councils in Herefordshire and Worcestershire for a number of years on a

Executive Committee

Tuesday, 4 August 2020

Joint Municipal Waste Strategy and Waste Partnership. This helped to ensure consistency in local service delivery.

- The Councils in Herefordshire and Worcestershire were aiming to work together to respond to the Government consultation process and to ensure consistency in the delivery of any future additional services required, such as the food waste collection service.
- The proposed postholder would co-ordinate this work on behalf of the local authorities in Herefordshire and Worcestershire.

After the report had been presented the following issues were discussed in more detail:

- The Government review of waste delivery services and the fact that any changes would represent the most significant alteration to the delivery of waste services since 2007.
- The need for the Councils in Herefordshire and Worcestershire to work together to ensure consistency in service delivery locally.
- The requirement for Councils to introduce a food waste collection service by 2023, under the Government's proposals, and the resource implications of this requirement for the Council.
- The risk that a food waste collection service would encourage an increase in the amount of waste that each household disposed of during a month.
- The need for residents to be educated about waste collection services, particularly any new services that the Council might be required to introduce in the future.
- The potential challenge for Councils locally in respect of storage for food waste.
- The food that would need to be collected in a potential food waste collection service. The Committee was informed that this would need to include cooked food, meat and foodstuffs that could have been composted.
- The size of the bin that would be used for a food waste collection service. Members were advised that these would be relatively small 25 litre bins.
- The amount of food waste that tended to be collected nationally. The Committee was informed that the average weight of the food waste collected per household was 2.5 to 4.5 kilos per week.
- The penalties that could be issued to residents who did not dispose of food waste correctly. Members were advised that information had not yet been provided about whether Councils could issue penalties or the nature of those penalties.

Executive Committee

Tuesday, 4 August 2020

- The challenge that some residents would encounter when trying to accommodate an extra bin for the disposal of food waste.
- The joint communications plan that had been proposed for Herefordshire and Worcestershire. Officers confirmed that Redditch Borough Council would be joining other local Councils in support of this plan.

RECOMMENDED that

- 1) **Redditch Borough Council agree to the establishment of a Joint Waste Strategy Officer to work on behalf of the partnership of all 8 Local Authorities in Herefordshire and Worcestershire;**
- 2) **Redditch Borough Council allocates £8,000 per annum for a fixed term of three years; and**
- 3) **Redditch Borough Council will consider requests for additional funding to support further work which may be identified and proposed via the partnership Senior Waste Officer Group.**

8. FINANCIAL IMPLICATIONS OF COVID-19

The Executive Director of Finance and Corporate Resources presented a report in respect of the financial implications of the Covid-19 pandemic for the Council.

Members were advised that Covid-19 had had a particular impact on income to the Council from services. There had been more limited cost implications for the Council, though there had had to be investment in Personal Protective Equipment (PPE) and new IT equipment for staff.

The Council was required to provide an update to the Government every month in respect of the financial position of the authority. This had started in April 2020 and data had continued to be collected throughout the lockdown. The loss of income over time had been taken into account, though circumstances kept changing which meant that it was difficult to provide accurate forecasts about future positions based on this data. The economy nationally had not responded as anticipated since elements of the lockdown had been lifted and this had contributed to further uncertainty. Locally, this, combined with the lockdown, had resulted in a reduction in income from business rates.

Officers were anticipating that the Council would not receive the level of income that had been expected from Rubicon Leisure Ltd

Executive Committee

Tuesday, 4 August 2020

when the Medium Term Financial Plan (MTFP) had been set for the 2020/21 financial year. The Council was anticipating a potential loss of £850,000 income from the company, though the position might change within the next few months. The Council owned the company, so the authority had responsibility for any of the organisation's liabilities. The financial costs of delivering Leisure Services was proving problematic for many district Councils, including those authorities which had outsourced services to private sector organisations.

The Shareholders Committee had met on 3rd August 2020 to discuss the financial position of Rubicon Leisure Ltd. There had been some good news, including that 84 per cent of the membership of the Abbey Stadium had been retained during the lockdown, income from golf services had tripled during the period and there had been an increase in income from the stadium. Social distancing measures had been put in place at all of the leisure facilities managed by the company.

There had been a decrease in the amount of Council Tax that had been paid during the lockdown. Some residents had deferred payments until later in the year so the real impact in lost income from Council Tax would not become apparent until later in the financial year. The Council only received approximately 12 per cent of the Council Tax funds; the fall in revenue from Council Tax would have a greater impact on Worcestershire County Council's financial position as that authority was the main recipient of Council Tax.

At the start of the lockdown there had been concerns about the position of the Housing Revenue Account (HRA). However, a dedicated team had been working in respect of rent arrears and the position of the budget was improving.

To date the Council had received just over £1 million from the Government in response to the financial impact of Covid-19. Further funding was being made available nationally by the government for the arts. Unfortunately, Forge Mill Needle Museum would not be eligible to apply for funding, though the Palace Theatre would be eligible. Additional funding for Leisure and Cultural Services was expected from the Government moving forward.

The external auditors had been kept informed about the financial impact of Covid-19 on the Council. Officers had clearly communicated the Council's expectation that the impact of Covid-19 would not be taken into account by the auditors when assessing whether the Section 24 Notice should remain in place for the authority.

Executive Committee

Tuesday, 4 August 2020

Following the presentation of the report Members discussed the impact of Covid-19 on the Council's finances. Reference was made to the different figures that had been included in the report in respect of planning and Officers noted that the Council would not necessarily lose all of the income quoted as being at risk for this department. Members also questioned the basis for the figures that had been quoted in respect of potential financial losses for taxi licensing and Lifeline services and Officers explained that these were based on estimates.

During consideration of this matter Members paid tribute to the hard work of the Financial Services team, particularly the Executive Director of Finance and Corporate Resources and the Head of Financial and Customer Services. Members noted that the team's response to the Covid-19 pandemic had occurred at a time when officers were already working hard to address the issues that had been raised by the external auditors in the Section 24 Notice. Members also praised all staff for their hard work during the lockdown and for ensuring that frontline services had continued to be delivered. The hard work of staff employed by Rubicon Leisure Ltd was also praised and Members noted that the company had encountered unprecedented circumstances in the first 18 months of operation.

Reference was made to the financial challenges facing the Council, in respect of the Section 24 Notice as well as the impact of Covid-19. As a consequence, it was noted that Members would need to review the Council Plan and it was possible that difficult decisions would need to be taken in order to ensure that the Council had a balanced budget moving forward.

RESOLVED that

the projected budgetary impact of the Coronavirus Pandemic outlined in this report and related actions, both taken so far and planned for the future, be noted.

9. OVERVIEW AND SCRUTINY COMMITTEE

The Senior Democratic Services Officer (Redditch) explained that at a meeting of the Overview and Scrutiny Committee held on Thursday, 2nd July 2020 Members had considered a report in respect of the Council lottery. This report had been designed to focus on the impact of the Council lottery in the first six months since it had been launched. Based on the information provided in the report and subsequent debate the Committee had proposed a recommendation on the subject of the Council lottery for the Executive Committee's consideration.

Executive Committee

Tuesday, 4 August 2020

Members discussed an extract from the minutes of the meeting of the Overview and Scrutiny Committee held on 2nd July 2020 which detailed the debate in respect of the Council lottery. Reference was made to the additional information that had been requested by the Committee and Officers explained that further information would be provided to the Committee at a later date as a further update report had been requested.

During consideration of this item Councillor Bill Hartnett proposed the recommendation that had been submitted by the Overview and Scrutiny Committee. This was seconded by Councillor Greg Chance.

The recommendation proposed the following:

“the Executive Committee review the financial implications to the Council in terms of costs and viability of continuing with the Redditch Community Lottery.”

The proposal was subsequently discussed and the following points were noted during the debate:

- The timing of the recommendation and the extent to which it was fair to request an assessment of the financial implications of the lottery when the service had been in operation for less than a year.
- The fact that the first six months of the lottery had coincide with the Covid-19 pandemic and the impact that this might have had on residents' capacity to participate in the lottery.
- The value of being open and transparent in respect of all Council services and the potential for a review of the Council lottery to help the authority to achieve this.
- The potential for the effectiveness of the lottery to be reviewed at a later date once the service had been in place for some time.

On being put to the vote the proposal was lost.

(During consideration of this item Councillor Mike Rouse declared a pecuniary interest due to his role as a trustee of the Support Redditch Emergency Network, a group that was eligible to receive funding from the Council lottery. Councillor Craig Warhurst also declared a pecuniary interest as a Committee member for the Astwood Bank Carnival, which was similarly eligible to receive funding from the Council lottery. Consequently, they both left the meeting during consideration of this item and they did not take part in the debate or vote thereon).

Executive Committee

Tuesday, 4 August 2020

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

The Chair confirmed that there were no further recommendations from the Overview and Scrutiny Committee or any other Committee for consideration on this occasion.

11. ADVISORY PANELS - UPDATE REPORT

The following updates were provided on the work of Executive Advisory Panels and other related groups.

a) Climate Change Cross Party Working Group – Chair, Councillor Anthony Lovell

Councillor Lovell explained that there had been no meetings of the Climate Change Cross Party Working Group since the previous meeting of the Executive Committee, though he anticipated that a meeting would take place shortly. Officers were in the process of circulating questionnaires amongst members of the public. Councillor Lovell thanked Councillor Andrew Fry, as the Shadow Portfolio Holder for Climate Change, for his support.

During consideration of this update a question was raised about the achievements of the group in its first year of operation and whether an annual report would be prepared for the 2019/20 municipal year. In responding, Councillor Brandon Clayton, Chair of the group in the 2019/20 municipal year, noted that it was not standard practice to provide annual reports for any of the Executive Advisory Panels but a summary of the group's work would be requested from officers.

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

Councillor Dormer advised that a meeting of the Constitutional Review Working Party (CRWP) was scheduled to take place on 3rd November 2020.

c) Corporate Parenting Board – Council Representative, Councillor Nyear Nazir

Councillor Nazir explained that she had attended the latest meeting of the Board. During the meeting Members had discussed an independent review of contact with young people during the pandemic. Risks were being reviewed and a

Executive Committee

Tuesday, 4 August 2020

Return to School Plan assessed. The position of children and young people in care had also been discussed.

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

Councillor Dormer commented that a meeting of the Member Support Steering Group was scheduled to take place on 6th October 2020.

e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Members were advised that no meetings of the Planning Advisory Panel were scheduled to take place.

12. **URGENT BUSINESS - POSSIBLE E-SCOOTER TRIAL IN REDDITCH**

The Strategic Planning and Conservation Manager presented a report in respect of the potential for Redditch to take part in a national E-scooter trial. The subject of e-scooters was being investigated by the Government as part of a focus on sustainable transport.

Worcestershire County Council would provide some assistance to Redditch Borough Council in respect of the bid for Redditch but were not taking a lead on the project. Consequently, external advice had been sought by Officers. At this initial stage of the project the Council needed to determine how the trial could operate in Redditch in general terms. At a later stage, subject to the authority's submission being successful, the Council would need to procure an external provider to deliver the trial in Redditch over a 12-month period. Redditch Borough Council would need to submit the bid to the Department for Transport (DfT) for approval and the department would determine whether Redditch would participate in the trial.

Officers were proposing that the e-scooter trial should take place in parts of Redditch town centre. Should the Council's bid be successful there would be approximately 100 e-scooters during the trial. The Council would need to address certain requirements in respect of traffic regulations prior to the launch of a trial. The external provider of the service would be responsible for maintaining the e-scooters and would need to obtain a license to operate. Should the trial be launched and be successful, the Council could consider extending the service to other parts of the Borough.

Executive Committee

Tuesday, 4 August 2020

The West Midlands Combined Authority (WMCA) would also be submitting a bid to participate in the trial. There was the possibility that, if Redditch Borough Council's bid was unsuccessful, Redditch might be selected by the WMCA if the combined authority was successful, as a location for the trial.

After the presentation of the report Members discussed the following points in detail:

- The benefits of encouraging residents to use sustainable methods of transport, both in terms of the climate change implications and for people's physical health.
- The potential implications of an e-scooter trial for people with physical disabilities, particularly residents who were blind or partially sighted. The Committee was informed that the e-scooters emitted a noise and were not permitted to travel on footpaths, which would help to ensure the safety of pedestrians.
- The recent press coverage in respect of e-scooters and sustainable transport in Redditch.
- The amount of revenue that the Council could expect to generate from the service. Officers explained that it would be difficult to predict potential revenue prior to the trial taking place. There had only been one e-scooter trial to date in north England so there was not sufficient data available nationally to enable an estimate to be provided at this stage. Data would only begin to emerge once a trial had been launched.
- The role of Worcestershire County Council in respect of the transport infrastructure in the county and the need for partnership working in respect of the Active Travel agenda for Worcestershire.
- The highways infrastructure in Redditch and the benefits of a new town layout for sustainable transport trials.
- The speed limit for e-scooters, at 15.5 miles per hour. Officers confirmed that e-scooters would only be permitted to travel on roads where there was a 30 miles per hour speed limit.

RESOLVED that

- 1) Officers be authorised to submit a bid for an e-scooter trial to the Department for Transport on or around the 31st August 2020; and**
- 2) subject to the Council's bid to take part in the e-scooter trial being successful, authority be delegated to the Head of Planning, Regeneration and Leisure Services and the Head of Legal, Democratic and Property Services to complete all related legal and administrative documentation.**

Executive Committee

Tuesday, 4 August 2020

(This report had been accepted as a matter of Urgent Business – not on the Executive Committee Work Programme and not having met the publication deadline – and was considered at the meeting as such, with the approval of the Chair and the Chair of the Overview and Scrutiny Committee, in accordance with the Council's constitutional rules and the powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the Council needed to submit a bid to the Government for consideration as a location for an e-scooter trial by 31st August 2020. As there were no further meetings of the Executive Committee scheduled to take place prior to that date the Chair had agreed that the item could be discussed by the Committee as a matter of urgency.)

13. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Financial Outturn Report 2019/20 and Reserves (Minute Item No. 14)

14. FINANCIAL OUTTURN 2019/20 AND RESERVES

The Executive Director of Finance and Corporate Resources presented the Council's Financial Outturn Report 2019/20 and Reserves and in so doing highlighted the following information for Members' consideration:

- The report had been presented to the Executive Committee slightly later in the calendar year than usual due to delays caused by the Covid-19 pandemic.
- The majority of services were underspent when compared to the budget that had been set in the MTFP for the financial year.
- In part, these savings could be explained because the MTFP had been agreed before the Section 24 Notice had been issued to the Council and therefore significant changes had been made since the budget was set, resulting in the financial savings.

Executive Committee

Tuesday, 4 August 2020

- The savings that had been secured would be returned to balances, which would help the Council to address one of the concerns that had been raised by the external auditors in the Section 24 Notice.
- The one exception to this was expenditure in respect of the strategic purpose 'help me run a successful business', where there had been an overspend of £486,000. This was largely due to a significant loss of income for Rubicon Leisure Ltd from January 2020 onwards, due primarily to the effects of the Covid-19 pandemic.
- The Council had budgeted to spend £9.8 million in the capital budget but there had been an underspend of £6.9 million during the year. The Corporate Management Team (CMT) had been concerned that this was not acceptable and therefore Officers were working to ensure that this did not occur again in future.
- Savings had been achieved in relation to the HRA so only £26,000 had been required from balances to balance the budget for the year, meaning that the Council retained more than the minimum level of balances.
- However, there remained concerns about levels of expenditure for the HRA and this would need to continue to be carefully managed moving forward.
- The Council would be putting up to £1.3 million into reserves which would help to ensure the sustainability of services moving forward.
- The Executive Director of Finance and Corporate Resources would be requesting an additional meeting of the CRWP in due course to discuss further delegations to the Section 151 Officer in respect of grants provided to the Council.
- A new fee was proposed for customers undertaking journeys on a Dial a Ride vehicle for medical appointments. This fee had been proposed because the journeys tended to involve delivering and collecting a single customer and therefore were more expensive for the Council.

Members subsequently discussed the report and commented on a number of points in detail:

- The budget that had previously been agreed for the new IT system for Environmental Services and the reasons why additional funding was now required. Officers explained that previously a request had been made for a certain amount of capital funding, based on external advice, but it had since become clear, based on market testing, that additional funding would be required.
- The timeframes for the introduction of a new Environmental Services IT system. Officers explained that it would take at

Executive Committee

Tuesday, 4 August 2020

least 12 months, after the procurement of a system, to obtain some functionality.

- The length of time that the Council might use the IT system for and the need for the Council to have access to IT systems that would enable the authority to operate as a modern business.
- The potential for this system to be integrated with other Council IT systems and the need to have access to the right type of Application Programming Interfaces (APIs) to achieve this.
- The potential for a section on IT integration to be a mandatory part of Committee reports when Members were discussing documentation relating to IT programmes. Officers explained that the Council's report template was in the process of being reviewed and that this suggestion could be taken into account as part of that process.
- The value of jointly procuring a new IT system for Environmental Services with Bromsgrove District Council, as a consequence of the authorities' shared services arrangements.
- The procurement process for obtaining a new IT system for Environmental Services.
- The need for the new IT system for Environmental Services to enable staff to undertake mobile working.
- The level of overspend on the strategic purpose 'help me run a successful business'. Members noted that there was a typographical error in the report and the actual figure was £486,000.

At the end of the debate Members noted that this would be the last meeting of the Executive Committee that the Executive Director of Finance and Corporate Resources would attend before leaving the organisation. Members thanked the Executive Director for all her hard work over the previous years, particularly in respect of responding to the Section 24 Notice and Members passed on their best wishes for the future.

RESOLVED that

- 1) **the current financial position in relation to revenue and capital budgets for the year April 2019 – March 2020 as detailed in the report be noted.**

RECOMMENDED to Council

- 2) **approval of the movement of £1,105k in existing reserves;**
- 3) **the addition of new reserves of £1,380k;**

Executive Committee

Tuesday, 4 August 2020

- 4) the carry forward to the 2020/21 capital programme of £6,749k;
- 5) approval of the inclusion of the Town Deals fund revenue grant of £173k in 2019/20 together with all associated costs;
- 6) an increase to the revenue budget for 2020/21 due to receiving £40k SEP Grant (Strategic Economic Plan);
- 7) a capital grant to Worcestershire County Council for improvement works at Holly Trees Children's Centre leased by Redditch Borough Council (Parenting Support) of £15k in 2019/20;
- 8) an increase in the 2020/21 Capital Programme of £839k for Disabled Facilities Grants. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG);
- 9) the following additional new fees for Dial A Ride be introduced for 2020/21:
 - a) Dial A Ride Medical journey £4 with concessionary bus pass
 - b) Dial A Ride Medical journey £5 without concessionary bus pass
- 10) to increase the management fee to Rubicon Leisure by £413k from other service savings in 2019/20. This is to offset the shortfalls in income that the company has faced in 2019/20;
- 11) an increase in the 2020/21 Capital Programme of £12k for the HMO (House in Multiple Occupation) Lifetime Loans Budget. This is due to the growing need for HMO type accommodation across the Borough to meet the need of single persons and those on low incomes; an
- 12) an increase in the 2020/21 Capital Programme of £119k for additional funds towards the already approved capital project for Environmental services new IT system.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of any particular person

Executive Committee

Tuesday, 4 August 2020

(including the authority holding that information). There is nothing exempt, however, in this record of proceedings.)

The Meeting commenced at 6.30 pm
and closed at 8.51 pm

**EXECUTIVE
COMMITTEE**

4th August 2020

Adoption of Amenity Standards for Properties in the Private Rented Sector

Relevant Portfolio Holder	Councillor Craig Warhurst
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Ward(s) Affected	All wards
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	No

1.0 SUMMARY OF PROPOSALS

Redditch Borough Council has revised its previous amenity standards in line with the requirements under the Housing Act 2004 as well as guidance from the Chartered Institute of Environmental Health (CIEH). The new amenity standards are in line with what those already adopted by the majority of other West Midlands Local Authorities.

2.0 RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND:

- 2.1 The Amenity Standards Policy be adopted; and
- 2.2 The Head of Community and Housing Services be delegated authority to update and amend the Amenity Standards Policy, following consultation with the Portfolio Holder for Housing.

3.0 KEY ISSUES

- 3.1 The Housing Act 2004 has important implications for the private rented sector in particular with the introduction of mandatory licensing of certain higher risk Houses in Multiple Occupation (HMOs), discretionary licensing other privately rented housing in specific circumstances, plus a rating system of assessing hazards linked to housing conditions known as the Housing Health and Safety Rating System (HHSRS) which replaces the former housing fitness standard.

**EXECUTIVE
COMMITTEE****4th August 2020**

It is therefore an appropriate opportunity for the Council to issue this revised standards document which is intended to act as a code of practice to which property owners, landlords and managers should be working in order to achieve compliance with the new legislation. Most of the accommodation arrangements commonly encountered are described however it is recognised that there will always be circumstances which do not match those given. If this is the case then it is always advisable to contact the Council for further guidance.

This standards document also provides basic information about the definition of House in Multiple Occupation and which properties need to be licensed. Further details about licensing can be found on the City Council's website [https://www.redditchbc.gov.uk/business/landlords/landlord-regulatory-requirements/landlord-and-houses-in-multiple-occupation-\(hmos\).aspx](https://www.redditchbc.gov.uk/business/landlords/landlord-regulatory-requirements/landlord-and-houses-in-multiple-occupation-(hmos).aspx).

Financial Implications

- 3.2 There are no financial implications to the Council by adoption of the Amenity Standards.

Legal Implications

- 3.3 By adopting the new Amenity Standards the Council would be able to legally require landlords and agents to comply with the requisite standards expected in the privately rented properties. In most cases this would be done without requiring any enforcement action under the Housing Act 2004. However in small number of cases where the landlords or agents fail to comply with the standards then the Council would take legal action to enforce the standards.

4.0 Background / Service Implications**Customer / Equalities and Diversity Implications**

- 4.1 By adopting the Amenity Standards the Council will be able to drive up the standards in the privately rented properties thus providing a safer and improved sector for all its private sector residents.

**EXECUTIVE
COMMITTEE**

4th August 2020

5.0 RISK MANAGEMENT

5.3 Officers from the council's Private Sector Housing Team will work closely with all landlords, agents as well as with tenants to ensure that they have a good understanding of what is required to comply with the Amenity Standards.

6.0 Appendices

Appendix 1 – Amenity Standards document

AUTHOR OF REPORT

Name: C.M.Haroon – Environmental Health Practitioner – Private Sector Housing

email: Haroon.chaudhry@bromsgroveandredditch.gov.uk

Tel.: (01527) 64252 Ext: 3378

This page is intentionally left blank



Bromsgrove
District Council

www.bromsgrove.gov.uk

The Council House, Burcot Lane,
Bromsgrove, Worcestershire B60 1AA
tel: (01527) 881288



Town Hall, Walter Stranz Square,
Redditch, Worcestershire B98 8AH
tel: (01527) 64252

Redditch & Bromsgrove's

Amenity Standards Guide

(Updated 2015)

Section 1

1.10 Introduction

Following the introduction of Housing Act 2004, Redditch and Bromsgrove Councils have revised their previous amenity standards in line with the requirements under the Act as well as guidance from the Chartered Institute of Environmental Health (CIEH).

The Housing Act 2004 has important implications for the private rented sector in particular with the introduction of mandatory licensing of certain higher risk Houses in Multiple Occupation (HMOs), discretionary licensing other privately rented housing in specific circumstances, plus a new rating system of assessing hazards linked to housing conditions known as the Housing Health and Safety Rating System (HHSRS) which replaces the former housing fitness standard.

Although standards have been applied to HMOs for many years in terms of fire precautions, amenities, room sizes and property management, the new legislation will require some significant amendments to be made.

It is therefore an appropriate opportunity for the Councils to issue this revised standards document which is intended to act as a code of practice to which property owners, landlords and managers should be working in order to achieve compliance with the new legislation. Most of the accommodation arrangements commonly encountered are described however it is recognised that there will always be circumstances which do not match those given. If this is the case then it is always advisable to contact the Housing Department for further guidance.

This standards document also provides basic information about the definition of House in Multiple Occupation and which properties need to be licensed. Further details about licensing can be found on the Council's website www.redditchbc.gov.uk under "Licensing Guide for landlords". Alternatively you may wish to refer to the Government's website www.propertylicencegov.uk

This standards document should also be read in conjunction with the statement of licensing policy which sets out the main principles under which the Council will operate. (this is also available on the Council's website.)

1.20 What is a HMO?

Under the changes in the Housing Act 2004, if you let a property which is one of the following types, it is a House in Multiple Occupation:

- An entire house or flat which is let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet
- A house which has been converted entirely into bedsits or other non-self-contained accommodation and which is let to 3 or more tenants who form 2 or more households and who share kitchen, bathroom or toilet facilities.

- A converted house which contains 1 or more flats which are not wholly self contained (ie. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form 2 or more households.
- A building which is converted entirely into self-contained flats if the conversion did not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.

In order to be an HMO the property must be used as the tenants only or main residence and it should be used solely or mainly to house tenants. Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

1.30 What is a Household?

A household is:

- Couples married to each other or living together as husband and wife and couples in same sex relationships
- Relatives living together, including parents, grandparents, children and step children, grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins.

Half-relatives are treated as full relatives. A foster child living with his or her foster parent is treated as living in the same household as his/her foster parent.

Any domestic staff are also included in the household if they are living rent-free in accommodation provided by the person who they are working for.

More household examples

- Three friends sharing together would be considered as three households
- A couple sharing with a third person would be classed as two households
- A family renting a property is a single household. If that family had an au pair to look after their children that person would be included in their household.

1.40 Which HMOs Need a Licence?

Under the **national mandatory licensing scheme** any HMO must be licensed if it has:

- One or more storeys and
- Five or more tenants living as two or more households and
- Shared facilities such as kitchen, bathroom and toilet.

The Council has discretionary powers to widen the remit of licensing to also include two storey or smaller HMOs if they think that enough of them in an area are badly managed. This is known as Additional Licensing. Before declaring an additional licensing area the Borough Council would need to consult extensively with landlords and tenants organisations, local residents and advertise in the local newspapers.

You should therefore become aware of any additional licensing scheme well before it comes in to operation.

In Redditch & Bromsgrove there are no firm proposals to declare any additional licensing schemes at the current time (May 2015) however the situation will be kept under review.

1.50 How Do I Work Out How Many Storeys There Are?

When you count the number of storeys in a building you need to include:

- Basement and attics if they are occupied or have been converted for occupation or are in use by residents
- Any storeys which are occupied by you and your family if you are a resident landlord
- All storeys in residential occupation, even if they are self-contained
- Any business premises or storage space on the ground floor or any upper floor.

You don't need to count basements used for business or storage unless the basement is the only, or principal, entrance to the HMO from the street.

1.60 Types of House in Multiple Occupation

A wide variety of properties fall within the definition as being houses in multiple occupation (HMOs)

It is however possible to identify characteristics common to the manner in which they are occupied.

A system of categorisation has been in operation for many years throughout the country based upon a code of practice issued by Chartered Institute of Environmental Health. Although the law applicable to HMOs has changed, the types of property remain broadly the same and it is therefore intended that same system of categorisation will be used as the basis of this standards document.

The categories of HMO can be summarised as: -

CATEGORY A	(Bedsits)
CATEGORY B	(Shared Houses)
CATEGORY C	(Halls of Residence)
CATEGORY D	(Hostels and Bed and Breakfast Establishments)
CATEGORY F	(Self- Contained Flats)

Properties previously designated as Category E (Care Homes) are no longer classified as HMOs as these are now fully regulated through the National Commission for Social Care Inspection.

Details of the standards applicable to each Category of HMO are given in section 2

1.70 How Will Standards Be Applied To Licensable HMOs?

In order to issue a licence the Council must be satisfied amongst other things the property in question is reasonably suitable for occupation by a specified maximum number of persons and / or households.

To be able to make an assessment as to what counts as reasonable for occupation a set of regulations entitled 'The Licensing and Management of Houses in Multiple occupation and other Houses (Miscellaneous provisions) (England) Regulations 2006' have been issued which prescribe the minimum standards every local authority must have regard to in terms of:

- Washing and toilet facilities
- Kitchen facilities
- Heating
- Fire precautions

Each local authority is able to set its own standards but these must not be to a lesser standard than as specified in these regulations.

The regulations do not specify minimum sizes for rooms however it is considered that this is an important factor when setting maximum occupancy levels and for this reason room sizes are specified in this standards document according to the category of HMO and room type.

A property which fails to meet the standards as specified would not normally be cause for refusal to grant a licence and in such cases it is intended that a licence would be issued with conditions attached requiring that the property be brought up to standard over a period of time. Differing periods for compliance may be set for different works according to the assessed urgency.

Properties which are clearly well below the minimum prescribed standard and where there appears to be little prospect of work being carried out within a reasonable period or where the health, safety or welfare of the occupiers is at imminent risk may result in refusal to grant a licence, however. Where a licence is issued with conditions, it is an offence to fail without reasonable excuse to comply with any such conditions within the specified time limit(s) and may result in a fine of up to £5000.

1.80 How Will Standards Be Applied To Non-Licensable HMOs?

The Regulations mentioned in section 1.70 above only apply to licensable HMOs (that is those HMOs which fall within the mandatory licensing description or within any additional licensing scheme).

There are however many HMOs throughout the city which do not fall within any licensing requirements at the present time as there are no additional licensing schemes in operation - (for instance two storey HMOs, those having less than five occupants or houses converted entirely in to self contained flats prior to the 1991 Building Regulation standard).

In these cases it is considered important that appropriate standards of amenity provision, fire precautions and room size should be achieved wherever possible.

Part 1 of the Housing Act 2004 brings in a new method of assessing housing conditions known as the Housing Health and Safety Rating System (HHSRS) plus associated enforcement powers to deal with any hazards identified. For further details about the HHSRS see section _5_____ of this document. Furthermore, part 4 of the Housing Act 2004 contains provisions for dealing with overcrowding in HMOs.

By application of these new powers similar overall standards may be achieved as those required for licensable HMOs.

Landlords and managers of non-licensable HMOs are therefore encouraged to follow the advice given in this booklet in order to lessen the possibility of any enforcement action being taken under these other provisions of the Housing Act 2004.

Section 2

Physical Property Standards

This section sets out the minimum required room sizes plus the minimum provisions of amenities, fire precautions and heating for the various categories of HMO. Further details of the required standard of materials and installation of the basic amenities and associated services are specified in Section 3.

2.10 Category A HMOs (Bedsit Type)

2.11 Definition

Houses occupied as individual rooms where there is some exclusive occupation (usually bedroom/living room) and some sharing amenities (bathrooms and / or toilets). Cooking and food preparation facilities are usually provided within the individual units of accommodation but some occupants may share a communal kitchen. There is usually no communal living room and each occupant lives otherwise independently of all others.

2.12 Room Sizes And Permitted Occupation

The following are the minimum floor areas required:-

(a) One person units of Accommodation

(i) One Room Units

A singleroom including kitchen facilities 13 m²

A bed /sitting room with a separate kitchen 10 m²

(ii) Two or more roomed units

Each combined living room / kitchen 11 m²

Each living room (without kitchen facilities) 9 m²

Each bedroom 6.5 m²

Each separate kitchen 3.5 m²

(b) Two or more persons units of Accommodation

(i) One room units

- A bed sitting room including kitchen facilities
for two persons 20 m²

- A bed sitting room for two persons with
separate kitchen facilities. 15 m²

(ii) Two or more Roomed Units

• Each combined living room / kitchen	15 m ²
• Each living room	12 m ²
• Each bed /sitting room	15 m ²
• Each single bedroom	6.5 m ²
• Each double bedroom	10 m ²
• Each separate kitchen for exclusive use of up to three occupants, living as one household	4.5 m ²

NB. A unit of bedsit type of accommodation is unlikely to be occupied by more than three persons. In cases where more than three persons are or are likely to be accommodation within any particular unit of accommodation then the advice and agreement of the Borough Council must be sought.

2.13 General Principles Of Occupation

- Children below the age of 10 years now count as a whole person
- In no case shall any room be occupied by more than two persons
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal / migrant workers who occupy a property in connection with their employment).
- Only rooms designated as living rooms, bedrooms or bed/sitting rooms may be used for living or sleeping purposes.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping / living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and useable living space within the room when determining its suitability for occupation No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft)
- A single bed/sitting room containing cooking facilities is not suitable for accommodating a child below the age of 5 years.

2.14 Kitchen Facilities For Bedsits

Each unit of accommodation must be provided with adequate facilities for the storage, preparation and cooking of food and the disposal of waste water. Wherever possible, such facilities should be for exclusive use and be located within the unit of accommodation. Where this is not practicable, the kitchen must be located not more than one floor distant from the accommodation. In exceptional circumstances whereby the provision of kitchen facilities for

exclusive use is not practicable or appropriate, shared facilities may be provided on the basis that no more than three units of single person occupation have use of each set of facilities in any one kitchen. The shared kitchen is to be not more than one floor distant from any individual letting having use of it.

The kitchen facilities appropriate for any of the circumstances mentioned above are: -

(a) Bedsitting Room With Combined Kitchen (this is the most usual situation)

The facilities shall comprise as a minimum: -

- Cooking

Single person: a gas or electric cooker with two burners/hobs, oven and grill

Two persons: a gas or electric cooker with four burners/hobs, oven and grill

A microwave oven may be substituted for one or two of the burners/hobs respectively or in place of a conventional oven

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water
- Sufficient fixed work surface to enable each user to prepare food safely and hygienically. A minimum of 500 mm clear run of work surface will be required for a single person bedsit and 1000 mm for a double room.
- A suitable refrigerator of sufficient size to store an average persons dietary requirements on a day to day basis. A freezer compartment is desirable but not essential in a single person bedsit.
- Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
- Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.

Additional requirements specific to kitchen areas within bedsitting rooms:-

- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent and separated from any adjoining carpeted floor area by suitable dividing strips securely fixed in position.
- Cookers must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker ie. they must not be positioned adjacent to the exit doorway – in particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.

(b) Separate Kitchen Directly Off the Bedsitting Room

The kitchen must be of sufficient size and layout to enable food to be prepared safely and hygienically. A minimum floor area of 3.5 m² for a single person letting and 4.5 m² for a two person letting is normally required for this purpose. The facilities to be provided are as those for kitchens within the bedsitting room.

(c) Separate Kitchen For Exclusive Use But Accessed From Outside The Unit Of Accommodation

The facilities are as those for separate kitchens off a bedsitting room. The kitchen is to be not more than one floor distant from the unit of accommodation.

(d) Communal Kitchen Shared With Other Units Of Accommodation

- A set of kitchen facilities must be provided for each three single person units of accommodation having use of the shared kitchen
- There shall be no more than two sets of facilities within any one kitchen
- Kitchens for use by 2 to 3 persons shall have a minimum floor area of 7 m² and 4 to 6 persons a minimum floor area of 10m²
- The kitchen is to be not more than one floor distant from any unit of accommodation having use of it.

- A set of kitchen facilities shall comprise: -
 - A gas or electric cooker with four burners/hobs grill and oven. A combination microwave oven/grill may be used in place of a conventional oven.
 - A metal or ceramic sink and drainer with a constant supply of hot and cold water
 - Sufficient fixed work surface to enable each user to prepare food safely and hygienically. A minimum 500 mm clear run of work surface per person will be required.
 - Two twin switched electric power sockets set at a convenient height and safe position in relation to the kitchen facilities in addition to any sockets serving any major appliances.

Shared kitchens within bedsit type accommodation should not be used for communal food storage purposes (either refrigerated or dry food storage). This is due to the fact there may be little interaction between each occupancy which could result in poor storage practice and the likelihood of conflict between residents. A suitable refrigerator and food storage cupboard should therefore be provided within each unit of accommodation.

2.15 Personal Washing And Bathing Facilities For Bedsits

(a) Baths and Showers

Each occupancy shall be provided where practicable with a bath or shower in a separate room. Otherwise a readily accessible bathroom containing a bath or shower shall be provided not more than one floor distant from any user on a ratio of one bath or shower to every 5 persons sharing.

Bathrooms intended to be shared by two or more households are to be accessible from a common area. A shower facility installed over a bath will not count as an additional shower

(b) Wash Hand Basins

Each separate occupancy shall be provided with a wash-hand basin together with constant supplies of hot and cold water and sited within the unit of accommodation.

If a sink is provided in a single bedsit room, then a separate wash hand basin will not be required. All bathrooms or separate compartments containing a WC must be provided with a wash-hand basin.

2.16 Toilet Facilities For Bedsits

Toilet facilities shall be provided on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Wherever possible , WCs should be located not more than one floor distant from any bedroom

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

2.17 Fire precautions in bedsits

- (a) 3 or 4 storey properties

The required fire protection scheme will in most cases consist of

- A protected escape route which is created by fitting half hour fire resisting self-closing fire doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476 Part 22.
- Installing a mixed automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade A giving a Category LD2 level of coverage plus stand alone single point smoke alarms within each unit of accommodation in accordance with British Standard 5839 Part 6: 2004 Grade D.
- Installing an emergency lighting system to the communal escape route in accordance with British Standard 5266.

Full details of the required level of fire protection can be found in an advice booklet entitled “A guide to Fire Protection in Multi – Occupied Residential Properties” which has been produced by a consortium of West Midlands Councils plus the West Midlands Fire Service and West Midlands Police acting in conjunction with the Association of Midlands Landlords.

The consortium operates under the title 'Homestamp' and a copy of the advice booklet mentioned above can be found on the website www.homestamp.com.

It is known that many bedsit type properties will have had a fire alarm system installed in the 1990s which does not comply with the latest standard in that rooms containing cooking facilities will only have a heat detector fitted and no single point smoke alarm.

In such cases it is intended that the fire alarm systems will need to be upgraded to the latest standard through the setting of licence conditions giving a reasonable period for compliance.

(b) 2 Storey Properties

- The protected route and emergency lighting system are as for a 3 storey property
- The fire alarm system differs in that both the interlinked system and the stand alone single point smoke alarms need only to comply with B.S. 5839 Part 6: 2004 Grade D (ie no control panel or fire resistant cables are needed).

(c) Properties Of More Than 4 Storeys Or Mixed Residential/Commercial Use

Properties of this description will require individual consideration by the Council and Hereford & Worcester Fire and Rescue Services.

In general, the standards may be similar to that for a 3 or 4 storey property but additional structural Protection or an alternative means of escape may be required.

2.18 Heating In Bedsits

All units of accommodation must be provided with an adequate fixed form of heating to all habitable rooms.

Within the main living room (which in the case of a bedsit will usually be the only room), the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is -1°C. Within any separate bedroom a room temperature of 18°C will be sufficient.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal rooms or areas, the running costs must be met out of general rental charges or general energy charges rather than any type of prepayment meter.

Paraffin heaters, LPG heaters and freestanding plug in electric heaters are not acceptable.

In fully insulated and draught – proofed accommodation, full price electricity may be a viable option if it can be shown that the overall costs are affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturers recommendations and the Gas Safety (installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.20 Category B HMOs (Shared Houses and Shared Flats)**2.21 Definition**

Houses or flats occupied on a shared basis usually by members of a defined social group (for example students, asylum seekers, refugees or groups of young single adults etc). Each occupier has exclusive use of a bedroom but would share kitchen, bathroom and toilet facilities. In most cases there is a communal living room.

2.22 Room Sizes and Permitted Occupation

The following are the minimum floor areas required:

(a) One Person Units of Accommodation

(i) Each bedroom/study where all occupants of the house have access to a separate communal living room – 6.5 m²

(ii) Each bedroom/study where all occupants of the house do not have access to a separate communal living room – 10 m²

NB It is recognised that many houses which are used to provide shared accommodation for students may have one bedroom which is marginally below the required floor area of 6.5 m². In such cases it is acceptable to allow for up to ten per cent shortfall in floor area subject to the following conditions:

- The occupiers must have approached the landlord/managing agent as a group wishing to rent the house under the terms of a joint contract.
- The fact that one bedroom is marginally below the required floor area must be drawn to the attention of any potential occupiers prior to the signing of a tenancy agreement.
- The group of occupiers must decide amongst themselves who will occupy the small bedroom.
- Compensatory measures such as the use of a cabin-type bed with desk and storage space beneath should be employed.

The use of an undersized bedroom will not be permitted where there is a lesser degree of communality between occupants, ie where the occupants have individual tenancy agreements or licences or where accommodation is allocated through some other organisation or agency, eg housing provided through a NASS contract or supported lodgings etc.

(b) Two Person Units of Accommodation

- Each bedroom/study where all occupants have access to a separate communal living room 11 m²
- Each bedroom/study where all occupants do not have access to a separate communal living room. 15 m²

(c) Communal Rooms(i) Kitchens

Communal kitchens within shared houses will be intensively used with perhaps several people all attempting to prepare their own separate meals at the same time.

It is therefore important for there to be adequate space for all of the facilities as detailed in sub section 2.24 to be installed and properly arranged so that food can be safely and hygienically prepared and cooked.

The overall floor area of a kitchen may not be so important as the usable space available. For instance a large kitchen with three or four doorways opening into it may have less usable space than a smaller kitchen with only one or two doorways.

As a general guide the following minimum overall floor areas for communal kitchens will apply:

(Minor variations will be permitted provided this does not interfere with the provision of facilities.)

- Kitchens for 2 to 5 persons	6.5 m ²
- Kitchens for 6 persons	7.5 m ²
- Kitchens for 7 persons	8.5 m ²
- Kitchens for 8 persons	9.5 m ²
- Kitchen for 9 to 10 persons	10.5 m ²
- Kitchens for 11 persons	11.5 m ²
- Kitchens for 12 persons	12.5 m ²
- Kitchens for 13 to 15 persons	13.5 m ²

NB A single kitchen would not normally be suitable for use by more than 15 persons regardless of its size. In cases where more than 15 persons are using or are likely to have use of the same kitchen, the advice and agreement of the Borough Council must be sought.

(ii) Dining Kitchens (only applicable where provided)

Where a kitchen is large enough for it to be also used as a dining room, it is important that there is sufficient space for the majority of the intended number of users to sit around a table without impinging upon the working area of the kitchen.

Again, the overall shape, layout and positioning of doorways may influence the amount of usable space available. As a general guide the following minimum floor area will apply:

- Dining kitchens for 2 to 5 persons 11.5 m²

plus an additional 1 m² for every additional person thereafter.

(iii) Combined Living Rooms and Dining Rooms

In the majority of shared houses there is a communal living room which also serves as a dining room.

There must be sufficient space for the majority of occupiers to sit and eat a meal and also for other social activities such as watching television etc.

As a general guide, the following floor areas will apply:

- Living room and dining room for 2 to 5 persons 11 m²
- Living room and dining room for 6 persons 13 m²

plus an additional 1m² for every additional person thereafter.

(iv) Combined Living/Dining Room/Kitchens

It is recognised that there is a growing trend for landlords to take down the dividing wall between the rear living room and the kitchen (which is normally situated within the rear wing building of the average terraced type house).

This is in response to an increased demand for a more modern open-plan living style.

This is permissible provided adequate support is incorporated to the rear main wall in accordance with current Building Regulations

The kitchen facilities within the open plan room must be suitably arranged such that food preparation and cooking activities are safely separated from the adjoining dining/living area.

As a general guide, a combined living/dining/kitchen for 2 to 5 persons should be around 17 to 18m² in floor area plus an additional 1.5m² for every additional person thereafter.

Please note that creating an open plan living/dining/kitchen in a three storey house may raise the overall risk of harm from fire where the stairs rise directly from such an open-plan room.

It is anticipated that the fire precaution measures detailed in sub-section 2.27 will be adequate in such circumstances, however, the matter is currently subject to further consultation with the Hereford & Worcester Fire and Rescue Services.

In the meantime you must consult with the Private Sector Housing Team on tel no. 01527 64252 for further advice if you are planning to carry out such a conversion, or if a house you own or manage has already been converted in this way and the means of escape from fire has not yet been assessed.

2.23 General Principles of Occupation

- Children below the age of 10 years now count as a whole person.
- In no case shall any room be occupied by more than two persons.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment.)
- Only rooms designated as living rooms, bedroom or bed/sitting rooms may be used for living or sleeping purposes.
- Each separate bedroom within a shared house is regarded as a unit of accommodation for the purpose of assessing amenity standards.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping/living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and usable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).

2.24 Kitchen Facilities for Shared Houses

A shared kitchen should ideally be not more than one floor distant from any unit of accommodation having use of it. It is however, acceptable for a kitchen to be a maximum of

two floors distant where there is a communal dining room adjacent to the kitchen or where the kitchen is of sufficient size to serve as a kitchen/dining room.

Each shared kitchen shall comprise as a minimum:

(a) Cooking Facilities

- The kitchen must be provided with sufficient cooking appliances suitably located to enable users to cook food safely and hygienically and to minimise waiting time when more than one person wishes to cook food at the same time. In particular:
- For every five persons there must be a conventional gas or electric cooker with at least 4 burners/hobs, oven and grill.
- For up to and including 7 persons a microwave oven of minimum 20 litres capacity, suitably located on a fixed worktop may be provided in place of an additional conventional cooker.
- For 8 to 10 persons there must always be at least 2 conventional cookers and for 11 to 15 persons at least 3 conventional cookers, whether or not any supplementary microwave ovens are provided.

(b) Sinks

- For every 5 persons there must be a kitchen sink complete with hot and cold water supplies and trapped waste.
- For up to and including 7 persons a double bowl sink and drainer will be regarded as adequate in place of providing an additional sink. Alternatively, a standard sink plus an electric dishwasher will be acceptable for up to and including 7 persons.
- For 8 to 10 persons there must always be at least two standard sinks and for 11 to 15 persons at least three standard sinks whether or not any supplementary dishwasher is provided.

(c) Food Preparation

- There must be sufficient fixed work surfaces to enable each user to prepare food safely and hygienically. A 0.5 metre run of work surface for each user will generally be sufficient for this purpose although minor variations of up to 20 per cent shortfall may be acceptable provided there is still a good practical working area.
- For properties with more than 10 occupants sharing the same kitchen, a reduction in this standard may be appropriate as it is unlikely that all persons in the group will be preparing food at the same time.
- At least 2 twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities and work surfaces must be provided for every 5 persons. This is in addition to any dedicated sockets serving major appliances such as dishwashers, washing machines and refrigerators.

(d) Food Storage

- Adequate refrigerated food storage must be provided either within the shared kitchen or within a room directly adjacent to the kitchen if space is a particular problem.

For every 3 persons there must be a standard domestic refrigerator of at least 100 litres capacity and a freezer compartment of at least 15 litres capacity.

Alternatively a tall upright fridge freezer will be acceptable for every 5 persons. These usually have a fridge capacity of around 140 to 180 litres and a freezer capacity of around 70 to 90 litres.

A combination of separate larger refrigerators and freezers will also be acceptable provided they give an approximate equivalent standard.

- Adequate dry/canned food storage and utensil storage cupboards must also be provided. A half standard base unit or standard single wall unit per person will be acceptable for this purpose. The space beneath a sink is not acceptable for food storage purposes.
- In shared kitchens where it is likely that there will be a high degree of communality (for example students or professionals) it is not normally a requirement for refrigerators or storage cupboards to be locked.

In shared kitchens where a lesser degree of communality may be expected, the sharing of refrigerators and storage cupboards may lead to poor storage practice and conflict between residents.

Lockable cupboards and refrigerators may be appropriate in certain circumstances although providing them in each individual unit of accommodation will always be preferable where there is any doubt as to how the residents will interact.

2.25 Personal Washing and Bathing Facilities for Shared Houses

(a) Baths and Showers

A bathroom containing a bath or shower shall be provided on a ratio of at least one bath or shower for every five persons sharing. A shower facility installed over a bath will not count as an additional shower.

Shared bathrooms must be accessible from a communal area within the property (i.e not through a bedroom) and must be of sufficient size to enable users to dry themselves and get dressed safely and conveniently.

Bathrooms should, wherever possible, be situated not more than one floor in distance from any bedroom.

In recognition of the fact that many terraced houses have already had bathroom facilities installed within a ground floor rear extension, it will be acceptable for the bathroom(s) to be situated up to two floors in distance.

(b) Wash Hand Basins

All bathrooms or separate compartments containing a WC must be provided with a wash hand basin together with constant supplies of hot and cold water , trapped waste pipe and a tiled splashback.

2.26 Toilet Facilities for Shared Houses

Toilet facilities shall be provided on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Wherever possible , WCs should be located not more than one floor distant from any bedroom

In recognition of the fact that many terraced houses have already had bathroom and toilet facilities installed within a ground floor rear extension, it will be acceptable for the bathroom(s) / WC(s) to be situated up to two floors in distance.

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

2.27 Fire Precautions in Shared Houses**(a) 3 or 4 Storey Properties**

The required fire protection scheme will in most cases consist of:

- A protected escape route which is created by fitting half hour fire resisting self-closing fire doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476: Part 22.
- Installing an automatic fire detection and warning system in accordance with British Standard S839 Part 6 : 2004 Grade A, giving a category LD2 level of coverage (ie smoke detectors in each bedroom, communal living room, hall, landings and any walk-in cupboards and cellars (where appropriate) plus heat detectors in each shared kitchen all linked to a control panel).
- Installing an emergency lighting system to the communal escape route in accordance with BS5266.
- Providing a fire blanket within each shared kitchen.

Full details of the required level of fire protection can be found in an advice booklet entitled “A Guide to Fire Protection in Multi-Occupied Residential Properties”, which has been produced by a consortium of West Midland Councils plus Regional Fire Authorities and Police, acting in conjunction with the Association of Midlands Landlords (MLAS).

The consortium operates under the title Homestamp and a copy of the advice booklet mentioned above can be found on the website www.homestamp.com.

It is known that many 3 or more storey shared houses will have had a fire alarm system previously installed which gives an equivalent level of coverage but does not fully comply with the latest standard in that there will be no control panel and the cabling will be in standard domestic twin and earth cable. In such cases it is acceptable to retain the existing system provided it is properly maintained and an annual test certificate can be supplied from a competent electrician.

When a system is no longer serviceable it must be replaced with a new system which conforms to the latest standard as described above.

In cases where a house has been provided with a partial system only, then this would need to be replaced or upgraded to the current standard accordingly.

Supplementary Information to the Homestamp Fire Protection Guidance Booklet with Respect to Certain Three Storey Houses

Three storey shared houses in which the staircase comes down directly in to the rear living room give rise to particular problems when designing an adequate fire protection scheme.

This is because a fire occurring in the rear living room would have an immediate and direct effect on the ability of people to escape from the bedrooms above.

In a two storey house, escape windows can be relied upon for escape from the first floor bedrooms (see standard plan 2 on page 12 of the Homestamp booklet).

Escape windows cannot however be relied upon for escape from the second floor. This means that a person occupying a second floor bedroom would have no alternative but to come down into a rear living room fire in order to attempt to escape.

It has to be assumed that the first floor bedroom doors may be locked and therefore access to the first floor bedrooms in order to escape via the windows cannot be relied upon for any occupant of a second floor bedroom.

If, however, the house has a communal bathroom or kitchen or a landing window at first floor level then it may be possible to install an escape window which should be accessible at all times. Such communal facilities are not however usually available in this type of house at first floor level.

In the majority of houses of this type, there are two approved methods of providing an adequate means of escape from fire:

(i) To provide a half hour fire protected route through the rear living room by the construction of a timber stud and plasterboard partition from the foot of the staircase to the front hallway (similar to plan 1 on page 9 of the Homestamp booklet).

This method is however very unpopular as it takes up a great deal of usable space from what is usually used as a shared living room.

(ii) In order to avoid the necessity of constructing a protected route – it has been agreed by the West Midlands Fire Service that an acceptable alternative would be to install a domestic fire sprinkler system to the entire ground floor area (including kitchen and bathroom) in accordance with British Standard 9251.

All other fire protection measures for a three storey house (ie fire alarm system, emergency lighting and fire doors) would still need to be installed, including a fire door incorporating a vision panel to the doorway between the rear living room and the staircase.

(b) 2 Storey Properties

The required fire protection scheme will in most cases consist of:

- A protected escape route which is created by fitting half hour fire resisting self-closing doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476: Part 22.

The fitting of a half hour fire resisting self-closing door to the kitchen only is however acceptable where all bedroom windows at first floor level meet with escape window specifications.

- Installing an interlinked automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade D giving a category LD2 level of coverage. No control panel is required for such system and cabling is carried out using standard domestic twin and earth cable.
- Installing an emergency lighting system to the communal escape route in accordance with BS5266.
- Providing a fire blanket within each shared kitchen.

Again, further details can be found in the Homestamp fire protection guidance booklet.

2.28 Heating in Shared Houses

All habitable rooms within a shared house must be provided with an adequate fixed form of heating.

Bedrooms in shared houses are used not only for sleeping purposes, but also serve as studies/living rooms, therefore adequate heating is particularly important.

Within all bedrooms plus any communal living room or dining room, the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is –1°C.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal rooms or areas, the running costs must be met out of the general rental charges or general energy charges rather than any type of prepayment meter. Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Paraffin heaters, LPG heaters and freestanding plus in electric heaters are not acceptable. In fully insulated and draught-proofed accommodation, full price electricity may be a viable option if it can be shown that the overall cost is affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturer's recommendations and the Gas Safety (Installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.30 Category C HMOs (Halls of Residence)**2.31 Definition****1.63 Category C (Halls of Residence)**

Houses or buildings occupied by people whose occupation is ancillary to their education or employment. These are normally operated by the employer or education establishment but increasingly by private accommodation providers. Each occupier has exclusive use of a bedroom but would share kitchen facilities. Bathroom and toilet facilities may also be shared or may be en-suite. Such properties would normally be occupied by students or professional groups such as nurses, doctors, police, etc. It should be noted that properties which are owned or managed by public organisations such as universities, the NHS, Police, Fire Service etc are usually exempt from the definition of HMO. Some smaller independent colleges with living accommodation may be included however.

2.32 Room Sizes and Permitted Occupation

The following are the minimum floor areas required.

(a) One Person Units of Accommodation

- | | |
|--|--------------------|
| (i) Each bedroom/study where all occupants of the building or relevant part of the building have access to a communal living room | 6.5 m ² |
| (ii) Each bedroom/study where all occupants of the building or relevant part of the building do not have access to separate communal living room | 10 m ² |

(b) Two Person Units of Accommodation

- | | |
|--|-------------------|
| (i) Each bedroom/study where all occupants of the building or relevant part of the building have access to a communal living room | 11 m ² |
| (ii) Each bedroom/study where all occupants of the building or relevant part of the building do not have access to separate communal living room | 15 m ² |

(c) Communal Rooms

(i) Kitchens (self catering)

- Kitchens for 2 to 5 persons 7 m²
- Kitchens for 6 to 10 persons 10 m²
- Kitchen for 11 to 15 persons 14 m²

Plus an additional 1 m² for each person above 15.

(ii) Dining Room/Kitchen (self catering)

- Dining/kitchen for 2 to 5 persons 12 m²
- Dining/kitchen for 6 to 10 persons 20 m²
- Dining/kitchen for 6 to 10 persons 24 m²

Plus an additional 1 m² for each person above 15.

(iii) Dining/Living/Kitchen (self catering)

- Dining/living/kitchen for 2 to 5 persons 18 m²
- Dining/living/kitchen for 6 to 10 persons 24 m²
- Dining/living/kitchen for 11 to 15 persons 30 m²

Plus an additional 1 m² for each person above 15.

(iv) Separate Dining/Living Rooms

- Dining/living room for 2 to 5 persons 11 m²
- Dining/living room for 6 to 10 persons 16 m²
- Dining/living room for 11 to 15 persons 22 m²

Plus an additional 1 m² for each person above 15.

2.33 General Principles of Occupation

- Children below the age of 10 years now count as a whole person.
- In no case shall any room be occupied by more than two persons.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).

- Only rooms designated as living rooms, bedroom or bed/sitting rooms may be used for living or sleeping purposes.
- Each separate bedroom within a hall of residence is regarded as a unit of accommodation for the purpose of assessing amenity standards.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping/living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and usable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).

2.34 Kitchen Facilities for Halls of Residence

(a) Fully Catered Accommodation

Where all meals are provided it will not generally be necessary for any additional kitchen facilities to be installed for occupiers to prepare their own meals.

It is, however, customary for limited facilities to be made available for occupiers to prepare light snacks and hot drinks. In many cases vending machines may be sufficient for this purpose. It is not intended to set any specific standards for this type of accommodation at this stage.

All meals provided on a catered basis must be prepared in accordance with the provisions of the Food Safety Act and Food Hygiene (England) Regulations 2006.

Further information on food hygiene requirements can be found on the following website: www.food.gov.uk. Follow the link to 'Safer Food Better Business'.

(b) Partially Catered and Self Catered Accommodation

In Halls of Residence type accommodation it is usual for shared kitchen facilities to be provided either within a cluster unit serving between 5 and 8 bedrooms, or on a floor by floor basis in which case the kitchen may serve well above this number of users.

A shared kitchen should never be more than on one floor distant from the bedroom of any person having use of it.

Each shared kitchen shall comprise as a minimum:

(i) Cooking Facilities

The kitchen must be provided with sufficient cooking appliances suitably located to enable users to cook food safely and hygienically and to minimise waiting time when more than one person wishes to cook food at the same time. In particular:

- For every five persons, there must be a conventional gas or electric cooker with at least four burners/hobs, oven and grill.
- For up to and including 7 persons a combination microwave oven/grill of minimum 20 litres capacity suitably located on a fixed work top may be provided in place of an additional conventional cooker.
- For 8 to 10 persons there must always be at least 2 conventional cookers and for 11 to 15 persons at least 3 conventional cookers, whether or not any supplementary microwave ovens are provided. This ratio of cookers to persons will continue accordingly for every five additional users.

(ii) Sinks

- For every 5 persons there must be a kitchen sink complete with hot and cold water supplies and trapped waste.
- For up to and including 7 persons a double bowl sink and drainer will be regarded as adequate in place of providing an additional sink. Alternatively, a standard sink plus an electric dishwasher will be acceptable for up to and including 7 persons.
- For 8 to 10 persons there must always be at least two standard sinks and for 11 to 15 persons at least three standard sinks whether or not any supplementary dishwasher is provided.

(iii) Food Preparation

- There must be sufficient fixed work surfaces to enable each user to prepare food safely and hygienically. At least 0.5 metre run of work surface for each user will generally be acceptable for this purpose.
- For properties with more than 10 occupants sharing the same kitchen a reduction in this standard may be appropriate as it is unlikely that all persons in the group will be preparing food at the same time.
- At least 2 twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities and work surfaces

must be provided for every 5 persons. This is in addition to any dedicated sockets serving major appliances such as dishwashers, washing machines and refrigerators.

(iv) Food Storage

- Adequate refrigerated food storage must be provided within the shared kitchen.

For every 3 persons there must be a standard domestic refrigerator of at least 100 litres capacity and a freezer compartment of at least 15 litres capacity.

Alternatively a tall upright fridge freezer will be acceptable for every 5 persons. These usually have a fridge capacity of around 140 to 180 litres and a freezer capacity of around 70 to 90 litres.

A combination of separate larger refrigerators and freezers will also be acceptable provided they give an approximate equivalent standard.

- Adequate dry/canned food storage and utensil storage cupboards must also be provided. A half standard base unit or standard single wall unit per person will be acceptable for this purpose. The space beneath a sink is not acceptable for food storage purposes.
- In shared kitchens where it is likely that there will be a high degree of communality (for example students or professionals) it is not normally a requirement for refrigerators or storage cupboards to be locked.

In shared kitchens where a lesser degree of communality may be expected, the sharing of refrigerators and storage cupboards may lead to poor storage practice and conflict between residents.

Lockable cupboards and refrigerators may be appropriate in certain circumstances although providing them in each individual unit of accommodation will always be preferable where there is any doubt as to how the residents will interact.

2.35 Personal Washing and Bathing Facilities for Halls of Residence

(a) Baths and Shows

Bedrooms with en-suite facilities are becoming increasingly common in halls of residence type property. This is the ideal standard to aim for. However, in many older buildings, bathroom and toilet facilities continue to be shared in which case the following minimum provisions shall apply:

A bathroom containing a bath or shower shall be provided on a ratio of at least one bath or shower to every 5 persons sharing. A shower facility installed over a bath will not count as an additional shower.

Any bathrooms should, wherever possible, be situated on the same floor as the accommodation having use of it. Consideration should be given as to whether separate bathroom facilities for males and females should be provided in mixed sex accommodation.

(b) Wash Hand Basins

Each separate bedroom shall be provided with a wash hand basin, together with constant supplies of hot and cold water. (In most cases this will be within the en-suite bathroom).

All bathrooms or separate compartments containing a WC must be provided with a wash hand basin.

2.36 Toilet Facilities for Halls of Residence

Where toilet facilities are shared they shall be provided on the same floor as the accommodation of any person having use thereof and on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

Consideration should be given as to whether separate toilet facilities for males and females should be provided in mixed sex accommodation.

2.37 Fire Precaution in Halls of Residence

Having regard to the potentially large scale and complex layout often encountered in halls of residence, it is not possible to specify any standard scheme.

Each case must be given individual consideration acting in consultation with Fire Authority in order to design an appropriate fire protection scheme for the building in question.

Buildings constructed recently to current Building Regulation Standards should provide a satisfactory standard of fire protection.

2.38 Heating in Halls of Residence

All bedrooms and communal rooms must be provided with adequate fixed form of heating, capable of maintaining indoor temperatures of 21°C when the temperature outside is -1°C.

Where central heating or night storage heating is provided, it is acceptable for this to be operated via a pre-set timer programmed to ensure that the building as a whole is kept adequately heated.

In such cases it is acceptable for the residents not to have control of the heating system at all times, provided there is a procedure in place to report any problems of inadequate or excessive heating, and that steps can be quickly take to adjust the heating input accordingly.

Where individual fixed electric heaters using full price electricity are provided within bedrooms, it must be shown that the operating costs are affordable.

Gas or electric heaters which have glowing radiants are not generally acceptable in a bedroom/study unless there is sufficient space to position the bed at least 2 metres away from the heater. Such heaters must also not be positioned beneath or adjacent to any window where there is any possibility of the curtains/blinds catching fire.

Any open flued gas heater provided in a room used for sleeping purposes must be of modern design and fitted with an automatic oxygen depletion cut off device.

Paraffin heaters, LPG heaters and free-standing plug-in electric heaters are not acceptable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturer's instructions and the Gas Safety (Installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use, must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.40 Category D HMOs (Hostels and Bed and Breakfast Establishments)**2.41 Definition**

Houses generally referred to as 'hostels', 'guest houses' and 'bed and breakfast hotels' or the like. These will provide accommodation for people with no other permanent place of residence as distinct from hotels which provide accommodation for temporary visitors to an area. This category would include establishments used by local authorities to house homeless families or persons pending permanent placement, and similar establishments which provide accommodation for people who would otherwise be homeless. It would also include bona fide hotels used for such purposes even on a casual basis and hotels housing a mixture of homeless households and visitors.

Normally each occupant (or family) has exclusive use of a room but would share bathroom and toilet facilities, although in some cases there may be en-suite facilities.

Some or all meals may be provided on a catered basis, however, some hostels operate on a fully self catering basis. There is usually a communal living room and dining room.

2.42 Room Sizes and Permitted Occupation for Hostel Type Accommodation**(a) General Principles of Occupation**

(i) The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only where both persons give their consent.

(ii) In general no bedroom shall be occupied by more than two unrelated persons.

It is, however, acceptable for a room to be occupied by a maximum of three unrelated persons provided the room is large enough (ie meets the family room standard for three persons – see details later) and the persons concerned have lived together for a prolonged period of time such that they have become interdependent. In such cases the occupation must reduce to a maximum of two when one or more of the group naturally leaves the property or agrees to move to another room.

It is not acceptable to permit any new occupation agreements to arise resulting in the multiple sharing of a room (ie more than two unrelated persons) as from July 2006.

(iii) Provided a bedroom is large enough it may be used for occupation by more than two persons subject to them all being members of the same family (family includes married couples, or couples living as husband and wife or equivalent same sex relationship, parent, grandparent, child, step-child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin).

(iv) Persons of the opposite sex and of age 12 or over shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.

An exception to this general rule may be considered appropriate in cases whereby a family is placed in emergency accommodation and their stay does not exceed five nights. For example, a mother with a son aged 13 and a daughter aged 14 may, in exceptional circumstances, be allowed to occupy a family room for a maximum of five nights if there is no other appropriate accommodation available within the same premises or within the locality

(v) Family rooms are considered to be suitable for use only as temporary accommodation and for a maximum of four persons. Occupation must be limited to a maximum of 30 nights unless exceptional demand otherwise. Such circumstances must be agreed by the local housing authority.

(vi) Rooms containing cooking facilities are not suitable to accommodate families with children below the age of five years.

(vii) Children below the age of ten years now count as a whole person.

(viii) No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).

(ix) Only rooms designated as bedrooms may be used for sleeping purposes.

(x) Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc, shall be deemed unsuitable for use as sleeping/living accommodation.

(xi) Irrespective of overall floor area, consideration will be given to the shape and usable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).

(b) The following are the minimum floor areas required:

(i) Bedrooms where kitchen facilities are separately provided:

1 person	6.5 m ²	(10 m ²)
2 persons	11.0 m ²	(15 m ²)
3 person family room	15.0 m ²	(20 m ²)
4 person family room	19.5 m ²	(24 m ²)

(ii) Bedrooms where kitchen facilities are provided within the room

1 person	10.0 m ²	(13 m ²)
2 persons	14.0 m ²	(20 m ²)
3 person family room	18.5 m ²	(24 m ²)
4 person family room	23.0 m ²	(28 m ²)

The above room sizes are based upon the assumption that communal living space is also available for use by all occupants. In cases where there is no communal room available, the appropriate room sizes are indicated in brackets.

(iii) Communal Rooms

In general need or short term accommodation there must be a communal living room (or rooms) provided unless the bedrooms meet the higher room area standard as detailed above. A communal living room of at least 15 m² must be provided for the first four persons in occupation plus 1 m² for each additional person thereafter.

In long term accommodation where occupiers are likely to reside for periods of more than six months, perhaps for the purposes of rehabilitation etc, an additional 2 m² for each additional person shall be required.

2.43 Kitchen Facilities for Hostel Type Accommodation

(a) Where any meals are provided for residents, all food must be stored, handled, prepared and served in accordance with the provisions of the Food Safety Act 1990 and associated regulations (in particular the Food Hygiene (England) Regulations 2006).

All persons who are employed to handle food must have received appropriate and approved food hygiene training and the operation must be registered as a food business with the Regulatory Services Department.

Kitchens must be adequately equipped according to the number of meals expected to be served on a daily basis.

Further information on food hygiene matters and the adequacy of kitchen facilities can be found on the Government's website www.food.gov.uk and follow the link to 'Safer Food Better Business'.

The following general principles apply to catered accommodation.

- Meals must be served and consumed in the premises in which the occupants reside (ie residents should not be expected to travel to another hostel/hotel or café premises in the locality to obtain their meals).

It is acceptable for hotels which have an annexe building within the same curtilage to serve meals in the main building provided there is safe and well lit access between the buildings.

- Where there are insufficient catering facilities within a particular premises, meals may be prepared elsewhere and brought in, provided the food is prepared in a food safety compliant kitchen and transported in hygienic conditions under proper temperature control.
- An appropriate dining room must be provided together with sufficient tables and chairs for the number of users. (Meals may be served on a sitting basis, however.)

- Residents must not generally have access to any catering kitchen in order to prepare their own meals.
- In some small hostels (ie those with six or less occupants in total), it may be acceptable for residents to prepare some meals within the kitchen which is also used for catering purposes provided such meals are prepared under the supervision of a person having undertaken appropriate food hygiene training.

This will normally be 'Supported Lodgings' type accommodation where residents are assisted to gain skills which may help them to live independently in the community.

- The extent that meals are provided for residents will vary from premises to premises with some providing breakfast only, and some providing full board. Meal provision may also vary between weekdays and weekends.

There may also be variation from person to person with some choosing to take meals and some choosing to cater for themselves.

Whatever the arrangements, all residents must have access to adequate kitchen Facilities (separate from any catering kitchen) in order to prepare their own food.

The following separate kitchen facilities shall be provided for use by residents according to the predominant characteristics of the catering operation:

(i) All Meals Provided (Three Meals per Day)

Kitchen facilities must be sufficient for residents to prepare light meals and hot drinks.

One set of facilities shall be provided for every **fifteen** persons consisting as a minimum of:

- One kitchen sink complete with hot and cold water supplies and trapped waste.
- A conventional four burner/hob cooker with oven and grill or a combination microwave oven/grill of minimum 20 litres capacity,
- A minimum two metre run of fixed work surface (minimum 500mm depth).
- A standard work top domestic refrigerator incorporating a freezer compartment.
- Two twin 13 amp switched power sockets suitably sited in relation to the work surface and in addition to any sockets serving major appliances.
- Adequate storage for cooking utensils, crockery and cutlery etc.
- A kettle for making hot drinks or a vending machine if considered appropriate.

Such facilities may be located within an appropriately laid out area within a communal room but should preferably be located within a separate kitchen or kitchens.

A minimum floor area of 7m² per set of such kitchen facilities is required.

(ii) Breakfast and evening Meals Provided

A set of kitchen facilities as described above for premises providing all meals shall be provided on a ration of one set of facilities to every **ten** persons.

(iii) Breakfasts Only Provided

One set of kitchen facilities shall be provided for every **seven** persons, consisting as a minimum of:

- One kitchen sink complete with hot and cold water supplies and trapped waste.
- A conventional four burner/hob cooker with oven and grill or two combination microwave ovens/grills of minimum 20 litres capacity each.

The use of microwave ovens may be more appropriate if there are any concerns over the ability of residents to prepare hot food safely.

The use of deep fat fryers shall not be generally permitted unless supervision of cooking activity is likely to take place.

- A minimum two metre run of fixed work surface (minimum 500mm depth).
- Two twin 13 amp switched power sockets suitably sites in relation to the work surface and in addition to any sockets serving any major appliances.

A minimum kitchen floor area of 7m² per set of such kitchen facilities is required.

- For food storage purposes a refrigerator plus adequate storage for dry/canned foods and utensils/crockery/cutlery shall be provided within each unit of accommodation.

(b) Self Catering Accommodation

For hostels providing fully self-catered accommodation, food preparation facilities may be located either within each unit of accommodation or within shared kitchens.

(i) Food Preparation Facilities within the Unit of Accommodation

The facilities shall comprise as a minimum:

- Cooking:

Single Person: a gas or electric cooker with two burners/ hobs, oven and grill

Two Persons or Family Room: a gas or electric cooker with four burners/hobs, oven and grill

A microwave oven may be substituted for one or two of the burners/hobs respectively and a combination microwave oven / grill in place of a conventional oven.

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water.
- Sufficient fixed work surface to enable food to be prepared safely and hygienically.
- A suitable refrigerator of adequate size according to the number of occupants. A family room would require a standard work top height refrigerator with freezer compartment.
- Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
- Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.
- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent and separated from any adjoining carpeted floor area by suitable dividing strips securely fixed in position.
- Cookers must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker, ie they must not be positioned adjacent to the exit doorway. In particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.

(ii) Shared Kitchens

One set of kitchen facilities shall be provided for every five persons, consisting as a minimum of:

- One kitchen sink complete with hot and cold water supplies and trapped waste.
- A conventional four burner/hob cooker with oven and grill or two combination microwave ovens/grills of minimum 20 litres capacity each.

The use of microwave ovens may be more appropriate if there are any concerns over the ability of residents to prepare hot food safely.

The use of deep fat fryers shall not generally be permitted unless supervision of cooking activity is likely to take place.

- A minimum two metre run of fixed work surface (minimum 500 mm depth).
- Two twin 13 amp switched power sockets suitably sited in relation to the work surface and in addition to any sockets serving any major appliances.
- A minimum kitchen floor area of 7m² per set of such kitchen facilities is required.
- For food storage purposes a refrigerator plus adequate storage for dry/canned foods and utensils/crockery/cutlery shall be provided within each unit of accommodation.

2.44 Personal Washing and Bathing Facilities for Hostel Type Accommodation(a) Baths and Showers

Where it is not practicable to provide each unit of accommodation with its own bathroom, a readily accessible bathroom containing a bath or shower shall be provided on a ratio of one bath or shower to every five persons on occupation.

A bathroom must be available within one floor of any unit of accommodation. A shower facility installed over a bath will not count as an additional shower.

Institutionalised type bathroom arrangements with communal changing facilities shall not be permitted.

(b) Wash Hand Basins

Each separate occupancy shall be provided with a wash hand basin together with constant supplies of hot and cold water and sited within the unit of accommodation.

If a sink is fitted within a room then a separate wash hand basin will not be required.

All bathrooms or separate compartments containing a WC must be provided with a wash hand basin.

2.45 Toilet Facilities for Hostel-type Accommodation

Toilet facilities shall be provided on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

Wherever possible , WCs should be located not more than one floor distant from any bedroom

Institutionalised type toilet arrangements where there is more than one WC cubicle within the same room shall not be permitted.

Consideration should be given as to whether separate toilet facilities for males and females should be provided in mixed sex accommodation.

2.46 Fire Precautions Hostel Type Accommodation

Hostel type accommodation may vary greatly in its size and complexity, ranging from small ‘Supported Lodgings’ schemes to large direct access hostels having over 50 bedrooms.

It is therefore difficult to specify standard fire protection schemes and as such each case must be assessed individually in consultation with the Fire Authority.

For this reason, fire protection schemes for hostels are not included within the Homestamp advice booklet.

In general, hostels of three or more storeys having up to 10 occupants will require an automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade A giving a Category LD2 level of coverage.

Larger hostels or hotels will, in most cases, require a more sophisticated system in accordance with British Standard 5839 Part 1: 2002 giving an L2 level of coverage.

In all cases the communal escape route must be made a protected escape route by fitting half hour fire resisting self-closing doors to all adjoining risk rooms in accordance with British Standard 476 Part 22.

In certain circumstances this may need to be supplemented by providing alternative escape routes, double fire door lobby separation or fire door breaks to long corridors, where escape travel distances are excessive, complex or particularly hazardous.

Communal escape routes and communal lounges or dining rooms etc must always be provided with emergency lighting in accordance with British Standard 5266 and fire escape signage may also need to be fixed in place.

Communal kitchens must be provided with fire blankets and appropriate fire extinguishers. Additional fire extinguishers may be required at appropriate locations throughout the building if staff are employed who have been trained to use them.

The specific advice of the Council's Private Sector Housing Team should always be sought before carrying out fire protection work to any hostel-type premises.

2.47 Heating in Hostel Type Accommodation

All habitable rooms within a hostel or bed and breakfast establishment must be provided with an adequate fixed form of heating capable of achieving a room temperature of 21°C within one hour of turning on when the air temperature outside is -1°C.

For heating to be properly used by residents, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. Heaters which use full price electricity are not normally acceptable as the main form of heating.

In many hostels, the heating is operated by timer and under control of the landlord or manager. This is acceptable provided adequate temperatures are maintained and adjustments are quickly made when problems of cold or excessive heat are brought to attention.

Central heating radiators in residents rooms should be fitted with a thermostat under control of the occupier.

All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains/blinds are likely to catch fire.

Paraffin heaters, LPG heaters and free standing plug-in electric heaters are not acceptable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturer's recommendations and the Gas Safety (Installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive use or shared use, must also be provided with a fixed form of heating. Electric fan or radiant wall heaters are acceptable in bathrooms provided they are design to operate in moist atmospheres.

Where heating is provided to any communal rooms or areas, the running costs must be met out of general rental charges or general energy charges rather than any type of pre-payment meter.

2.50 Category F HMOs (Self-Contained Flats)**2.51 Definition**

Houses or buildings which are constructed as or converted entirely in to self-contained flats. Access to the house or building would be via a communal entrance doorway and hallway but thereafter the entrance to each individual flat is via a single doorway. All amenities (ie. WC, wash hand basin, bath or shower plus kitchen facilities) must be accessible from within each individual flat and the flat must be occupied by a single household to be regarded as self-contained.

Houses which have been converted in to self contained flats to a proper standard in accordance with the 1991 Building Regulations or equivalent are exempted from the HMO definition.

Houses which were converted prior to this date or which have been subsequently converted to a lesser standard not in accordance with Building Regulations are not included within the mandatory licensing requirements. Such houses converted into self contained flats could however become subject to licensing if the Council were to declare any “additional licensing schemes” at some time in the future.

Larger individual flats which are occupied by groups of 3 or more unrelated persons are regarded as houses in multiple occupation in their own right and those standards relevant to Category B HMOs (shared houses) would be applicable within each such flat

2.52 Room Sizes and Permitted Occupation

The minimum room sizes for existing properties are as given below. Please note that if a house is about to be converted in to self contained flats then Planning consent and Building Regulation approval must be obtained. Planning conditions may call for higher standards than those given.

One Person, Four Room Flat

Bedroom	7.0 m ²
Living room	11.5 m ²
Kitchen	5.5 m ²
Total habitable floor area	24 m ²

One Person Flatlet With Separate Kitchen

Bed/living room	14 m ²
Kitchen	5.5 m ²
Total habitable floor area	19.5 m ²

One Person Flatlet With Separate Bedroom

Bedroom	7.0 m ²
Kitchen/living room	14.5 m ²
Total habitable floor area	21.5 m ²

Two Person, One Bedroom Flat

Bedroom	10.5 m ²
Living room	13.0 m ²
Kitchen	5.5 m ²
Total habitable floor area	29.0 m ²

Three Person, Two Bedroom Flat

Main bedroom	10.0 m ²
Secondary bedroom	7.0 m ²
Living room	16 m ²
Kitchen	7 m ²
Total habitable floor area	40.0 m ²

Four Person, Three Bedroom Flat

Main bedroom	10.0 m ²
Second bedroom	7.0 m ²
Third bedroom	7.0 m ²
Living room	18.0 m ²
Kitchen	7.0 m ²
Total habitable floor area	49.0 m ²

2.53 General Principles Of Occupation

- Children below the age of 10 years now count as a whole person.
- In no case shall any bedroom be occupied by more than two persons for sleeping purposes.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).
- Only rooms designated as living rooms, bedrooms or bed/sitting rooms may be used for living or sleeping purposes.

- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping/living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and useable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).
- All bedrooms, living rooms, bathrooms and kitchens must be accessible directly from a lobby or hallway within the flat and not through another room. (except one room flatlets in which case access is usually directly off a communal hallway or landing).
- Each flat shall be provided with a lockable post box situated on the ground floor in a lobby or hallway accessible to the postal delivery service (unless the flat has its own front door accessible directly from the exterior).

2.54 Kitchen Facilities For Flats

Kitchen facilities should be provided in a separate kitchen or clearly defined kitchen area within any studio-type flat and consist of the following minimum provisions:

- Cooking

Single person: a gas or electric cooker with two burners/hobs, oven and grill

Two or more persons: a gas or electric cooker with four burners/hobs, oven and grill

A microwave oven may be substituted for one or two of the burners/hobs respectively or in place of a conventional oven

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water
 - Sufficient fixed work surface to enable each user to prepare food safely and hygienically
 - A suitable refrigerator of sufficient size according to the number of occupants, A standard worktop height domestic refrigerator with freezer compartment (or equivalent) is required in most cases.
 - Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
 - Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.
 - Cookers must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker ie. they must not be positioned adjacent to the exit doorway – in particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.

2.55 Personal Washing and Bathing Facilities for Flats**(a) Baths and Showers**

Each flat must be provided with its own bath or shower together with constant supplies of hot and cold water. Wherever possible the bath or shower should be provided in a separate bathroom. Shower cubicles may however be permitted within a bedroom or the bed/living room of a one room single person flatlet provided the following precautions are taken to avoid condensation dampness within the room and electrical hazards:

The room containing the shower must be provided with an automatic humidistat controlled extractor fan of minimum extract capacity 60 litres per second.

Any electrical switches, sockets or equipment must be safely positioned in relation to the shower in accordance with current IEE Regulations and Part P of the Building Regulations.

(b) Wash hand Basins

Each flat must have its own wash hand basin together with constant supplies of hot and cold water. The wash hand basin should be provided within the bathroom but may be located within a bedroom.

Each room or compartment containing a WC must be provided with a wash hand basin.

2.56 Toilet Facilities for Flats

Each flat must be provided with its own WC which must be located either within a bathroom or in a separate compartment.

2.57 Fire Precautions in Flats

Full details of the required level of fire protection can be found in an advice booklet entitled "A guide to Fire Protection in Multi-Occupied Residential Properties" which has been produced by a consortium of West Midlands Councils plus the Regional Fire Authorities and Police acting in conjunction with the Association of Midlands Landlords (MLAS).

The consortium operates under the title 'Homestamp' and a copy of the advice booklet mentioned above can be found on the website.

2.58 Heating in Flats

All units of accommodation must be provided with an adequate fixed form of heating to all habitable rooms.

Within the main living room the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is -1°C. Within any separate bedroom a room temperature of 18°C will be sufficient.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two

metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal areas, the running costs must be met out of general rental charges or general energy charges rather than any type of prepayment meter.

Paraffin heaters, LPG heaters and freestanding plug in electric heaters are not acceptable.

In fully insulated and draught-proofed accommodation, full price electricity may be a viable option if it can be shown that the overall costs are affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturers recommendations and the Gas Safety (installation and Use) Regulations 1998 (as amended).

All bathrooms must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.60 Mixed Category A and F (Bedsits and Flats)

In many cases houses are converted to a combination of bedsits (where occupants may share some amenities) and self-contained flats. Such houses will always fall within the HMO definition and may be subject to mandatory licensing. The relevant standards for Category A and Category F houses would be applied as appropriate.

2.70 Temporary Accommodation for Seasonal or Migrant Workers

This type of accommodation is more likely to be prevalent in rural areas (for instance accommodation for fruit pickers etc) and is not known to be widespread in Redditch and Bromsgrove. The situation will be kept under review however and specific standards may be developed if considered necessary.

Standards as for Category B (shared houses) or Category D (hostels) would most likely be applied to any such house in residential areas.

Section 3**General Specification Applicable To Amenities And Associated Services In All Categories Of HMO****Kitchens****The room**

All kitchens, whether for exclusive or shared use must have floor coverings which are impervious, reasonably smooth and easily cleansable. Ideally floor coverings should be slip resistant. Walls and ceilings must also be reasonably smooth such that they can be kept clean and easily redecorated.

Ventilation

In addition to any natural means of ventilation, all shared kitchens must be provided with adequate mechanical ventilation. Extractor fans with an extract rate of 60 litres per second venting directly to the extended air will normally be sufficient.

Kitchens for exclusive use may also need to be provided with mechanical extract ventilation where there is inadequate natural ventilation or where a gas cooker is provided and opening a window would lead to excessive draughts, which might extinguish the burner flames.

Lighting

Adequate ceiling mounted electric lighting must be provided to the working area of the kitchen.

Layout

Kitchens must be arranged such that hot food can be prepared and handled safely. In particular cookers must be located away from any door, which might open on to and collide with a person standing in front of the cooker.

There must be adequate space in front of any cooker for persons to retrieve hot food from the oven.

There should be fixed work surfaces either side of any cooker to shield any overhanging panhandles and so that hot foods and utensils can be placed down quickly and safely.

Sinks

Must be stainless steel or have a comparable impermeable, easily cleansable surface. They must be provided with a drainer, overflow, supplies of constantly available hot and cold water and all requisite drainage. The sink top (or surface into which it is inset) must be a minimum 900mm x 500mm. Sinks must have a tiled or similar waterproof splash back (where the sink abuts a window reveal, the sill of the window must be clad in waterproof tiles or similar) extending to a minimum height of 150mm above the sink top. There must be a flexible waterproof joint between the sink and the splash back.

Food Preparation Surfaces

Must be of impermeable, heat resistant, durable and easily cleansable materials. Where these are fixed, the joint between the food preparation surface and any abutting units or the wall must be watertight and a tiled splash back as detailed above for sinks must be provided.

Food Storage Cupboards

The internal and external surfaces must be of durable and easily cleansable materials and, where wall mounted, must be fixed securely to take the considerable weight of stored tinned/bottled foods. Food storage underneath a sink is not acceptable.

Cooking Appliances

Must be installed according to the manufacturer's instructions and in particular, electric cookers must be connected via an appropriately rated switch and fuse. Gas cookers must be fitted with a safety restraint to prevent them tipping over.

Compact Domestic Kitchens

Compact domestic kitchens in a modular layout are becoming increasingly available from various manufacturers.

Provided such kitchen facilities are installed in accordance with the manufacturers recommendations and give an equivalent level of provision to that specified above, then their use may be acceptable rather than installing individual pieces of equipment.

It is advisable to obtain prior approval of the Council's Private Sector Housing Team before installing this type of kitchen.

Bathrooms (Includes Shower Rooms)

The Room

Bathrooms must be of adequate size to enable users to dry themselves and get dressed without undue restriction. Showers fitted in to small restricted spaces such as under stairs cupboards may therefore not be regarded as being adequate.

Floors to bathrooms must be impervious reasonably smooth and easily cleanable. Ideally floor coverings should be slip-resistant. Walls and ceilings must also be reasonably smooth such that they can be kept clean and easily redecorated.

Obscured glazing must be provided to bathroom windows and doors as appropriate and all shared bathrooms to be fitted with a privacy lock/bolt.

Ventilation

All bathroom must be adequately ventilated. Mechanical extract ventilation giving an extract rate of at least 15 litres per second must be fitted where there is no openable window to provide natural ventilation.

Any extractor fan installed in a bath or shower room must be provided with an “overrun” device which is connected to the artificial lighting circuit in the room and ensures that the fan continues to operate for 20 minutes (or at least one air change) after the artificial room lighting is switched off. This helps to remove moisture from the room, which might otherwise lead to condensation and black mould growth. Alternatively a humidistat controlled extractor may be provided.

Baths and Showers

Baths should be a minimum 1.67 meters in length and be provided with a tiled splash back to a height of at least 150mm where they abut walls. A waterproof seal between the bath must be provided using a flexible silicon mastic sealant or a sealant gasket with a similar degree (high) elasticity.

Where showers are provided they must either purpose designed waterproof shower cubicles or formed from a proper shower base with waterproof wall tiling and associated waterproof screen/doors. Seals between the shower base and walls must be provided with elastic mastic sealant as specified for baths. Shower trays should be minimum 800 mm x 800 mm

Showers which rely on a curtain to contain the water spray are not permitted above the ground floor.

Baths or showers shall not be provided in kitchens.

All baths and showers must be provided with an adequate supply of constantly available hot and cold water and adequate drainage. Hot water to showers must be capable of being delivered at a thermostatically controlled temperature.

Wash Hand Basins

All wash basins must be provided with supplies of constantly available hot and cold water plus adequate drainage. Washbasins must be firmly and securely anchored to the wall which they abut or surface in which they are inset.

Unless there are severe space constraints the minimum dimension of wash-basins shall be 500mm x 400mm. All washbasins must be provided with an overflow and splash back with a minimum height of 150mm where they abut a wall and be sealed to the splash back using a flexible silicon mastic sealant.

Water Closets

Every separate room or compartment containing a WC must have: -

- An easily cleansable impervious floor covering
- Reasonably smooth wall and ceiling surfaces which can be easily cleaned and redecorated

- Adequate natural or mechanical extract ventilation supplemented by permanent background ventilation in the form of an air brick or trickle vent.
- Obscured glazing to windows and doors as appropriate
- A privacy lock fitted to the door
- WC pedestals must be securely fixed to the floor and properly connected to the drainage system in accordance with current building Regulations
- Be provided with a high or low level cistern fitted with an efficient flushing mechanism.
- WCs accessed from outside do not count towards the overall number of WCs available for use in a property.

Cold Water Supplies

All HMOs must be provided with an adequate water supply via a proper service connection from the public supply provided by the statutory undertaker (in Redditch and Bromsgrove this would be Severn Trent Water plc or South Staffordshire Water plc).

The supply of water for drinking purposes (ie at the sink) must be taken from the rising main. Where there is any doubt as to whether a supply point is suitable for drinking water it shall be conspicuously marked accordingly.

In the rare event that a public water supply is not available the landlord must demonstrate that an adequate supply is available and that arrangements are in place to ensure that the supply is safe for drinking both from a chemical and bacteriological point of view. The Council will insist on seeing that periodical chemical and bacteriological tests are carried out to verify its wholesomeness.

All water supply pipes and any water control valves, apparatus and fittings connected with a supply of water must be protected from frost where they are vulnerable to freezing. This will generally be in any unheated common areas, but landlords should consider insulating all water pipes where central heating is not employed in the house or where the house is not likely to be heated for several days, for example, over the Christmas period.

The water supply must be capable of being turned off in case of emergency or to enable repair works to be carried out – stop valves should therefore be provided to isolate individual units of accommodation or each floor within the HMO as appropriate.

Hot Water Supplies

All systems supplying hot water must be designed and installed so that hot water is available at wash-basins, sinks, baths or showers at all reasonable times. “Creda Corvette” type batch boiling appliances are not acceptable as a means of heating water. Electric instantaneous type heaters are only acceptable for sinks if they are rated at 5 Kilowatts or above and are fitted with a proper hot water delivery arm.

The cost of supplying hot water to wash-basins, sinks, baths or showers which are exclusive to particular lets may be met out of general rental charges or may be charged for by meter so long as the occupier of the let has total and exclusive control over the use of that hot water.

Any hot water storage tank must be provided with an accessible stop cock to the down service pipe, and be adequately insulated.

Hot water to showers must be capable of being delivered at a thermostatically controlled temperature.

Disposal of Waste Water And Drainage

All waste pipes serving sinks, wash hand basins, baths and showers must be of the appropriate diameter and fitted with a trap. Waste pipes must be adequately supported along their entire length to prevent sagging and to maintain proper drainage falls. Waste water must be discharged in to the correct drainage system in accordance with current Building Regulations and Water Authority Bye-Laws.

Section 4

Property and Tenancy Management Standards

4.10 The Management of Houses in Multiple Occupation (England) Regulations 2006

These new regulations replace the previous similar management regulations and apply to **most HMOs**, whether licensable or not, but do not apply to HMOs comprising properties converted into self-contained flats – these will become subject to a separate set of management regulations due to come in to force in October 2006. In the meantime, houses converted entirely into self-contained flats will continue to be subject to The Housing (Management of Houses in Multiple Occupation) Regulations 1990 which were previously in force. The new regulations detail the management standards to be met and require the manager of the premises to carry out certain duties to maintain their property, taking account of the age, character, locality and prospective life of the house. The Regulations are summarised below but a full copy may be obtained by clicking on the link www.opsi.gov.uk. Follow the links to *legislation*; *statutory instruments*; *year 2006*; *statutory instrument number 372*. They may also be purchased from The Stationery Office Limited.

The duties of the manager are as follows:

- **To display their contact details** – the manager's name, address and contact telephone number must be clearly displayed in a prominent position. On the wall in the entrance hall is usually the best place. (Regulation 3)
- **To maintain all means of escape from fire** – all fire doors must be maintained in a good condition, free from damage and fully self-closing so that they will close fully into the rebates of the frame. The main routes of escape eg exit doors, landings, staircases and hallways must be kept free from obstruction. Escape routes must also be clearly indicated by fixing notices in appropriate places in all HMOs having five or more occupants. The fire detection and warning system and emergency lighting system must be tested regularly. For most small and medium sized HMOs a monthly test by the landlord should suffice in addition to a thorough annual test by a suitably competent person (such as a qualified electrician or specialist fire alarm engineer). For larger HMOs more regular testing may be required. Fire fighting equipment, where provided, must also be maintained in good working order. (Regulation 4).
- **To take safety measures** – all necessary measures to protect the occupiers from injury must be taken, having regard to the design, the structural condition and the number of occupiers in an HMO. In particular this relates to the prevention of accidents associated with access to any roof or balcony and any low window sill (Also Regulation 4).
- **To maintain the water supply and drainage system** – the water supply or drainage system must be maintained in a good, clean and working condition. They must not be unreasonably interrupted from use by any occupier and any water storage tank must be covered and kept clean. Any water fitting which is liable to damage by frost must be suitably protected (Regulation 5).
- **To maintain gas and electrical supplies and to provide safety certificates** – the gas installation and any appliances must be tested annually by a Gas-Safe registered engineer who will issue a 'Landlords gas safety certificate'. This must be supplied to the local authority within 7 days of any written request to do so. The electrical installation must be inspected and tested at least every five years by a qualified electrician who must issue a test certificate. Again, this

must be supplied to the local authority within 7 days of a written request to do so. Neither the gas or electricity supplies must be unreasonably interrupted. (Regulation 6) .

- **To maintain all common parts and installations within the property** – all common parts of the HMO eg. Entrance hallways, entrance doors, porches, steps, staircases, landings, shared bathrooms and kitchens plus all shared fittings and appliances must be maintained in a good state of repair and safe and working condition and kept clear from obstruction. Communal areas must also be kept clean and well decorated. In HMOs where the occupants are previously acquainted with each other and rent the house under the terms of a single tenancy agreement, for example a student shared house, it may be acceptable to expect the tenants to undertake the cleaning of the common areas on a group basis. The manager should visit from time to time, by prior appointment, to ensure that the common areas are being maintained to a satisfactory standard of cleanliness. In all other types of HMO, cleaning of communal areas will normally be the responsibility of the manager (Regulation 7).
- **To maintain in good order and repair any outbuildings, yards, gardens or boundary fences** – any outbuilding, yard, forecourt, boundary wall, fence or railing belonging to the HMO must be maintained in good and safe repair so as not to constitute a danger to the occupiers. Any yard or garden belonging to the HMO must be kept in a safe and tidy condition (also Regulation 7).
- **To maintain each unit of accommodation** – each unit and any furnishings must be clean at the beginning of a person's occupation of it. The internal structure, any fixtures, fittings or appliances, any window or other means of ventilation must be maintained in good repair as long as the tenant has treated the accommodation properly in accordance with the conditions contained within his lease or tenancy agreement (Regulation 8).
- **To ensure refuse is stored and disposed of adequately** – a sufficient number of bins must be provided for the storage of refuse pending disposal. Arrangements must be in place to ensure that all refuse is removed and disposed of on a regular basis, generally this will be undertaken by the Local Authority. It would be expected that one standard refuse bin be provided per three occupiers and that appropriate instructions are provided to each tenant at the beginning of the tenancy as to the refuse collection arrangements. For larger hostel type premises (10 or more occupiers), a Trade Refuse Contract with the local authority would be expected. This may also be necessary for smaller premises, particularly where meals are provided (Regulation 9).

The regulations (Regulation 10) also place a duty on all occupiers of an HMO to:

- Conduct themselves in a way that will not hinder or frustrate the manager in the performance of his duties.
- Allow the manager at all reasonable times to enter any living accommodation to enable him to carry out any duty. Except in the case of emergencies, at least 24 hours notice either in writing or by phone of any intended visit should be given to the occupiers.
- Provide the manager with any information requested to enable him to carry out his duties.
- Take reasonable care to avoid causing damage to the property and its contents.

- Store and dispose of refuse in accordance with the arrangements made by the manager.
- Comply with the reasonable instructions of the manager in respect of any means of escape from fire, the prevention of fire and the use of fire equipment.

Under regulation 11, the manager is not expected to carry out any works or actions with respect to the supply of water, gas or electricity or to the drainage of the house where responsibility for a particular fault or problem lies with either the local authority or the supply company. The manager is however expected to bring any such faults or problems to the attention of the appropriate person, authority or company as necessary as soon as he becomes aware of the matter (for example a blocked sewer or power failure)

It is an offence not to comply with these regulations. A person who is convicted of such an offence may be fined up to level 5 on the standard scale (currently £5000). This applies to both the manager of a property and to the occupiers as appropriate.

4.20 Management Arrangements and Competency of the Manager

4.21 Management Arrangements

Before issuing a licence, the Council must be satisfied that the management arrangements for the property are satisfactory and that the person involved in the management is a fit and proper person and competent to do so. Where there are any concerns over the competency of the manager, the Council can require that he / she attends an approved training course as a condition of a licence. Management arrangements will obviously be different for each property, depending upon the age, size and type of house, the number and the type of tenants and the type of accommodation provided. However, the sort of issues for which arrangements should be in place are as follows:

- Procedure for tenants to report any repairs.
- Procedure for ensuring that any repair work or general maintenance work is carried out.
- Ensure that sufficient funds are available to enable emergency repairs to be carried out.
- Procedure for checking that the emergency lighting and the fire detection and warning devices are in good working order.
- Ensure that all tenants are made aware of the fire safety procedures and the proper use of fire safety installations.
- Procedure for ensuring that the escape routes are kept free from obstructions.
- Arrangements to ensure that the gas installation and all appliances are kept in safe and good working order.
- Arrangements to ensure that the electrical installation and appliances are kept in a safe and good working order.
- Ensure that tenancies are created and terminated in accordance with the law.

- Ensure that the common areas such as shared kitchens, bathrooms, entrance hallway and stairwells are kept clean and in good order.
- Ensure satisfactory arrangements are in place for the storage and collection of refuse.
- Ensure that the front and rear yards, gardens and fencing are kept in good order.

4.22 Financial Arrangements

The Council must also assess that suitable financial arrangements are in place before a licence can be issued. Again, these will vary from property to property but, in the majority of cases, the manager will need to demonstrate that arrangements have been made for the following:

- Financing the cost of repairs and general maintenance
- Receiving rents
- Receiving and handling deposits
- Paying the mortgage (if appropriate)
- Paying the Council Tax (if appropriate)
- Paying utility bills (if the owners responsibility)

For larger hostel type premises further financial arrangements may need to be in place, such as:

- To hire and pay staff such as caretakers, cooks, cleaners etc
- To purchase food and other supplies

4.23 Terms of Occupation

When a licence is issued by the Council it will contain a number of conditions, some of which are mandatory for all licences and others will be specific to that particular property. One of the mandatory conditions is a requirement of the licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it. In many cases the landlord may already have fulfilled this requirement by the provision and signing of a Tenancy Agreement at the start of each tenancy. It is important that any such statement or tenancy agreement contains certain information, as listed below: (references to licence or licensee below relate to a persons occupation of a property and not to the property licence).

- Name of tenant(s) or licensee and address of property
- Name and address of landlord(s)
- Name and address of agent (if any)
- Tenancy or licence start date

- Amount of deposit paid, how held and terms of return
- Inventory of items supplied by landlord eg. Furniture
- Length of tenancy, if a fixed term tenancy
- Amount of rent and how often due
- Arrangements for payment/collection of rent
- Recording of rent ie. Rent book or receipt
- How and when rent can be increased
- Responsibility for payment of Council Tax, Water Rates and fuel bills
- Repairing obligations for both parties
- Arrangements for reporting repairs
- A statement as to expected standards of behaviour of tenants and their visitors. For instance prohibiting use of the premises for illegal activities, not playing loud music -- particularly late at night, not holding parties involving excessive noise or numbers of people, not using the premises for illegal business eg car repairs or second hand car sales.
- The consequences of failing to abide by these prohibited behaviours.
- Tenants right to quiet enjoyment of the property.
- Ending a tenancy – notice requirements on both parties, including the need for a Possession Order and a Warrant before eviction. Procedure for ending a term of occupation under a licence.
- Landlords right of access into the property
- Duty of the tenant to enable the landlord to perform his management responsibilities
- Duty of the tenant to avoid causing unnecessary damage to the property and its contents
- Duty of the tenant to store and dispose of refuse as arranged by the landlord and in accordance with local authority arrangements for refuse collection.
- Duty of the tenant to comply with the landlords reasonable instructions in respect of any means of escape from fire, the prevention of fire and the use of fire equipment

There is a procedure to be followed to terminate any tenancy. It is a criminal offence to either illegally evict or to harass a tenant so as to cause them to leave a property, for example threatening them or cutting off supplies of fuel or water. The Council will take legal action against anyone committing harassment or illegal eviction. In addition, the HMO licence may be revoked and a Management Order may be made whereby the Council will take over the day to day management of the property, including receipt of the rent.

4.24 Temporary Exemption Notices

If a landlord or a person in control of a licensable property intends to stop operating as an HMO or reduce the number of occupants and can give clear evidence of this then he or she can apply for a Temporary Exemption Notice (TEN). Where occupation levels are to be reduced, the tenants being displaced must confirm (in writing if possible) that they intend to vacate the property. Where it is intended that a property will cease to be in multiple occupation, the landlord must be able to provide evidence that any existing tenants have made suitable alternative housing arrangements and that they will have moved out within 3 months from the date of application for the TEN. If necessary, consideration may be given to issuing a further TEN for another 3 months but each case will be considered separately. A person who applies for a TEN but is refused may appeal to the Residential Property Tribunal within 28 days.

Upon expiry of a TEN, the property must either be licensed, cease to be an HMO, be no longer licensable or become subject to an Interim Management Order.

4.25 HMO Declarations

The Council may declare a building or part of a building to be an HMO if it is used for some other purpose but the living accommodation is also occupied, by persons who do not form a single household, as their main residence and this constitutes a significant use of that accommodation. This may be most commonly used for premises operating as bed & breakfast type establishments where a number of rooms are also used to house people who would otherwise be homeless. Such use will be deemed as significant if 25% or more of the total number of sleeping rooms are occupied by persons in receipt of housing benefit or paying a weekly or monthly rent as opposed to an overnight charge.

In order to make such a declaration the Council must serve a notice on the owner and/or manager of the premises who will have the right to appeal to a residential property tribunal within 28 days. If no appeal is made the premises will be deemed to be an HMO and may require to be licensed. If circumstances change and the premises is no longer occupied in a similar manner, the Council may revoke the declaration, either by its own initiative or on application by the owner or manager.

4.30 Regulatory Powers

4.31 Offences

It is an offence if a landlord or the person in control of a property either fails to apply for a licence for a licensable property or allows a property to be occupied by more people than are permitted under the licence without reasonable excuse. A fine of up to £20,000 may be imposed.

It is also an offence to break any of the licence conditions without reasonable excuse and conviction can result in fines of up to £5,000.

4.32 Interim Management Orders

Where the condition of a property is such that it presents an imminent risk to the health and safety of the occupiers or if a landlord fails to apply for a licence or bring a HMO up to the required standard, or fails to meet the fit and proper person criteria, the Council can issue an Interim Management Order (IMO), which allows it to step in and manage the property. The owner keeps their rights as an owner but the rental income will be collected by the Council and can be used to fund repairs and other charges incurred in managing the property. The order can last for a year but once it has expired the Council must decide whether a licence can now be issued or whether to make a Final Management Order (FMO).

In IMO can also be issued if the Council intends to revoke a licence and it is necessary to make the order to protect the health, safety and welfare of the occupants of the property.

4.33 Final Management Orders

A Final Management Order (FMO) cannot be made unless immediately beforehand an IMO or another FMO was in force. A Final Management Order lasts for a maximum of five years but can be renewed. It transfers the management of the house to the Council for the duration of the order. As with an IMO the owner retains rights as an owner but the Council will collect the rental income to fund repairs and other charges incurred in managing the property and may also create new tenancies without the owners agreement. The Council would need to produce a written management scheme detailing how it would intend to manage the property during the period the FMO was in force.

A person who is aggrieved by the making of a FMO may appeal to the Residential Property Tribunal within 28 days.

4.34 Rent Repayment Orders

A tenant living in a HMO that should have been licensed, but was not, can apply to the Residential Property Tribunal to claim back any rent they have paid during the unlicensed period (up to a limit of 12 months). The Residential property tribunal must make such an order if the landlord has been found guilty of the offence of failing to obtain a licence or where an order has already been made in favour of a local authority to claim back housing benefit payments. Councils can also reclaim any housing benefit that has been paid during the time the property was without a licence where a landlord has been found guilty of the offence of

failing to obtain a licence or if the Council has sufficient evidence that an offence has been committed.

5.0 The Housing Health And Safety Rating System (HHSRS)

The housing health and safety rating system is a new method of assessing how poor or dangerous housing conditions can affect the health and safety of occupiers.

The legislation is contained within the Housing Act 2004 and came in to effect on 6th April 2006 along with the licensing provisions.

It replaces the former Housing Fitness standard under the Housing Act 1985 and applies to all dwellings regardless of whether they are HMOs or single households and regardless of the type of tenure.

The basic theory behind the system is that all dwellings should provide a safe and healthy environment for all occupiers, potential occupiers or their visitors. The system relies upon an assessment of the whole dwelling to identify any deficiencies which could pose a risk to health and safety.

Deficiencies are then related to a wide range of hazards ranging for example from excess cold, falling on stairs to fire and structural collapse (the full list contains 29 identified hazards).

To assess the seriousness of any particular hazard an assessment is made as to the likelihood of a person suffering harm during the forthcoming twelve months and how serious the harm is likely to be. For example if a house has a steep poorly lit staircase with no handrail, an assessment is made as to the likelihood of a person falling on the stairs and if they do fall, how serious will their injuries be. An assumption is made that the dwelling is occupied by the most vulnerable age group. For example when assessing falling on stairs it is assumed that the dwelling is occupied by a person aged 60 or over.

In order to reach an informed decision the Government has issued guidance based upon national accident and ill health statistics.

By application of a prescribed formula, hazards are given a numerical score. The scores have been divided in to bands ranging from A to J for ease of comparison.

Hazards which have a score in the top 3 bands (A, B, and C) are known as Category 1 hazards and every local authority has a duty to take some form of action to remove or lessen the hazard, once identified, using a range of new powers contained in part 1 of the Housing Act 2004.

Hazards falling in the lower bands, D to J are known as Category 2 hazards for which every local authority has discretionary powers to take action to remove or lessen.

This is a very brief description of the HHSRS and to find out more you are advised to refer to a new document recently issued by the Government (Department for Communities and Local Government) entitled : HHSRS – GUIDANCE FOR LANDLORDS AND PROPERTY RELATED PROFESSIONALS.

You can download a version of the document from the website www.communities.gov.uk

Follow the links to Housing or enter HHSRS in the search box.

Alternatively you can obtain a copy from:

DCLG Publications
PO Box 236
Wetherby
West Yorkshire LS23 7NB

Tel 08701 226 236
Fax 08701 226 237
e-mail communities@twoten.com

Quote the publishing ref ISBN: 978 185 112 8563 published on 26/5/06).

This DCLG document gives a full explanation of the HHSRS and how you as a landlord can carry out your own assessments to reduce risks to the health and safety of your tenants.

Local authorities are under a duty to inspect every property for which a licence has been issued within 5 years from the date of application to assess for hazards under the HHSRS.

Carrying out your own risk assessment and attending to any hazards so identified is therefore considered very worthwhile in order to lessen the likelihood of any enforcement action having to be taken following this compulsory inspection by the Council.

This page is intentionally left blank

Title of report:	Herefordshire and Worcestershire Partnership Waste Strategy Officer
Report by:	Joint Waste Partnership – Presented by Cllr Brandon Clayton

Decision type

Non-key

Wards affected

(All Wards);

Purpose and summary

To consider the establishment of a Joint Waste Strategy Officer working on behalf of and jointly funded in partnership by the 8 local authorities within Herefordshire and Worcestershire.

The Waste Strategy Officer is proposed will lead crucial work to prepare all Local Authorities for the changes put forward in the Resource and Waste Strategy 2018 (RWS), progressing through parliament in the Environment Bill. The Resource and Waste Strategy 2018 is the first major policy document for waste services since the national Waste Strategy of 2007. This promises a range of changes and measures to help bring about a more circular economy. This will encourage a move away from an inefficient take, make, use, & throwaway culture to an approach where we keep resources in use as long as possible, so we extract maximum value from them.

The post holder will build on the success of the partnership producing our collective Joint Municipal Waste Management Strategy, delivering cost effective, easy to use and consistent waste & recycling services for all our residents.

We must start working to address significant changes to our services resulting from new government policy, of particular note these include:

- Requirement for local authorities to separately collect food waste from households and businesses each week.
- The introduction of deposit return scheme for drinks containers
- The introduction of extended producer responsibility for packaging materials

The government's expectation is that these changes will be implemented from 2023, leaving less than three years for us to plan and develop services to deliver them.

The proposed post would be managed through the partnership's joint Strategic Waste Management Board, reporting to the chair of the Senior Officer Group. To manage pay, welfare, equipment and subsistence the post is proposed to be hosted by Worcestershire

County Council.

To fund the post each Local Authority is asked to commit to contributing a fixed sum of £8,000 per annum for an initial period of three years. This will allow the post holder to support the strategic planning processes of the councils until the anticipated implementation of planned changes.

Recommendation(s)

That:

- (a) Redditch Borough Council agree to the establishment of a Joint Waste Strategy Officer to work on behalf of the partnership of all 8 Local Authorities in Herefordshire and Worcestershire;**
- (b) Redditch Borough Council allocates £8,000 per annum for a fixed term of three years;**
- (c) Redditch Borough Council will consider requests for additional funding to support further work which may be identified and proposed via the partnership Senior Waste Officer Group.**

Alternative options

- 1. Decision not to fund the joint post. This is not recommended, as the partnership authorities will be expected to make significant changes to their waste management services as a result of the policy changes. By meeting the challenge as partnership rather than individually we will be able to co-ordinate a cost effective collective response that will save money in the short term and deliver greater efficiencies in future.
- 2. It has been identified that the challenges presented by the planned changes cannot be managed effectively within existing resource by any of the waste partnership authorities.

Key considerations

- 3. The government published its Resource and Waste Strategy for England (RWS) in late 2018. This promised a range of changes and measures that would help bring about a more circular economy. This will encourage a move away from an inefficient take, make, use, & throw away culture to an approach where we keep resources in use as long as possible, so we extract maximum value from them.
- 4. The measures promised in the RWS are being progressed in to law through the Environment Bill 2020, which is currently making its way through parliament.
- 5. Key measures affecting how Local Authorities provide their waste management services are:
 - a. Extended Producer Responsibility, making packaging producers responsible for the cost of dealing with packaging at the end of its life (e.g. waste collection, recycling and treatment);
 - b. Deposit Return Schemes, to encourage “recycling on the go” schemes for drinks containers;

- c. Consistent Recycling Collections, to encourage a more consistent approach across the country to recycling collections, so each Local Authority will collect the same “core materials” for recycling;
 - d. Weekly Food Waste Collection, where every local authority will be required to provide a separate food waste collection from both households and businesses;
 - e. Potential free garden waste collection
 - f. Preference for kerbside sort recycling, where materials are collected separately from individual households (typically from boxes or bags)
 - g. Improved Product Packaging Design & Labelling, to improve the quality of materials for recycling and provide better information to consumers.
6. These measures will have a significant impact on the practical delivery of Local Authority waste management services, the cost of service provision and funding, for example:
- a. Up to 80 additional vehicles and crews across Worcestershire to collect food waste separately, with extra costs of around £8m across the partnership for collection and disposal. (Approximate annual cost of £487,000 to RBC – with funding from Central Government to support)
 - b. Additional resources if required to collect garden waste from each household free of charge and loss of income from current subscription services provided across the partnership (Loss of over £40,000 income for RBC, as well as additional staffing and vehicle costs)
 - c. Additional vehicles and crews to collect separate recyclables from households.
 - d. Loss of valuable recyclable materials to deposit return schemes which will focus on high value metal and plastic drinks containers.
 - e. Uncertain funding from packaging producers resulting from extended producer responsibility schemes.
7. The partnership through its joint Member and Senior Officer Groups have identified the following initial priority work streams:
- a. Engage in National Policy Development to understand and influence policy and approach to delivery in the partnerships interest ensure best possible outcomes and fair funding solutions to the partnership.
 - b. Prepare for change by understanding future requirements and the implications of them on partnerships services. Assessing partnership options for changes to our existing services and of new requirements, such as food waste collection.
8. The partnership’s Member and Senior Officer Groups recognise that there is not sufficient staff capacity currently provided to undertake this work. Both groups support the establishment of a new joint funded post to help best prepare the partnership for expected future challenges.
9. It is proposed that a joint post is created managed through the partnership’s Strategic Waste Management Board. The post holder will report to the chair of the Senior Officer

Group of the Board (the Chair role rotates across the officers on the Board on a two yearly basis)

10. **Appendix 1 (Part A)** provides a detailed work plan and estimated costs against the work areas. The work plan, changes to it and any actions to be carried out by the post holder will be agreed and monitored by the Senior Officer Group.
11. It is proposed pay, welfare, leave, equipment, subsistence of the post holder by managed by a host authority. It is considered that this would best be provided by Worcestershire County Council who have led the strategic work of the partnership to date with the Cabinet Member with responsibility for the Environment acting as Chair of the Member Waste Board since the partnership was established and the Strategy first published in 2004.
12. A structure chart is provided in **Appendix 1 Part B** for illustration.
13. The post holder will work remotely across the partnership with each Local Authority providing “hot desk” space. This will foster greater cohesion and collaboration across the partnership.
14. The work plan and performance will be managed collaboratively through the Senior Officer Group.
15. The post will be funded equally by the constituent Local Authorities in the partnership. Each contributing £8,000 per annum for an initial three year period. Towards the end of the three years the partnership will review the need for the post and consider if it should continue.
16. The proposal for a joint post has been supported by both the Member and officer Groups and each partner authority is now seeking authorisation for finalisation and recruitment to the post.
17. It is anticipated that a position of PO2 (WCC Pay scale) or Scale 9 (HC pay scale) is likely result of grading, circa £35,000 per annum (NB the post has not yet been graded).
18. See **Appendix. 2 & 3.** For the proposed Job Description and Person Specification
19. Recruitment is anticipated in August 2020. The recruitment panel to be comprised of Sue Horrobin from Worcester City Council as current Chair of the Senior Officer Group, Richard Woodward from Worcestershire County Council as the Host Manager and one other representative from the Senior Officer Group. The expected timeline for authorisation and establishment of the post is given below.

May 2020	Post establishment and outline work plan agreed in principle by the Strategic Waste Management Board
July 2020	All partner authorities obtain necessary authority to establish and fund joint post
	Grading of post by host authority
August 2020	Recruitment and establishment of post
September 2020	Introduction to Strategic Waste Management Board Member and Senior Officer Groups

Equality duty

20. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
21. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to equality legislation.
22. Consultation with service users has taken place, no equality impacts were raised.

Resource implications

23. If approved each Local Authority in the partnership will contribute £8,000 per annum (fixed cost) for a period of 3 years.
24. The total annual cost to the partnership will be £64,000 per annum or £192,000 for the initial planned 3 year period.

Legal implications

25. A joint agreement between the partnership members will be necessary to set out the governance and financing of the joint post. It is anticipated this will be fulfilled by the host authority.

Risk management

Risk / opportunity	Mitigation
Expected policy changes are delayed	<p>Work to prepare the partnership will remain valid.</p> <p>Regular review of post and work plan to ensure it remains consistent with needs and timing of policy and requirements,</p>

Expected policy changes are cancelled	Joint post regularly reviewed to demonstrate requirement. Post holder can be reallocated to other tasks within the partnership or within WCC, redundancy considered.
Additional work requirements are identified	Work plan is regularly reviewed and updated to consider if partnerships needs are going to be met. Any additional resource requirement to be considered by the Member and Senior Officer Group prior to determination by individual members of the partnership.

26. There are various risks associated with the recommendations in this report, these are summarised below:

Consultees

27. A joint partnership officer was proposed through the Waste Member and Senior Waste Officer Groups. Support to the proposal was received at both from the constituent Local Authorities:
- a. Bromsgrove Borough Council
 - b. Herefordshire Council
 - c. Malvern Hills District Council
 - d. Redditch Borough Council
 - e. Worcester City Council
 - f. Worcestershire County Council
 - g. Wychavon District Council
 - h. Wyre Forest District Council

Appendices

- Appendix 1. Part A - Partnership Work Plan
 Part B – Management Structure
- Appendix 2. Joint Waste Strategy Officer Job Description
- Appendix 3. Joint Waste Strategy Officer Person Specification

Background papers

None

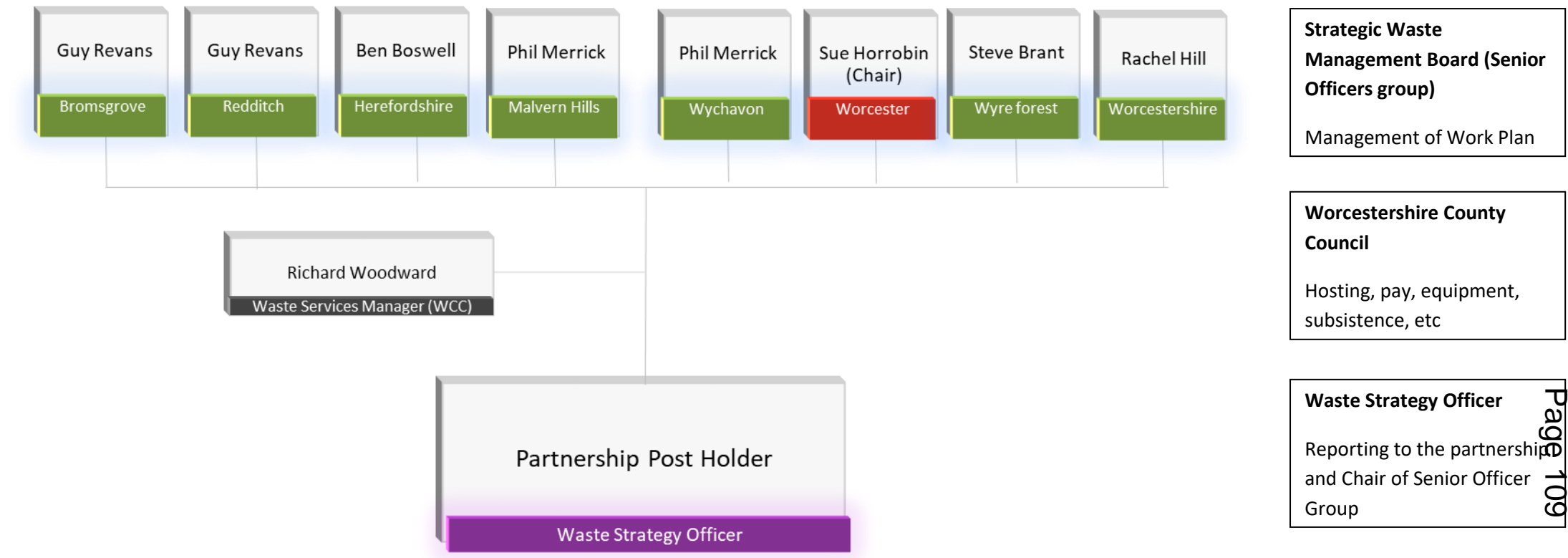
Key task and expected resourcing for Partnership Officer to support all Herefordshire and Worcestershire councils objectives and help plan for and deliver future requirements for our collective waste management services.

Work Area	Key Actions	Key Tasks	Resource Requirements	Additional Resource Requirements (£)
Partnership Management	Manage partnership meetings	<ul style="list-style-type: none">Prepare for and organise partnership meetings (MWMB, SOG, WOM, BCM)Support chairman to facilitateCompile reports, updates, briefing and presentationsFacilitate workshops and seminars	10% FTE	£2,500
	Develop consistent policy	<ul style="list-style-type: none">Co-ordinate efforts with partners to develop shared policies and approaches to service delivery to improve consistency across the partnershipCo-ordinate contingency plans and response to emergencies	10%FTE	
Engaging in National Policy Development	Monitor policy development	<ul style="list-style-type: none">Engage with government agenciesRepresent partnership at meetings, events and seminarsLiaise with other local authoritiesUnderstand and evaluate implications of policy and timescalesPrepare and deliver Briefings and Presentations to Partnership officers and members	10% FTE	£2,500
	Influence policy decisions	<ul style="list-style-type: none">Review and prepare response to government consultations to influence policy to benefit of partnershipRespond to other surveys/questionnaires likely to inform policy decisions and put forward partnerships requirementsBuild relationships with government officers (e.g. Defra/WIDP trans-actors)	10% FTE	
	Lobby	<ul style="list-style-type: none">Brief senior officers, chief executives, leaders and members on facts surrounding the financial and environmental impacts of potentially negative changes such as weekly domestic food waste collection and free garden waste collection.Challenge government assessments which support the introduction of these services	5% FTE	
	Petition for fair funding	<ul style="list-style-type: none">Engage with government to encourage fair funding of any changes to service that will have a negative financial impact to services across the partnership	5% FTE	

Preparing for Change	Assess options for joint food waste service	<ul style="list-style-type: none"> Understand implications, demand and requirements of food waste collection service across the partnership. Identify collection options that would best deliver food waste collection services Assess waste treatment options Assess commercial food waste options Consider synergies across collection, treatment and partnership to deliver efficiencies 	15% FTE	£15,000
	Assess impact of EPRS and DRS schemes	<ul style="list-style-type: none"> Understand likely impact of Extended Producer Responsibility Scheme and Deposit Return Scheme on waste stream composition. Assess practical implication for collection and treatment of waste Assess financial impact of schemes (e.g. from reduced recyclable income) 	5% FTE	
	Assess financial/practical implications of R&WS 2018 for partnership	<ul style="list-style-type: none"> Consider the holistic financial and practical impacts of changes for the partnership Advise how partnership may best approach these changes together 	5% FTE	
Joint Communications (OPTIONAL)	Develop Joint Communications Strategy for Partnership	<ul style="list-style-type: none"> Develop a joint communications strategy form the partnership to deliver mutually beneficial communications to support our services: <ul style="list-style-type: none"> Waste Prevention Encouraging reuse opportunities Reducing impact of plastic pollution Reducing recycling contamination and improving quality 	10% FTE	(£10,000)
	Implement joint communications initiatives	<ul style="list-style-type: none"> Implement planned and bespoke communication initiatives approved by the partnership 	15% FTE	
			£45,000 (Inc. On Costs)	£20,000 (£30,000)
			£65,000 (£75,000 inc. Comms)	

Part B - Post Management

The following illustrates the how the post will be managed, hosting and reporting lines.



This page is intentionally left blank



JOB DESCRIPTION

Job Title: Waste Partnership Strategy Officer
Directorate & Section/Unit: DE&I, Waste Services Unit
Reporting to: Chair of the Strategic Waste Management Board
 (Senior Officer Group)
 Waste Services Manager (WCC)

Management / Supervisory Responsibility for:

Salary Grade: TBC
WCC Management Level: TBC
Number of Direct Reports: None

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- Work with elected members and senior manager representatives on Herefordshire and Worcestershire's Strategic Waste Management Board to lead, develop, and manage the partnership
- Engage with government, local authorities and key stakeholders to understand and assess future waste service requirements. Produce reports and briefings to help guide the partnership and inform decision making.
- Plan and undertake service option assessments to explore how service can best be delivered to deliver improved performance and efficiency across the partnership
- Provide secretariat support for the partnership, and support governance and decision-making processes.

Main Activities & Responsibilities:

- To manage partnership, promoting and maintaining close working between the constituent local authorities.

- Understand and consider the implications to the partnership of changes to waste policy and legislation resulting from the Resource and Waste Strategy 2018 and Environment Bill.
- Review and respond to consultation requests on behalf of the partnership in order to help influence national policy and legislation.
- Plan, prepare and agree a work plan with the Strategic Waste Management Board.
- Carry out assessments of service options to help explore different choices and the partnerships decision making.
- Project manage all joint activities & initiatives including the management of any consultants or contractors delivering projects, and ensure projects are implemented on time and within budget.
- Prepare, lead reviews & update the Herefordshire and Worcestershire Joint Municipal Waste Management Strategy (HWJMWMS) and action plan.
- To report regularly to the Strategic Waste Management Board and other stakeholders on project progress as appropriate bringing to them issues requiring their decisions or approval. To follow up on any decisions made to ensure their implementation.
- To manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend.
- Provide secretariat support to the Partnership Board, ensuring agendas are formed in collaboration with partners; lead the timely preparation and coordination of reports, undertaking quality control; and ensure good governance and decision-making protocols are followed.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates

External: District & County Councils, Government Agencies & Departments, Contractors, Service providers, Statutory and Voluntary Organisations, service users, customers, members of the public, volunteers

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

This page is intentionally left blank



PERSON SPECIFICATION

Job Title:	Waste Partnership Strategy Officer
Directorate & Section/Unit:	DE&I, Waste Services Unit
Salary Grade:	TBC
WCC Management Level:	TBC

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial relevant experience of working within the waste management sector
- Experience of working on or managing collaboration projects
- Significant experience of stakeholder management and engagement
- Experience of managing, leading and developing a high profile partnership
- Experience of successful project and programme management

It is **desirable** that the post holder has:

- Experience of working for a Waste Disposal Authority or Waste Collection Authority
- Experience of managing a Waste Partnership
- Experience of public sector procurement
- Experience of delivering invest to save waste projects

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Ability to plan and deliver work at a strategic level
- Ability to work well under pressure and to deliver work to strict deadlines
- Proven people influencing and networking skills.
- Proven ability to work co-operatively in a partnership
- Practical experience of formal presentations at senior level using a variety of techniques
- Excellent verbal communication skills and ability to present focused, concise and compelling information in formal and informal settings
- Proven ability to work on own initiative and to develop own agenda
- Ability to motivate and time manage
- Concise and plain English report writing style
- Recognises, and has regard to, the need for confidentiality
- Pragmatic and analytical approach to problem solving
- Excellent organisational skills
- Detailed knowledge of Microsoft Office applications

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A recognised professional qualification
- Evidence of further professional development, within a relevant area or able to show relevant experience e.g. IT Implementation, Change Management, Procurement, Process Engineering or Service re-structure

ADDITIONAL INFORMATION:

It is **essential** that the post holder:

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)

COUNCIL AMENDMENT TO EXECUTIVE 4TH AUGUST 2020 MINUTE No :

REVENUE MONITORING 2019/20

That Executive recommend to Council

2.2 Approval of the movement of £1,105k in existing reserves.

This needs to be amended to:

2.2 Approval of the movement of £1,261k in existing reserves.

This is due to the supreme courts awarding the appeals for the reduction in rate income from ATM's and also a reduction for the purpose built GPC surgeries. This late change is due to the Financial Statements not yet being closed and therefore we were able to update the accounts accordingly to include this loss of income.

**Impact on Appendix 2
Appendix 2 - Reserves**

	Balance b/fwd	Transfers In existing reserves 2019/20	Transfers Out existing reserves 2019/20	c/fwd 31/3/2020
	£'000	£'000	£'000	£'000
Current Appendix				
Corporate Financing	(3,246)	(2,002)	3,252	(1,997)
Revised Appendix				
Corporate Financing	(3,246)	(2,002)	3,095	(2,154)

This page is intentionally left blank

EXECUTIVE COMMITTEE

4th August 2020

Finance Monitoring Outturn 2019/20

Relevant Portfolio Holder	Councillor David Thain, Portfolio Holder for Corporate Management
Relevant Head of Service	Jayne Pickering, Executive Director Finance and Corporate Resources
Non Key Decision	

1. Purpose and summary

To report to Executive on the Council's financial position for Revenue and Capital for the financial year April 2019 – March 2020.

2. Recommendations

The Executive Committee is asked to resolve

- 2.1 The current financial position in relation to revenue and capital budgets for the year April 2019 – March 2020 as detailed in the report.

That Executive recommend to Council

- 2.2 Approval of the movement of £1,105k in existing reserves as included in Appendix 2.
- 2.3 Approval of the addition of new reserves of £1,380k as included in Appendix 2.
- 2.4 Approve the carry forward to the 2020/21 capital programme of £6,749k as detailed in 4 Appendix 4.
- 2.5 Approval of the inclusion of the Town Deals fund revenue grant of £173k in 2019/20 together with all associated costs (see 3.4).
- 2.6 Approval of increase to the revenue budget for 2020/21 due to receiving £40k SEP Grant (Strategic Economic Plan) (see 3.5)
- 2.7 Approval of a capital grant to Worcestershire County Council for improvement works at Holly Trees Children's Centre leased by Redditch Borough Council (Parenting Support) of £15k in 2019/20. (See 6.1)

EXECUTIVE COMMITTEE**4th August 2020**

- 2.8 Approval of an increase in the 2020/21 Capital Programme of £839k for Disabled Facilities Grants. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG). (see 6.2)
- 2.9 Approval of the following additional new fees for Dial A Ride be introduced for 2020/21:
- Dial A Ride Medical journey £4 with concessionary bus pass
 - Dial A Ride Medical journey £5 without concessionary bus pass (see 3.6)
- 2.10 Approval to increase the management fee to Rubicon Leisure by £413k from other service savings in 2019/20. This is to offset the shortfalls in income that the company has faced in 2019/20.
- 2.11 Approval of an increase in the 2020/21 Capital Programme of £12k for the HMO (House in Multiple Occupation) Lifetime Loans Budget. This is due to the growing need for HMO type accommodation across the Borough to meet the need of single persons and those on low incomes. (see 6.3)
- 2.12 Approval of an increase in the 2020/21 Capital Programme of £119k for additional funds towards the already approved capital project for Environmental services new IT system (see 6.4 and appendix 6)

3. Revenue budgets

- 3.1 This report provides details of the financial outturn performance of the Council for 2019/20. The report reflects the finances across all of the Strategic Purposes to enable Members to be aware of the level of funding attributed to each area and how this compares to budget. The summary below shows the financial revenue position for the Council for 2019/20.
- 3.2 Financial reports are sent to budget holders on a monthly basis. As part of this process a detailed review is undertaken with support from the finance team to ensure that all issues are considered and significant savings or cost pressures are addressed. This report explains the key variances to budget for 2019/20.
- 3.3 The £9.804m original budget as included in the table below is made up of the budget approved in February 2019 of £9.543m, which is then adjusted to reflect the approved transfers from reserves of £262k held in Corporate Financing.

In addition the Latest Budget 2019/20 of £8,677m includes transfers from reserves of £1,303k (£1,027k of which is within Corporate Financing) which is shown in appendix 2 along with use of balances £27k and savings virements of £150k which is included within the corporate financing funding.

EXECUTIVE COMMITTEE

4th August 2020

**Revenue Budget Summary – Overall Council
 Financial Year 2019/20**

Please note figures have been rounded

Strategic Purpose	Original Budget 2019/20 £'000	Revised Budget 2019/20 £'000	Actuals 2019/20 £'000	Variance 2019/20 £'000
Keep my place safe and looking good	4,044	3,788	3,649	-139
Help me run a successful business	560	132	619	486
Help me be financially independent	406	349	326	-22
Help me to live my life independently	134	58	42	-16
Help me find somewhere to live in my locality	859	656	582	-74
Provide Good things for me to see, do and visit	576	702	617	-85
Enable others to work/do what they need to do (to meet their purpose)	3,224	2,991	2,655	-336
Totals	9,804	8,677	8,490	-186
Corporate Financing	-9,804	-8,677	-8,893	-216
Grand Total	0	0	-403	-403

Financial Commentary:

There are a number of variances across the strategic purposes. The summary above shows the overall 2019/20 revenue position for the Council and the main variations are as a result of:

Keep my place safe and looking good (£139k saving)

These budgets include those relating mainly to Environmental Services, Planning, CCTV and other activities to deliver against the purpose to ensuring an area is a safe and attractive place for the community.

EXECUTIVE COMMITTEE**4th August 2020**

The variances to report are :

- Bereavement services have received less income than expected from burial fees in 2019/20, therefore showing a year end variance for the service of **£192k**.
- Building Control has received increased income due to successfully winning two large projects **£26k**.
- There has been savings on carparks/Civil enforcement parking due to lower maintenance send and increased income **£32k**.
- There is a saving within Community safety budgets due to salary vacancies which are being addressed in a service review. The saving, however, will be offset against the overhead recharge to the HRA (shown in enabling services) due to the service being 100% attributable to the HRA of **£64k**.
- There are some salary savings due to vacancies projected of **£197k** within Core Waste, Environmental Management, Place teams and Trees & woodland management mainly due to a pending services delivery review.

Help me run a successful business (£586k overspend)

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

- **Rubicon Leisure**

When Rubicon Leisure was established it was anticipated that the costs associated with the delivery of associated services would reduce by £480k, which was approximately 40% less than the previous subsidy for Leisure services. Initial projections were that savings of £260k would be made due to new services taking longer than originally anticipated to be delivered. Both Pitcheroak and Arrow Valley centre were taken over by Rubicon during the financial year but due to works that were required at Pitcheroak an visitor footfall not as high as estimated the savings had not been delivered.

Unfortunately in early February a decline in attendance was seen at the centres and the theatre as the public became more aware of the Covid pandemic. Whilst the forced closure was not until the end of March the business had seen a significant fall in trade.

All saving and additional income that had been generated was lost during this period with a resulting saving of only £67k. Therefore the management fee had to increase by £413k to offset the shortfall. This will be reported to the Board and Shareholder Committee. Officers are currently working with Rubicon to ensure the services are opened where possible in a safe environment for customers at the end of July.

It is clear that with the closure of the facilities to the end of July will have a significant impact on the business and therefore on the Council. Whilst estimations have been made as to the potential financial impact of the closures these are to be reported to the Board and Shareholder Committee for consideration and action. The Council awaits any decision from Government around the funding that may be made available to support the Leisure services.

- There is an overspend showing with Business development – Business due to addition repairs and maintenance costs required at one of the community centres along with a loss of income due to another centre being vacant **£50k**.
- There are also overspends with Economic development due to additional electricity costs and maintenance costs on the markets along with Legal costs associated for settlement of the

EXECUTIVE COMMITTEE**4th August 2020**

Rubicon Centre **£34k**

- Some of these costs have been offset against additional income received on Licencing fees received in 2019/20 **£38k**.

Help me be financially independent (£22k saving)

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

- There is an overall saving due to savings on salary vacancies and additional income which has been offset with a provision for bad debts on housing benefits overpayments. There was no budget for the provision or for the income in 2019/20 but we have now reflected in the base budgets for 2020/21.

Help me to live my life independently (£16k saving)

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

- There are some small savings due to temporary salary vacancies within Lifeline services **£17k**.

Help me find somewhere to live in my locality (£74k saving)

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

- The variance shown in this strategic purpose is due to some salary savings from reduced hours and temporary vacancies along with increased income from Houses in Multiple occupation following changes in regulations **£74k**.

Provide Good things for me to see, do and visit (£85k saving)

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

- There are further savings within Park & Events to do with temporary salary savings due to the change of service delivery and new staff structure implementation - these posts have now been filled going into the last quarter of 2019/20 **£65k**.
- Sports development have also realised savings due to staff vacancies but have also received some additional income in 2019/20 **£21k**.

EXECUTIVE COMMITTEE**4th August 2020****Enable others to work/do what they need to do (to meet their purpose) (£336k saving)**

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

- There is a underspend within Asset & Property Management which is due to staff vacancies within the Property team due to a service review following the transfer back from Place Partnership. There are also energy savings on gas and electricity and some small operational budgets **£128k**.
- There is a small overspend within central post opening due to increased postage costs which will be addressed going into the new financial year 2020/21 **£23k**.
- Corporate Services are projected an overspend for the year due to setting aside a reserve to fund potential service review costs **£70k**.
- Equalities and Policy have some savings on salaries and other general supplies and services **£22k**.
- Facilities Management have salary savings due to vacancies but will be addressed as part of a wider service review **£21k**.
- Human Resources are showing a saving due to salary vacancies to date of which some have now been recruited to. There is also a small saving on the corporate occupational health budget **£32k**.
- There are further salary savings in Corporate Management Team (CMT), Customer service support, Legal and Democratic services due to vacant posts. These are expected to be filled going into the new financial year **£177k**.
- ICT also have savings due to less than expected costs on Microsoft licences. There have also been some vacancies within ICT but are hoped to be recruited to by the year end **£52k**.

Corporate Financing (£216k saving)

- There is a variance in corporate financing due to additional provision for bad debts **£91k** due to a more prudence review of arrears outstanding on Sundry Debts. This is offset by additional income on treasury management due to an improved investment on returns **£59k** and additional rate income offset contribution to reserves **£250k**.

3.4 Town Deals Fund £173k

The approval of the inclusion of the Town deals fund grant at **2.5** is due to Redditch being selected as one of the 101 towns to benefit from the government's £3.6bn Towns Fund. The funding has to be secured through a Town Deal, which if approved, will bring up to £25m of investment to Redditch.

The purpose of the Town Fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through;

- Urban regeneration, planning and land use interventions

EXECUTIVE COMMITTEE**4th August 2020**

- Skills and enterprise infrastructure
- Connectivity

The Town Deal Board will be the vehicle through which the vision and the strategy for the town are defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

The role of the board is to:

- Develop and agree an evidenced base Town Investment Plan
- Develop a clear programme of interventions
- Coordinate resources and influence stakeholders

Councils have received capacity funding from government via a s31 grant to support the development of a Town Deal Board and Investment Plan, this funding was based on population size and Redditch has received £173k. We would anticipate the funding being used for;

- Convening a Town Deal Board
- Running Business and wider community engagement events
- Developing Town Investment Plans
- Providing technical expertise for business case development

3.5 SEP Funding £40k

The £40,000 grant from the Greater Birmingham and Solihull LEP (SEP Enabling Fund) will contribute towards the cost of preparing a Masterplan and Feasibility Study for Redditch Town Centre. The work will include a spatial plan for the town centre, site options appraisals, concept designs to RIBA stage 2, high level viability appraisals and soft market testing. The Masterplan and Feasibility Study will inform the Town Investment Plan that is being prepared as part of the process of accessing up to £25m grant from the Towns Fund.

3.6 Dial A Ride – Additional New Fees and Charges

A request has been made by the Dial A Ride service to introduce an additional new trial 'medical fee' for its services. This was not anticipated when the 20/21 fees and charges report was presented.

The request is to enable the service to introduce a separate charge for medical trips. These trips are more costly to provide as they involve the minibuss undertaking a bespoke journey for 'one individual'. This is as opposed to 'group' booking where residents are picked up to attend a venue all at the same time eg a shopping trip, or trip to a group activity.

The fee was not originally included as it was anticipated that a voluntary sector community car scheme (Bluwave) would have the capacity to deliver these journeys, however, from January the demand cannot be met. It has therefore been agreed that Dial A Ride will transport medical customers who are in wheelchairs, have four wheel walkers or carry oxygen as Bluwave do

EXECUTIVE COMMITTEE

4th August 2020

not have the facilities to carry these passengers. Dial A Ride will continue to signpost other medical customers to Bluwave, however if Bluwave are not able to meet the journey need they will inform Dial A Ride fulfil the journey. In the meantime, Bluwave will be promoting their service to try and recruit more Redditch volunteer drivers.

The proposed charges would be £4 per medical journey with a concessionary bus pass and £5 without a concessionary bus pass. This compares to the standard charge of £3 and £4 without a concessionary pass.

4. Savings Monitoring

- 4.1 The medium term financial plan included £1,127k of savings identified to be delivered during 2019/20 the breakdown of these savings is attached at appendix 3. All of these savings have been delivered.

5. Cash Management

5.1 Borrowing

As at the 30th Sept 2019 there are no short term borrowings and £103.929m in long term borrowing with associated costs in the quarter of £888k. All long term borrowing costs relate to the HRA.

An interest payable budget has been set of £158k for 2019/20 due to expenditure relating to current capital projects.

5.2 Investments

At 31st March 2020 we had placed £9.75m in investment accounts to generate an income for the Council.

EXECUTIVE COMMITTEE

4th August 2020

6. Capital Budgets

Capital Budget Summary – Overall Council Financial Year 2019/20

Please note figures have been rounded

Strategic Purpose	Original Budget 2019/20 £'000	Revised Budget 2019/20 £'000	Actuals 2019/20 £'000	Variance 2019/20 £'000
Keep my place safe and looking good	1,962	6,470	1,875	-4,595
Help me run a successful business	0	80	6	-74
Help me to live my life independently	860	1,623	736	-887
Provide Good things for me to see, do and visit	1,057	1,246	97	-1,149
Enable others to work/do what they need to do (to meet their purpose)	0	455	237	-218
Totals	3,879	9,874	2,951	-6,922

Financial Commentary:

Keep my place safe and looking good

The main variances for this strategic purpose relate to the following projects;

- One of the main projects within this strategic purpose is the capital budget for the Investment properties Project. Whilst the project has commenced towards the later end of the financial year it is not expected to spend any further funds until the beginning of the new financial year and therefore it is requested to reprofile the remaining budget into 2020/21.
- The capital budget for the removal of 5 weirs through Arrow Valley Park has been delayed and it is therefore expected this will not commence until the early part of 2020/21.
- There are number of small S106 schemes that are also unspent due to the delay in being able to appoint contractors therefore the schemes will now commence in 2020/21 and it is requested carry the budgets forward.

Help me run a successful business

- The project for Improvement to Business centres came under review within 2019/20 and therefore is requested to move the budget into 2020/22.

EXECUTIVE COMMITTEE**4th August 2020****Help me to live my life independently**

- The disabled facilities grant scheme is showing an underspend at the end of the financial year due to the uptake not being as much as expected. A new advertising campaign is taking place to promote this service and the underspend is therefore requested to be carried into the new financial year 2020/21.
- There is also a saving on the Energy & Efficiency Installation project and is projected this will be an ongoing project over the next three years.

Provide Good things for me to see, do and visit

- Majority of the projects, which are S106, have all been reviewed in the final quarter of the year and it is expected due to seasonal factors and consultations with stakeholders/contractors that the schemes are now likely to commence in early 2020.

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

- The variance for this strategic purpose relates to the New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 and a request is made to re-profile some of the budget into the first quarter of 2020/21.

6.1 Capital Grant – Holly Trees Children’s Centre

The request for the approval of the capital grant payable to Worcestershire County Council at **2.3** is for Improvement works to the outside area of Holly Trees Children’s Centre to include removing and replacing damaged structures in order to improve the learning experience and make the area more accessible and usable for children at the Centre.

6.2 Disabled Facilities Grants

The request for approval of an increased budget £839k at **2.8** is due to confirmation of the Disabled Facilities Grant being not being distributed to all relevant authorities by the ministry of Housing, Communities and Local Government until 28th February 2020. At budget setting an amount was not factored in until confirmation of the grant was allocated and therefore the £839k is now required to match the grant determination £839k for Redditch Borough Council 2020/21.

6.3 HMO Lifetime Loans

The request for approval of an increased budget £12k at **2.12** is due to a growing need for HMO type accommodation across the Borough to meet the needs of single persons and those on low incomes. Redditch BC recognised this in 2006 and developed the House In Multiple Occupation Lifetime Loan as an interest-free form of financial assistance intended to both assist and encourage private landlords in the provision of new HMO accommodation by conversion, increasing the number of units within existing HMO’s or bringing existing HMO’s up to the current standards required in order to provide safe and healthy accommodation. The assistance covers a range of works such as fire detection and means of escape, electrical safety, cooking and hygiene facilities, etc and is based on 50% of the eligible work costs up to a maximum of £3,000 per unit of accommodation. The HMO Lifetime Loan is fully recoverable at any point the property is subsequently sold, transferred or otherwise disposed of on the principle that the funding is recycled.

EXECUTIVE COMMITTEE

4th August 2020

6.4 Environmental Services new IT system

The request for approval of an increased budget £119k at 2.13 is to ensure that the Council's Environmental Services including Commercial Services are supported by a modern, fit for purpose technical system. The proposal is to replace the existing PDMS system that is no longer fit for purpose with a new system that would enable Environmental Services to be more proactive, manage and arrange work to our assets, allow our customers to be specific in their reporting of issues using a map based system and enable us to have a better understanding of the cost of maintaining our assets and enable us to plan for the future.

There is currently agreed funding of £78k split evenly between Bromsgrove and Redditch and revenue uplift of £46k. Following detailed investigation it has become apparent that this initial funding projection will not be sufficient to procure and manage a suitable replacement IT system.

It is therefore requested that members recommend:

- Option 2 within the business case
- An uplift in the capital and revenue budgets to fund the difference between the existing money already approved and the proposed as detailed within the business case.

7. Housing Revenue Account

Appendix 1 details the financial position for the Housing Revenue Account (HRA) for the period April 2019 – March 2020.

8. Earmarked Reserves

The position as at 30th March 2019/20 is shown in Appendix 2. This now includes reserves associated with potential service review costs.

9. General Fund Balances

The addition of the 2019/20 saving will increase the balances to £1.599m with the level of recommended retained balances of £750k

10. Legal Implications

No Legal implications have been identified.

11. Service/Operational Implications

EXECUTIVE COMMITTEE

4th August 2020

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

12. Customer / Equalities and Diversity Implications

No direct implications as a result of this report.

13. Risk Management

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

APPENDICES

Appendix 1 - HRA Outturn April – March 2019/20
Appendix 2 - Earmarked Reserves 2019/20
Appendix 3 - Savings Monitoring 2019/20
Appendix 4 - Capital carry forwards
Appendix 5 - Capital Programme 2019/20
Appendix 6 - Environmental services business case

AUTHOR OF REPORT

Name: Kate Goldey – Senior Business Support Accountancy Technician
E-mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

COUNCIL AMENDMENT TO EXECUTIVE 4th AUGUST 2020 MINUTE No :**HOUSING REVENUE ACCOUNT (HRA) 2019/20**

	2019/20 Full Year Budget £'000	2019/20 Full Year Actual £'000	2019/20 Full Year Variance £'000	
INCOME				
Dwelling Rents	22,857	22,983	-126	rental income higher than anticipated
Non-Dwelling Rents	523	541	-18	
Tenants' Charges for Services & Facilities	649	559	90	issues at St David's Hse caused loss of personal care charge income and reduced FIT solar panel income
Contributions towards Expenditure	43	142	-99	St David's Hse core funding from WCC not reduced as initially proposed, flexible use of capital receipts towards R&M pension strain
Total Income	24,072	24,225	-153	
EXPENDITURE				
Repairs & Maintenance	5,293	5,808	515	pension strain, redundancy costs, essential fire alarm costs and reduced leasehold flats recharge income
Supervision & Management	8,660	8,327	-333	vacancies and reduction in internal overhead recharge
Rent, Rates, Taxes & Other Charges	144	173	29	additional insurance claim costs
Provision for Bad Debts	273	88	-185	reduced provision calculation
Depreciation & Impairment of Fixed Assets	5,729	5,869	140	increase in depreciation due to rise in property valuation on reduced property numbers
Interest Payable & Debt Management Costs	4,179	4,194	15	1-4-1 receipts repayment interest
Total Expenditure	24,278	24,459	181	
Net cost of Services	206	234	28	
Net Operating Expenditure	206	234	28	
Interest Receivable	-36	-143	-107	increase in internal interest rate of investments/lending
Revenue Contribution to Capital Outlay	2,912	2,913	1	
Use of Balances	-170	-27	143	
Transfer to/(from) Earmarked Reserves	-2,912	-2,977	-65	Use of capital reserve to fund balance of R&M pension strain
(Surplus)/Deficit on Services	0	0	0	
HRA GENERAL RESERVE				
Surplus as at 1 April 2019	770	770	0	
Surplus/(deficit) for 2019/20	-170	-27	143	
Surplus as at 31 March 2020	600	743	143	

HRA CAPITAL 2019/20

	2019/20 Full Year Budget £'000	2019/20 Full Year Actual £'000	2019/20 Full Year Variance £'000
C1012 1-4-1 Housing Replacement	4,277	4,162	-115
C1201 Catch Up Rep-Bath Replacements	100	117	17
C1202 Catch Up Rep-Kitchen Upgrades	100	232	132
C1204 Asbestos General	1,000	359	-641
C1205 Structural Repairs	60	25	-35
C1206 General Roofing	50	0	-50
C1207 Electrical Upgrades	400	368	-32
C1209 Upgrade Of Central Heating Systems	400	262	-138
C1210 Window Replacements	100	12	-88
C1222 Equipment & Adaptations	696	510	-186
C1246 External Cladding & Wall Hanging	0	4	4
C1248 Drainage	0	5	5
C1249 Water Supply	50	1	-49
C1250 Environmental Enhancements	375	61	-314
C1254 Kitchen voids	0	2	2
C1255 FRA Works	500	807	307
C1256 Stock Condition Survey	150	344	194
C1257 Fencing Renewals	90	0	-90
C1258 Housing System	537	343	-194
C6300 Design & Supervision	350	0	-350
	9,235	7,614	-1,621

Description	Balance b/fwd 1/4/2019	Budgeted Release 2019/20	Revised Balance b/fwd 1/4/2019	Transfers in existing reserve 2019/20	Transfers out existing reserve 2019/20	New Reserve 2019/20	C/fwd 31/3/2020	Planned use for 2020/21 Budget	Comment
GF Earmarked Reserves	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Business Rates Grants	(7)	7	0	0	0	0	0	0	Small Business Rate Relief - Ringfenced grant
Commercialism	(29)	0	(29)	0	29	0	0	0	To help fund costs in relation to commercialism projects
Community Development	(4)	2	(2)	0	0	(65)	(66)	0	To support the costs associated with community projects
Community Safety	(225)	0	(225)	(243)	225	(59)	(302)	0	External grant funding to be released over a number of years on Community Safety Projects ongoing
Corporate Services	(150)	150	0	0	0	(150)	(150)	0	Funding to support potential costs of future service reviews.
Customer Services	(12)	12	0	0	0	0	0	0	Contribution to WCC for an open portal
Economic Growth Development	0	0	0	0	0	(330)	(330)	0	To fund the Economic Development opportunities across the District
Electoral Services	(41)	19	(22)	(23)	0	0	(44)	0	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
Equalities	(11)	11	0	0	0	0	0	0	To fund licence fees
Equipment Replacement	(73)	0	(73)	0	26	0	(48)	0	ICT equipment reserve
Financial Services	(72)	0	(72)	(66)	7	0	(132)	0	Brexit reserve and also funds to support the new enterprise system
Corporate Financing	(3,246)	0	(3,246)	(2,002)	3,095	0	(2,154)	0	The reserve has been created to offset the loss on Business rates collection and appeals in 2019/20.
Housing Benefits Implementation	(199)	0	(199)	(70)	0	0	(269)	0	Specific welfare reform grant received
Housing Support	(725)	50	(675)	(20)	47	(98)	(746)	50	Government Specific Grant - annual funding
Land charges	(9)	0	(9)	0	0	0	(9)	0	To fund potential litigation in relation to Land Charges
Land Drainage	(141)	0	(141)	0	12	0	(129)	0	To support costs associated with health and safety issues within the environment
Parks and Open spaces	(23)	10	(13)	(8)	13	0	(8)	0	To fund a review of the local allotments.
Planning	(30)	0	(30)	0	39	(678)	(669)	0	Custom build grant to provide support to the council towards expenditure lawfully incurred in relation to the provision and maintenance of a self-build register. Along with grants for One Public estates, Business Improvement district grant and Town deals grant.
Public Donations	(6)	0	(6)	0	6	0	0	0	Accumulated donations for designated projects.
Sports Development	(63)	0	(63)	(68)	63	0	(68)	0	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
Town Centre	(45)	0	(45)	0	43	0	(2)	0	To support improvements in the Town Centre High Street
Warmer Homes	(12)	0	(12)	0	0	0	(12)	0	To support the costs associated with community projects (repair)
Totals	(5,125)	262	(4,863)	(2,500)	3,604	(1,380)	(5,138)	50	
HRA Capital Reserve									
Capital Reserve-HRA	(18,236)	0	(18,236)	0	2,912	0	(15,324)	0	Reserve to enable the debt repayment on HRA, and future repairs and maintenance along with support for the Housing Growth Programme.
Totals	(18,236)	0	(18,236)	0	2,912	0	(15,324)	0	

This page is intentionally left blank

Department	Strategic Purpose	Description of saving	2019-20 £'000	Year end			
				On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
Community Services	Help me live my life independently	Lifeline - Additional Income from Cannock Chase contract	-90	Y			
Community Services	Help me live my life independently	Lifeline - Additional Income from Cannock Chase contract - SLA	-30	Y			
Community Services	Help me live my life independently	Reduction in budget following changes to the Grants to Voluntary Bodies scheme	-20	Y			
Corporate Services	Enabling	Print contract	-54	Y			
Corporate Services	Enabling	Savings realised on supplies and services	-2	Y			
Corporate Services	Enabling	Savings realised on supplies and services	-1	Y			
Corporate Services	Enabling	Savings realised on supplies and services	-1	Y			
Corporate Services	Enabling	10 year pension liability from 2008 restructure	-84	Y			
Corporate Services	Enabling	Vacancy management	-206	Y			
Corporate Services	Enabling	Transformational service redesign	-181	Y			
Customer Access & Financial Support	Enabling	NNDR budget	-13	Y			
Customer Access & Financial Support	Help me be financially independent	Benefits - HRA Recharge for service	-40	Y			
Customer Access & Financial Support	Help me run a successful business	Property - Additional rental income	-58	Y			
Customer Access & Financial Support	Help me be financially independent	Audit budgets	-4	Y			
Customer Access & Financial Support	Help me be financially independent	Audit budgets	-3	Y			
Customer Access & Financial Support	Help me be financially independent	Audit budgets	-14	Y			
Environmental Services	Keep my place safe and looking good	Additional Income from increased cremation fees	-32	N			10
Environmental Services	Keep my place safe and looking good	Budgets not required	-10	Y			
Legal and Democratic	Help me find somewhere to live in my locality	Land charges	-1	Y			
Legal and Democratic	Enabling	Additional Income	-5	Y			
Rubicon Client	enabling	Reduction in forecast for ongoing systems implementation	-38	N			
Regulatory Client	Help me run a successful business	Additional Income	-3	Y			
Regulatory Client	Help me run a successful business	Additional Income	-10	Y			
Parenting & Family Support	help me live my life independently (incl health & activity)	Additional Income	-16	Y	-16		
Housing General Fund	Help me to find somewhere to live in my locality	Accumulation of minor reductions in various budget lines	-5	Y			
Housing General Fund	Help me to find somewhere to live in my locality	Reduction in crash pad costs	-11	Y			
Housing General Fund	Help me to find somewhere to live in my locality	Flexible Homelessness Support Grant awarded for 2019/20	-193	Y			
Housing General Fund	Help me to find somewhere to live in my locality	Public liability insurance budget removed as not applicable	-2	Y			
			-1,127		-16		10

This page is intentionally left blank

Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
				£'000	£'000	£'000	£'000	
Public Building	CAFS	keep my place safe and looking good	borrowing/capital receipts	374	198	-176	176	The project has had delays and a service restructure therefore a request is made to roll forward of the balance £176,308
Small Area Improvements	Community Services	keep my place safe and looking good	borrowing/capital receipts	40	0	-40	40	A request is made to roll forward the budget as there has been no requests this financial year for help with community safety/security project this year
Upgrade hardwired lifeline schemes	Community Services	help me live my life independently	borrowing/capital receipts	29	16	-13	13	The project has commenced and will be ongoing and will therefore require the balance carried forward into 2020/21.
Home Repairs Assistance	Community Services	help me live my life independently	borrowing/capital receipts	60	12	-48	48	Discretionary home repairs assistance is underspent which is due to a lack of applications being received despite advertising so a request to roll forward is made to 2020/21.
Disabled Facilities Grant	Community Services	help me live my life independently	DFG grant	1,381	663	-718	718	It is to be requested to carry forward an underspend on the Disabled Facilities Grants due to delays in referrals from occupational therapists.
HMO Grants	Community Services	help me live my life independently	borrowing/capital receipts	43	25	-18	18	Small underspend requested to be rolled forward due to a growing need now required for these grants. A request for an increase in the capital budget for next year has also been made in the outturn report.
Energy & Efficiency Installs.	Community Services	help me live my life independently	borrowing/capital receipts	110	20	-90	90	This fund has been unable to be spent this year due to the need to procure the energy advice service prior to restarting the Bromsgrove Energy Efficiency Fund. However the energy advice service has now been procured and has commenced in the final quarter of the financial year and will continue through to March 31st 2022
Camera Replacement programme	Community Services	keep my place safe and looking good	borrowing/capital receipts	139	94	-44	44	part of the bigger CCTV project part funded by PCC ongoing works roll forward last year spend funded from Pcc (£83,904)
Improved Parking Scheme (includes locality funding)	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	240	159	-81	81	The Improved Parking Schemes were all completed except for Ashton Close. Extensive Gas diversion works were required in advance of the main construction works commencing on site. However, due to Cadent's extensive lead-in period to undertake such gas diversion works, no construction works have been possible on site to date.
Vehicle replacement	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	231	108	-122	122	£40k – dial-a-ride decided that this additional bus was not required. Carry forward - £25k orders placed for the new Luton van delivery expected March 2020 but delayed due to COVID 19. £36k unfortunately by the time the specification was agreed with the service area there was not time to undertake the correct procurement exercise. £45k orders placed for the new mowers delivery expected March 2020 but delayed due to COVID 19. £3.5k order placed for trailer with expected March 2020 but delayed due to COVID 19. £26k – Due to the reduction in Forestry Crews and spare chippers available it was not necessary to purchase this at this time requested by service area to carry forward
Locality Capital Projects	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	325	231	-94	94	There is an underspend due to delays on certain schemes and therefore only a few Locality Schemes commencing on site. Such schemes have been completed, those being Batchley Shops Infrastructure Improvements, and the submission of the Planning Application for Green Lane, Studley - Highway Improvement Scheme. Unfortunately, Stratford DC have to refused the first application as they were against the residential development element of the scheme. Therefore, the scheme has been withdrawn, and is to be re-submitted when design revisions are complete with the residential development elements being omitted, and the proposal will only cover the removal of the bridge structure and embankments and providing an at-level pedestrian and cycle crossing.
Wheellie Bin purchase	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	115	76	-39	39	The original budget for 2019/20 was £74,500, which is closely in line with our actual expenditure, but we had carry forward of approx. £37,000 from the 2018/19 financial year. This was as a result of some costs for the Garden waste service being incurred in the 2017/18 financial year rather than the 18/19 year as originally expected, and less of the new developments coming online than expected during 2017/18. We had expected higher take up of our garden waste service in 2019/20, and we seem to have remained at a steady level on new development rather than seeing a double hit with development expected in 2018/19 completing in 2019/20 alongside the other developments we had forecast for 2019/20. The money put in to be carried over into 2020/21 is effectively the money brought forward from 2018/19. We are reviewing our existing stock of large communal bins at Flats across Redditch housing stock in 2020, and expect to have higher costs in replacing damaged stock during the 2020/21 financial year as a result, so expect to utilise this carried forward funding on that.
Replacing the fixed four post vehicle lift within the workshop with a mobile four column lift	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	25	0	-25	25	The workshop four poster ramp is being replaced by mobile column lifts from Totalkare, delivery expected March 2020 but delayed due to COVID 19. New delivery date now for August 2020.
Car Park Maintenance	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	26	21	-5	5	Resurfacing to Kenilworth Close car park planned to take place by Contractor for last week in March. Unfortunately works cancelled due to COVID-19 shut down procedures being implemented.
New Finance Enterprise system	Finance	Enabling	borrowing/capital receipts	455	237	-218	218	New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 and a request is made to re-profile some of the budget into the first quarter of 2020/21.
Regeneration Fund	Finance	keep my place safe and looking good	borrowing/capital receipts	4,125	899	-3,225	3,225	There have been limited opportunities for investment properties during the year and therefore the budget will be requested to be carried forward into 2020/21.
Sports Contributions to support improvements to Outdoor facilities at Terry Field	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 - 2014/311/FUL	30	0	-30	29	The works are now expected to be completed Spring / summer 2020
Investment into Health and Fitness Facilities	Leisure & Cultural Services	Provide good things, for me to see, do and visit	s106 / Reserve £10k	29	0	-29	29	The spec is being developed to get quotations to spend in Q1 20/21
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	172	0	-172	172	Following consultations the spec is now developed and works are expected to commence in Autumn 2020
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	184	0	-184	184	Following consultations the spec is now developed and works are expected to commence in Autumn 2020
Terrys Field - Sports Contribution to support existing approved funding at	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 - 2014/323/FUL. Former Swimming Baths, Hewell	9	0	-9	9	The works are now expected to be completed Spring / summer 2020

Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
				£'000	£'000	£'000	£'000	
Maintenance and improvements to playing pitches and sports facilities in Feckenham Cricket ground	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 2016/347/FUL - The Paddocks astwood lane	18	15	-3	3	The works are now expected to be completed Spring / summer 2020
Improvement to Morton Stanley -Play Area for toddler and junior play	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	80	0	-80	80	This project should be started summer 2020 following consultations and bid for funding for café and toilets
Improvement to Morton Stanley Open Space	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	26	0	-26	26	This project should be started summer 2020 following consultations and bid for funding for café and toilets
Improvement to Sports Pitches infrastructure in Morton Stanley Park	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	99	0	-99	99	The works are now expected to be completed Spring / summer 2020
Improvement to original Pump Track at AVCP	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	61	0	-61	61	This project will start Autumn 2020 after bid to sport england for additional contribution
Improvement of 'Green Parking' at Arrow Valley South	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	17	0	-17	17	The project has been delayed by bad weather and Covid and therefore will now be completed summer 2020
Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	22	0	-22	22	The contractors are to be appointed and works are therefore to take place during 20/21
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	147	0	-147	147	The contractors are to be appointed and works are therefore to take place during 20/21
Pitch or sports facilities improvements at the Abbey Stadium	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	17	0	-17	17	The works are now expected to be completed Spring / summer 2020
POS/Play Improvements to Forge Mill (24,528 POS and 26,700 Play) and Bordesley Abbey Visitor Centre. E1	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	51	0	-51	51	The works are now expected to be completed Spring / summer 2020
Removal of 5 weirs through Arrow Valley Park	Leisure & Cultural Services	keep my place safe and looking good	borrowing/capital receipts	437	0	-437	437	The works are now expected to be completed Spring / summer 2020
Morton Stanley Play, Sport and Open Space Improvements (General)	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	333	0	-333	333	The works are now expected to be completed Spring / summer 2020
Open space improvements - North Moons moat	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	3	0	-3	3	We are currently working with the moons moat community group and the project is now expected to be finalised in the spring and summer 2020/21
Improvements at Business Centres	Planning & Regeneration	help me run a successful business	borrowing/capital receipts	80	6	-74	74	It was hoped the project to be 50% complete by year end but unfortunately due to covid-19 this has slowed down the progress. Therefore due to the circumstances it is requested this to be rolled forward into the new financial year.
			Total	9,531	2,782	-6,749	6,748	

Description	Department	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Public Building	CAFS	borrowing/capital receipts	426	250	250	0
GF Asbestos	CAFS	borrowing/capital receipts	40	40	40	0
Small Area Improvements	Community Services	borrowing/capital receipts	40	0	0	0
Upgrade hardwired lifeline schemes	Community Services	borrowing/capital receipts	13	0	0	0
Home Repairs Assistance	Community Services	borrowing/capital receipts	88	40	40	0
Disabled Facilities Grant	Community Services	DFG grant	718	0	0	0
HMO Grants	Community Services	borrowing/capital receipts	18	0	0	0
Energy & Efficiency Installs.	Community Services	borrowing/capital receipts	90	0	0	0
Camera Replacement programme	Community Services	borrowing/capital receipts	44	0	0	0
New Digital Service	Community Services	borrowing/capital receipts	86	51	51	51
Improved Parking Scheme (includes locality funding)	Environmental Services	borrowing/capital receipts	0	400	400	0
Improved Parking Scheme - Coupass Cottages - Feckenham	Environmental Services	borrowing/capital receipts	81	0	0	0
Vehicle replacement	Environmental Services	borrowing/capital receipts	866	316	2,258	1,195
Locality Capital Projects	Environmental Services	borrowing/capital receipts	94	0	0	0
Locality Capital Projects - Green Lane, Studley	Environmental Services	borrowing/capital receipts	200	0	0	0
Locality Capital Projects - Garage Condition Survey (Housing)	Environmental Services	borrowing/capital receipts	100	0	0	0
Locality Capital Projects - Capital Landscape Improvement	Environmental Services	borrowing/capital receipts	25	0	0	0
Wheelie Bin purchase	Environmental Services	borrowing/capital receipts	124	85	85	0
Replacing 3 fuel pumps and upgrading tank monitoring equipment	Environmental Services	borrowing/capital receipts	25	0	0	0
Replacing the fixed four post vehicle lift within the workshop with a mobile four column lift	Environmental Services	borrowing/capital receipts	25	0	0	0
Car Park Maintenance	Environmental Services	borrowing/capital receipts	30	25	25	0
Fleet Management Computer System	Environmental Services	borrowing/capital receipts	17	0	0	0
Environmental Services Computer System	Environmental Services	borrowing/capital receipts	38	0	0	0
Regeneration Fund	Finance	borrowing/capital receipts	5,225	2,000	2,000	2,000
New Finance Enterprise system	Finance	borrowing/capital receipts	218	0	0	0
Sports Contributions to support improvements to Outdoor facilities at Terry Field	Leisure & Cultural Services	S106 - 2014/311/FUL	30	0	0	0
Investment into Health and Fitness Facilities	Leisure & Cultural Services	s106 / Reserve £10k	29	0	0	0
Open space improvements - North Moons moat	Leisure & Cultural Services	S106 Funding	3	0	0	0
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	S106 Funding	172	0	0	0
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	S106 Funding	184	0	0	0
Terrys Field - Sports Contribution to support existing approved funding at	Leisure & Cultural Services	S106 Funding	9	0	0	0
Maintenance and improvements to playing pitches and sports facilities in Feckenham Cricket ground	Leisure & Cultural Services	S106 Funding	3	0	0	0

Description	Department	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Improvement to Morton Stanley -Play Area for toddler and junior play	Leisure & Cultural Services	S106 Funding	80	0	0	0
Improvement to Morton Stanley Open Space	Leisure & Cultural Services	S106 Funding	26	0	0	0
Improvement to Sports Pitches infrastructure in Morton Stanley Park	Leisure & Cultural Services	S106 Funding	99	0	0	0
Improvement to original Pump Track at AVCP	Leisure & Cultural Services	S106 Funding	61	0	0	0

Description	Department	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Improvement of 'Green Parking' at Arrow Valley South	Leisure & Cultural Services	S106 Funding	17	0	0	0
Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	Leisure & Cultural Services	S106 Funding	22	0	0	0
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	Leisure & Cultural Services	S106 Funding	147	0	0	0
Pitch or sports facilities improvements at the Abbey Stadium	Leisure & Cultural Services	S106 Funding	17	0	0	0
POS/Play Improvements to Forge Mill (24,528 POS and 26,700 Play) and Bordesley Abbey Visitor Centre. PI	Leisure & Cultural Services	S106 Funding	51	0	0	0
Removal of 5 weirs through Arrow Valley Park	Leisure & Cultural Services	borrowing/capital receipts	437	0	0	0
Morton Stanley Play, Sport and Open Space Improvements (General)	Leisure & Cultural Services	S106 Funding	333	0	0	0
Café and Infrastructure Morton Stanley Park	Leisure & Cultural Services	borrowing/capital receipts	100	0	0	0
Improvements at Business Centres	Planning & Regeneration	borrowing/capital receipts	74	0	0	0
Total current Capital programme			10,524	3,206	5,149	3,246

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Executive

Committee

Tuesday, 8 September 2020

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Mike Rouse (Vice-Chair) and Councillors Greg Chance, Brandon Clayton, Bill Hartnett, Anthony Lovell, Nyear Nazir, David Thain and Craig Warhurst

Also Present:

Officers:

Kevin Dicks, Clare Flanagan, Chris Forrester, Sue Hanley, Deb Poole, Guy Revans, David Riley and Judith Willis

Committee Services Officer:

Jess Bayley

15. APOLOGIES

There were no apologies for absence.

The Leader was slightly delayed so the Vice Chair acted as Chair for the first four items on the agenda.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. LEADER'S ANNOUNCEMENTS

Members were informed that at the latest meeting of the Overview and Scrutiny Committee, held on Thursday, 3rd September 2020, Members had pre-scrutinised the Recovery and Restoration Plan and the Housing Strategic Improvement Plan. However, as the Committee did not propose any recommendations there were no proposals from the Overview and Scrutiny Committee for the Executive Committee's consideration.

.....
Chair

Executive Committee

Tuesday, 8 September 2020

The Committee was informed that the Budget Framework Presentation, at Minute Item No. 21, had been published in a supplementary pack for the meeting. The intention was for Officers to deliver the presentation at the meeting but a copy would be available for Members, Officers and the public to refer to on the Council's website should any IT problems occur during the meeting. As the presentation had been published on the day of the meeting the Leader had agreed that paper copies of the supplementary pack did not need to be provided to Members.

18. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 4th August 2020 be approved as a true and correct record and signed by the Chair.

19. DRAFT COUNCIL TAX SUPPORT SCHEME

The Financial Support Manager presented the draft Council Tax Support Scheme for Members' consideration.

During the presentation of the report the following matters were highlighted:

- The Council had the ability to review and change the Council Tax Support Scheme every year.
- Any proposed changes had to be subject to consultation with both the precepting authorities and anybody else who might be impacted by the scheme.
- The existing scheme was based on Council Tax data, was quite reactive and required the majority of residents to pay at least 20 per cent of their Council Tax.
- The proposed new scheme would take into account the changing circumstances of a resident and people could claim up to 100 per cent Council Tax relief.
- The potential for residents to claim Council Tax support of up to 100 per cent would enable a number of residents to be eligible for the support that was currently only available to care leavers.
- Under the proposed scheme once a person started to claim Universal Credit the Council would be notified and adjustments could be made to the amount of Council Tax that they were charged.
- The proposed new scheme would not take housing benefit into account when calculating the income that residents received.
- The draft new scheme would also provide clearer guidelines to residents about the Council Tax Support Scheme which would

Executive Committee

Tuesday, 8 September 2020

make it easier to understand how the scheme worked and how it applied to individuals.

- The proposed scheme, if approved, would result in an increase of £50,000 in costs. These costs would be shared between all the precepting authorities and Redditch Borough Council would only need to cover 13 per cent of those costs.
- The changes were being proposed in a context in which approximately £400,000 in Council Tax had not been paid by residents, including those residents who struggled to pay the 20 per cent of Council Tax currently required from those in receipt of support.
- As the proposals were subject to consultation there was the possibility that changes would be made prior to a decision being taken on the future scheme. Any changes as well as the final scheme would be reported for the consideration of the Executive Committee in due course.

RESOLVED that

the Council should consult with the public and major precepting authorities on the introduction of a new income banded Council Tax Support Scheme for working age applicants to be implemented from 1st April 2021.

20. RECOVERY AND RESTORATION PLAN

The Head of Business Transformation, Organisational Development and Digital Strategy presented the Council's Recovery and Restoration Plan and in so doing highlighted the following points for Members' consideration:

- The purpose of the report was to provide the Council with a recovery plan, which needed to be developed whilst the Covid-19 pandemic was still in place.
- The local and national economies had both been impacted by Covid-19. To address this at a local level, an Economic Recovery Framework was in the process of being developed for Redditch and this would support the Worcestershire Economic Recovery Plan that was being developed at the County level.
- The lessons that had already been learned in responding to Covid-19 locally had been taken into account when developing the Council's Restoration and Recovery Plan. The recommendations arising from the Corporate Peer Challenge had also been considered in developing the plan.
- The Council Plan would need to be reviewed in response to the pandemic to ensure that proposed action met the emerging needs of the local community.

Executive Committee

Tuesday, 8 September 2020

After the report had been presented Members discussed a number of points in detail:

- The need for the Council to be able to act swiftly and appropriately in response to issues arising from the pandemic as and where this occurred. Officers were advised that it would be helpful for Members to be kept informed of major issues as they occurred.
- The potential for the Council to focus on a small number of key priorities. Officers explained that the key priorities would be to prepare for a second wave of Covid-19 in case this should occur and to ensure services could meet the community's needs in this scenario, to work in partnership with other agencies, including businesses, to support the local economy, to review the Council's future operating model and to ensure support was available to the most vulnerable in the community.
- The work that had already been undertaken by the Council in response to the recommendations set out in the Corporate Peer Challenge and the impact that Covid-19 had had on progress with this work.
- The potential impact that the end of the furlough scheme in October 2020 might have on unemployment levels in the Borough and the action that could be taken by the Council and partner organisations to address this locally.
- The potential for documentation to be provided for Members' consideration which set out the scale of the task ahead in terms of local recovery following the pandemic and the potential financial costs involved.
- The progress that had been made with developing the action plan for the Redditch Business Improvement District (BID) and the potential for this plan to be shared with Members.
- The extent to which all relevant businesses were contributing to the levy for the Redditch BID.
- The valuable services provided by Dial A Ride and Shopmobility and the potential for these services to operate on a cost neutral basis during the pandemic.
- The support available to Voluntary and Community Sector (VCS) organisations and the contribution that these organisations had made in respect of providing support to vulnerable communities during the pandemic.
- The recent closure of the Redditch Boxing Club and the support available to VCS groups that were struggling. It was noted that the Council could be contacted by any VCS groups to discuss the support available locally, including from other organisations that provided grants.
- The potential for the Council to deliver on the aims detailed in the plan and the resources available to the authority.

Executive Committee

Tuesday, 8 September 2020

- The availability of Government funding for local government to enable Councils to support communities during the pandemic.
- The action that had been taken by the Housing Department during the lockdown to provide support to Council tenants.
- The investment that had been made in new ICT systems for the Council and the impact that this would have on Council efficiency moving forward.
- The potential for the Council to work with local suppliers to aid local economic recovery, subject to procurement rules.

During consideration of this item the Chief Executive and Members commented on the hard work of Council staff during the lockdown. The Committee acknowledged that staff had had to adapt to working in new ways very quickly at the start of lockdown and had continued to ensure that crucial frontline services continued to be delivered. Council staff were thanked for their hard work during this time.

RECOMMENDED that

- 1) **the proposed Recovery and Restoration Plan 2020-2021 be endorsed;**
- 2) **the Executive Committee monitor the Council's recovery actions against the plan and that the Chief Executive Officer, in consultation with the Leader, be authorised to make amendments to the plan as required; and**

RESOLVED that

- 3) **the attached Corporate Peer Challenge Report 2020 be noted.**

21. BUDGET FRAMEWORK PRESENTATION

The Head of Financial and Customer Services delivered a presentation, a copy of which had been made available in a supplementary pack for consideration at the meeting, in respect of the Council's Budget Framework for the period 2021/22 to 2024/25.

Members were asked to note the following matters arising in this presentation:

- In 2019/20 overall there had been a £403,000 underspend in the general fund.
- A total of £1.38 million in new reserves had been created, including a new reserve for economic development growth.

Executive Committee

Tuesday, 8 September 2020

- New reserves also included a reserve for service reviews of £150,000 which would help to build more flexibility into the service review process.
- There had been significant savings in Enabling Services in 2019/20, primarily due to staff savings.
- However, there had been an overspend of £486,000 in relation to the Strategic Purpose: Help me Run a Successful Business. This was largely due to a loss in revenue for Rubicon Leisure during the period of the lockdown.
- The income for Rubicon Leisure had increased in recent months. This was largely driven by growth in income from outdoor activities including outdoor theatre events and from activities at Pitcheroak Golf Course.
- Capital reserves in the Housing Revenue Account (HRA) had been reduced by £3 million.
- There was a significant amount of uncertainty in relation to the position of the HRA moving forward as there had been a decline in the amount of rent that had been paid to the Council by tenants during the lockdown.
- The government had provided £13.5 million funding for business rates relief. The Council and other precepting authorities were projected to lose up to £2 million from business rates during the year.
- A loss of £1.6 million in income from Council Tax was also expected, which would impact on both the Council and other precepting authorities.
- Officers had calculated the projected budget gap for each of the years in the Medium Term Financial Plan (MTFP) for 2021/22 to 2024/25. A significant gap was anticipated for 2024/25 as Officers were expecting that the Council would receive no income from the New Homes Bonus (NHB) that year.
- The capital programme had been significantly underspent in recent years and would be reviewed by the Council's Corporate Management Team (CMT) on an ongoing basis.
- Officers had attempted to assess budget pressures arising from the impact of the Covid-19 pandemic, though there was some uncertainty in relation to this as it was not known whether there would be a second outbreak locally.
- The potential for the Council to receive a one year settlement from the Government had been taken into account when considering the projections for the MTFP.

Following the presentation Members discussed a number of issues in detail:

- The purpose of the £2 million business rates reserve and the potential for this to be used to cover the projected losses in income from business rates. Officers explained that this

Executive Committee

Tuesday, 8 September 2020

reserve was for another purpose and agreed to clarify this outside the meeting.

- The funding from Government available to the Council and the need for clarity moving forward about funding for local government.
- The amount of business grants relief that had been provided locally. Officers agreed to provide this information outside the meeting.
- The reduction in rent payments to the Council during the pandemic and the availability of Government funding to support the HRA. Officers explained that the Council had outlined the situation and the impact on the HRA at a recent meeting with officials representing the Ministry of Housing, Communities and Local Government (MHCLG).
- The services provided by Rubicon Leisure and the help that Members could provide in promoting and using these services.

RESOLVED that

the report be noted.

22. FINANCE MONITORING QUARTER 1 2020/21

The Head of Financial and Customer Services presented the Finance Monitoring Report for the first quarter of the 2020/21 financial year.

Members were advised that, based on the position in the first quarter, an overspend of £158,000 was anticipated by the end of the financial year. The overspend was primarily anticipated in relation to the Strategic Purpose; Run and Grow a Successful Business. This reflected the anticipated loss of income for Rubicon Leisure during the year.

The savings and income that had been secured to date had been outlined in the report. There were budget pressures arising in respect of Dial a Ride and Shopmobility services where income targets had not been met, but it was anticipated that this was mainly due to the impact of Covid-19.

There was a £211,000 underspend in the capital programme during the first quarter of the financial year. This was attributed mainly to the vehicle replacement scheme however, it was anticipated that expenditure on this scheme would be completed by the end of September 2020.

A gap of £2 million was anticipated for the HRA by the end of the year, due to a reduction in rent payments. This pressure had not been reflected in the report but would emerge in future reports to

Executive Committee

Tuesday, 8 September 2020

Committee. There had been a reduction in expenditure on repairs and maintenance and management and supervision, both of which were reflected in the figures for the HRA. During the lockdown there had been restricted access to Council properties which had impacted on expenditure on repairs and maintenance. There were some vacancies in management positions within the Housing Department, which had been reflected in the HRA, but staff were being recruited so expenditure was expected to reflect budgets in future.

After the report had been presented Members discussed the following points:

- The capital expenditure anticipated for the site of the bridge at Green Lane, Studley and what this would entail. Officers agreed to provide a written assessment of the work to Members.
- The potential for the site of the bridge at Green Lane, Studley to be the focus for housing development and for affordable housing or social housing to be provided at this location.
- The financial costs involved in maintaining the bridge at Green Lane, Studley.
- The Leader's offer to other organisations to take responsibility for the bridge and the requirements of any organisation taking on this responsibility. Officers explained that any organisation assuming responsibility for the bridge would need to be able to maintain the structure in accordance with health and safety and other legal requirements.
- The potential for the capital funding generated by the sale of the site at Green Lane, Studley to be invested in social housing in the Borough.

RESOLVED that

- 1) **the current financial position in relation to revenue and capital budgets for the period April 2020 – June 2020 as detailed in the report be noted; and**

RECOMMENDED that

- 2) **the training budget held within the Human Resources service, is allocated to a shared service budget meaning that any training provided to our staff is beneficial to both Councils as we upskill our workforce.**

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

Executive Committee

Tuesday, 8 September 2020

The Deputy Chief Executive presented the Housing / HRA Strategic Improvement Plan Progress Report.

During the presentation of the report the following matters were highlighted for Members' consideration:

- The purpose of the report was to provide assurance to Members that action was being taken in relation to Housing Services as agreed.
- The update was being delivered in the second year of the Council's three year improvement plan for Housing Services.
- The Covid-19 pandemic had impacted on rent income and a budget gap of £2 million was projected for the HRA moving forward.
- Council tenants had also been significantly affected by the pandemic and there were financial challenges for many tenants, especially in relation to claiming Universal Credit and household finances.
- The Housing Capital programme remained in place but some projects had been postponed or had been impacted by Covid-19.
- Compliance was a key priority, particularly with respect to Housing capital projects and progress had been made.
- There was a growing pressure in relation to homelessness in the Borough. As the furlough scheme would be ending in October 2020, Officers were anticipating that homelessness would continue to be an issue in the medium and long-term.
- In introducing the new Housing Management system, the Council would be required to update a range of Housing policies and procedures. To ensure that this could be achieved in a timely manner delegated authority had been requested to enable Officers to finalise some policies and processes. Major changes to Council policies would continue to be reported to the Executive Committee and Council.

After the report had been presented Members discussed the following points in detail:

- The progress that had been achieved in the previous two and-a-half years in terms of addressing the issues that had previously been identified in the Housing Department.
- The impact that the new Housing Management IT system would have on the efficiency of the service.
- The presentation of the report for the consideration of the Overview and Scrutiny Committee the previous week and the support that had been provided by scrutiny Members over the previous two years in respect of this matter.
- The hard work of staff working in Housing Services during the period.

Executive Committee

Tuesday, 8 September 2020

- The potential for further information to be provided to explain how the Council had calculated that there could be a loss of £2 million income to the HRA by the end of the financial year. Officers explained that information had been provided to central Government in respect of this matter and the figure of £2 million had been identified based on weekly returns.
- The early intervention work being undertaken by Officers to help tenants ensure that rent debts did not escalate to a point where they could not be paid. The Committee was advised that payment plans could be put in place to enable tenants to pay debts in a manner that was affordable for them.
- The thirty-year business plan for the HRA and the timescales for updating this. Officers explained that this plan was due to be reviewed in 2021.
- The potential for the Government to provide the Council with additional funding for Housing and to address the gap in the HRA.
- The extent to which the Trades Unions had been consulted about changes to Housing Policies. Officers explained that the unions were not consulted about changes to every policy but instead contact was made with the unions when service reviews and other projects were proposed that would directly impact on staff.
- The potential for Members to be kept informed of any changes made by Officers to Housing policies and procedures under delegated authority. Officers confirmed that this would be possible to arrange.
- The cost to the Council of providing temporary accommodation to rough sleepers. Officers explained that £41,000 had been spent on providing temporary accommodation to homeless people, including rough sleepers, during the lockdown. Temporary accommodation had been provided in hotels and bed and breakfasts as part of this process. A number of families were in temporary accommodation and action was being taken to provide two- and three-bedroom void properties for their use. Further information would be provided to Members on this subject as it became available.

RESOLVED that

- 1) **the Executive Committee consider the content of the report and endorse the progress reports detailed in the Improvement Plan; and**
- 2) **the Executive Committee agree that authority be delegated to the relevant Head(s) of Service for the revision/amendment and creation of new housing policies to ensure compliance with revised legislation**

Executive Committee

Tuesday, 8 September 2020

and working practices/procedures, with the exception of any policy where there is a discretion or fundamental change in policy. All revisions/amendments to be undertaken following consultation with the Portfolio Holder Housing and Procurement.

24. OVERVIEW AND SCRUTINY COMMITTEE

Officers confirmed that there were no outstanding recommendations from the Overview and Scrutiny Committee requiring consideration.

RESOLVED that

- 1) the minutes of the meeting of the Overview and Scrutiny Committee held on 2nd July 2020 be noted; and**
- 2) the minutes of the meeting of the Overview and Scrutiny Committee held on 30th July 2020 be noted.**

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

The Committee was advised that there were no further recommendations or referrals from other Committees requiring consideration on this occasion.

26. ADVISORY PANELS - UPDATE REPORT

The following updates were provided in respect of the Executive Advisory Panels and other external groups:

- a) Climate Change Cross Party Working Group – Chair, Councillor Anthony Lovell

Councillor Lovell explained that he had been meeting with the Climate Change Officer to discuss various initiatives, including the potential to introduce solar panels for Council buildings and action that could be taken to ensure that the café at Morton Stanley Park had environmentally friendly features.

The survey in respect of climate change, which had been mentioned at the previous meeting, had been circulated locally and approximately 700 people had responded. It was hoped that a meeting of the Climate Change Cross Party Working Group would take place soon and the feedback in these surveys could be considered.

Executive Committee

Tuesday, 8 September 2020

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

The Committee was informed that a meeting of the Constitutional Review Working Party was scheduled to take place on 3rd November 2020.

- c) Corporate Parenting Board – Council Representative, Councillor Nyear Nazir

Members were advised that there had been no meetings of the Board since the previous meeting of the Committee.

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

Councillor Dormer explained that a meeting of the group would take place in November and the date would be confirmed with Members shortly.

- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

The Committee was informed that a meeting of the Planning Advisory Panel was scheduled to take place on 17th September 2020.

The Meeting commenced at 6.30 pm
and closed at 8.05 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****8th September 2020****REPORT TITLE: RECOVERY AND RESTORATION PLAN 2020/21**

Relevant Portfolio Holder	Cllr Matt Dormer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Kevin Dicks – Chief Executive Officer Deb Poole – Head of Transformation, OD & Digital Services
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Covid-19 pandemic has required an unprecedented response from the Council. Even though the requirement to respond to the pandemic is still ongoing it is important to look towards recovery and to the return of business as usual, whenever that may be. The purpose of this report is to update Members on the proposed approach to recovery and to ask Members to consider and endorse the attached Recovery and Restoration Plan 2020 – 2021.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND

- 2.1 **That the proposed Recovery and Restoration Plan 2020 -2021, as set out in Appendix 1, be endorsed.**
- 2.2 **That the Executive Committee monitor the council's recovery actions against the plan and that the Chief Executive Officer, in consultation with the Leader, be authorised to make amendments to the plan as required.**

The Executive Committee is also asked to NOTE

- 2.3 **The attached Corporate Peer Challenge Report 2020.**

3. KEY ISSUES**Background Information**

- 3.1 Whilst the delivery of essential council services has been maintained during the pandemic we have seen major changes in the way officers work and the way councillors carry out their duties. Our local and national economies have been adversely impacted by the unprecedented suspension of trading for most of our local businesses who were unable to operate as normal. Members should be aware that a county wide, multi-agency economic recovery plan is being produced and this will sit alongside our own Recovery and Restoration Plan. It

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****8th September 2020**

should also be noted that the Head of Planning and Regeneration and the Head of North Worcestershire Economic Development and Regeneration are also developing a Redditch specific economic recovery plan.

- 3.2 In line with government guidance at the beginning of the pandemic, a number of council staff were classified as key workers. Whilst we have been able to successfully implement a more agile approach to allow everyone who can to work from home, we have also continued to provide all core services with as little disruption to our community as possible.
- 3.3 As Members will have experienced, normal governance and decision making procedures have changed. The introduction of new emergency legislation to allow for the provision of virtual meetings, has seen the process of decision making continue, albeit in a very different way to our usual approach. In light of the pandemic, Members role as community leaders has become increasingly important and appreciated by our community.
- 3.4 It is acknowledged that whilst the initial 'first wave' of infections now appears to be in decline, it is possible that a 'second wave' or local outbreaks may occur over the coming months. In order to plan for these eventualities, the Senior Management Team and Corporate Management Team have taken key learning points from the first outbreak to develop a number of actions to prepare for this situation. The actions include: a further review of Business Continuity Plans, development of a revised Communications Plan, development of a list of employees who live outside the borough who may be impacted by local outbreaks, discussions with existing local support networks to understand their preparedness, discussions with partner agencies regarding the sharing of data and the identification of any staff who may be able to assist with Track and Trace activities.
- 3.5 Whilst the ongoing pandemic still requires some officers to continue to focus on response, the Council as a whole now needs to start planning for recovery and restoration and all that will entail. Whilst the recovery will, no doubt, take some time to implement; it is appropriate that we start to plan our way forward towards 'business as usual'.
- 3.6 To this end, officers have produced the attached Recovery and Restoration Plan. The Recovery and Restoration Plan is built around the five strategic purposes within the current RBC Council Plan and includes some of the priority areas from the Council Plan alongside key recovery actions. The Strategic Purposes in the RBC Council Plan are:
- Run and Grow a Successful Business
 - Finding Somewhere to Live
 - Aspiration, Work & Financial Independence
 - Living Independent, Active & Healthy Lives
 - Communities which are Safe, Well Maintained & Green
- The recovery plan also includes a section for our Corporate Priorities which focuses on the internal business of the council.

EXECUTIVE COMMITTEE

8th September 2020

- 3.7 It is recognised that the RBC Council Plan was developed prior to the Covid pandemic and as such the focus of some of the previous priorities may have changed as a result of the current crisis. A review of the RBC Council Plan will be undertaken in early 2021 to ensure the priorities are refreshed and remain relevant in a post Covid environment. The Recovery and Restoration Plan also incorporates the main recommendations from the recent Corporate Peer Challenge Review which can be found in Appendix 2.

Legal Implications

- 3.8 None.

Service / Operational Implications

- 3.9 Whilst the continuation of services to our community remains the focus of the councils activities, it is anticipated that service areas will also begin to implement the high level actions outlined in the attached recovery plan.

Customer / Equalities and Diversity Implications

- 3.10 None.

4. RISK MANAGEMENT

- 4.1 None.

5. APPENDICES

Appendix 1 – Recovery and Restoration Plan 2020 – 2021
Appendix 2 – Corporate Peer Challenge Report 2020

6. BACKGROUND PAPERS

None

7. KEY

None

AUTHOR OF REPORT

Name: Deb Poole – Head of Transformation, OD & Digital Services
email: d.poole@bromsgroveandredditch.gov.uk
Tel.: 01527 881256

This page is intentionally left blank

Redditch Borough Council COVID-19 Recovery & Restoration Plan DRAFT

2020 – 2021

Version 1.3

Purpose	Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner
Run and Grow a Successful Business	Economic development & regeneration	Consult businesses to understand current needs, recovery and growth plans, working with partners to support business recovery and growth	North Worcestershire Business Advisor appointed by GBSLEP to engage with businesses in North Worcestershire	On-going	NWEDR
		For many strategic purposes the planning system can play a key role in contributing to recovery and restoration. For all strategic purposes, where relevant, there will be support through the timely determination of planning applications and the implementation, evidence gathering and review of the Local			
		Continue with the regeneration of the Town Centre, including the train station	Prepare a Town Centre Masterplan and Feasibility Study	Nov 2020	NWEDR
		Ensure businesses access Government's Coronavirus Support Grants.	Ensure all appeals are responded to robustly	End Aug 2020	DR
		Provide businesses entering Recovery Cycle for Non-Domestic Rates with information relating to support mechanisms	Advise businesses of support available via comms	Aug – Dec 2020	DR
		Provide businesses with information on recovery support available internally and nationally. Revisions made to letters that are going out to businesses to explain debt recovery processes	Advise businesses of support available via comms	Weekly / On-going	NWEDR
		Liaise with internal partners to provide information in relation to business in arrears and delaying payments of liabilities.	Work with recovery teams to ensure all businesses are provided with support and advice on debt management	Aug – Dec 2020	DR
			Work with other recovery officers across the Councils to ensure debt is managed holistically to provide the customer with the correct level of support	Ongoing	CFor

			Continue to circulate the weekly Business Bulletin and provide further updates from partners as appropriate.	Nov 2020	NWEDR
		Look to provide incubator units or the like through the investment programme to give businesses spaces to open and operate in	Town Centre Masterplan and Feasibility study to assess the feasibility and viability of creating a Digital Innovation Centre in Redditch as part of the Enterprise & Education Quarter	Jan 2021	NWEDR
		Secure a Town Deal for Redditch as part of the Towns Fund government programme	Submit a Town Investment Plan, which will form the basis of the Town Deal	Jan 2021	NWEDR
	Develop an economic development strategy, to include stimulating the growth of low carbon industries	Develop a local economic recovery framework	Work with the Worcestershire Economic Recovery Group to ensure Redditch economic recovery needs are addressed in the county wide economic recovery plan.	Oct 2020	NWEDR
			Develop and deliver a Redditch Economic Recovery Strategy	Oct 2020 and ongoing	NWEDR
			There are a number of disparate programmes of support to help businesses diversify into the low carbon sector. Pull these together and promote as a cohesive whole	Oct 2020	NWEDR & Kath Manning
			Consider holding a local jobs fair, focusing on reskilling, including carbon friendly skills.	Dec 2020	NWEDR

Work with partners to improve digital & physical connectivity (to include broadband, 5G & transport infrastructure)	Ensure that adequate digital infrastructure is in place to support the accelerated adoption of digital technologies by local businesses as a result of Covid-19	Work with the West Midlands 5G Company and the GBSLEP and WLEP on a 5G roll-out programme for Redditch	On-going	NWEDR
Support local businesses to embrace new technologies in order to maximise business growth, particularly in the knowledge & creative industries	Identify local businesses that plan an accelerated adoption of digital technologies	<p>Work with Betaden Tech Accelerator to promote opportunities to learn about innovative technologies being developed in the county</p> <p>Promote the new Business Recovery Grant, being administered by the Growth Hubs, which is designed to support businesses affected by Covid-19 to access new technology. Grants from £1k-£5k, available for a limited time</p> <p>Promote learning and training opportunities for businesses - courses and workshops delivered by GBSLEP Growth Hub and Worcestershire Business Central</p>	<p>On-going</p> <p>Due to be launched late Sept</p> <p>Ongoing</p>	<p>NWEDR</p> <p>NWEDR</p> <p>NWEDR</p>
Look to stimulate adequate supply of land & premises to enable existing & new businesses to grow	Identify brownfield sites and long term empty premises that could be redeveloped	Continue to work with the Worcestershire LEP Land supply group and private landowners and landlords to identify development opportunities in the borough	On-going	NWEDR
Strengthen the vibrancy & viability of our towns & district centres	<p>Make the town centre a more attractive place/space to do business</p> <p>Make the town centre a more attractive place to spend free time (leisure, arts & culture, well-being)</p>	Prepare a Town Centre Masterplan and Feasibility study	Nov 2020	NWEDR

	Undertake a comprehensive review of Council owned assets and assess opportunities for investment privately in land and premises within the Borough with a particular focus on business centre and industrial estates	Investigate alternate sources of funding to PWLB to ensure best value borrowing can be achieved to maximise the range of investment opportunities and returns to the council Identify partners to invest with	Ensuring that the council is compliant with guidance when accessing these funds	Ongoing	CFor
			Revise the treasury management policy to enable all options to be made available to the council	Mar 2021	CFor
			Review the property structure to enable asset reviews to be undertaken	Mar 2021	CFe
			Develop asset management strategy	Mar 2021	CFe
	Support development at the Redditch Eastern Gateway	Continue to support the development at Redditch Eastern Gateway	Work with developer / businesses / college to ensure opportunities for Redditch	Ongoing	NWEDR
	Strengthen the vibrancy & viability of our town & district centres	Work in partnership with the BID to ensure improvements in the Town	Support Revitalise Redditch in collection of BID Levy	Ongoing	NWEDR
	Supporting businesses to start and grow within the Borough	Consult businesses to understand current needs, recovery and growth plans, working with partners to support business recovery and growth	North Worcestershire Business Advisor appointed by GBSLEP to engage with businesses in North Worcestershire	Ongoing	NWEDR
	Regenerating our Town Centre	Continue with the regeneration of the Town Centre, including the train station	Town Centre regeneration interventions to be included in the Town Investment Plan (Town Deal)	Ongoing	NWEDR
		Consider what support could be provided to businesses to encourage them to the area	Investigate providing low cost loans to businesses to encourage growth and attract them to the area	Ongoing	CFor

Purpose	Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner
Finding Somewhere To Live	Rough Sleepers To continue the legacy of having no rough sleepers in the Borough	To review and adapt work to the Housing First Model in partnership with the voluntary sector, the Police and mental health services.	To identify funding from MHCLG grants and completed claims for those helped.	Dec 2020	DA
		To work with WCC and other district colleagues on the submission of a County Next Accommodation Programme Bid.	To identify how needs can be best met to support Redditch rough sleepers and to deliver against the bid	Sept 2020	DA
		To identify suitable accommodation from within RBC's housing stock and ensure no-one helped in crisis returns to streets	Establish impact on the HRA	Mar 2021	DA HK
		Capacity around support of all providers – financial health check to ensure continued support available	Write to agencies concerned and ask them to contact the Council with any issues	Sept 2020	DA AG
	Supporting the delivery of appropriate housing in the Borough	Deliver a Housing Strategy for the Borough to address the housing needs now and in the future giving consideration to the impact of Covid 19 and how the impact of crisis on the economy will impact on housing supply and demand	To work with new Govt guidance/ legislation issued in response to Covid 19 To include the impact of Covid in the strategy and associated actions over the next 12/18 months.	Oct 2020	DA
			Contribute to the countywide housing delivery strategy.	Mar 2021	DA
		Use the Local Plan to drive development and use the Council's Housing Growth Programme to increase affordable housing.	Work with development agents Bailey Garner and review and agree revised timelines.	Ongoing	DA MB
	Deliver the three year Housing Strategic Improvement Plan	As part of the 'Change Programme' the R&M Business Support Team trial of working differently was originally planned to start in March 2020. Due to Covid 19 restrictions the trial is planned to restart in September 2020.	The trial is expected to resume in Sept (Covid situation allowing)	6 months Mar 2021	IR LP SD HM

			<p>Deliver the Housing, Tenancy & Advisory Service improvement plan including structure, approach and process to housing and neighbourhood management and housing options</p> <p>Consideration of the impact of rent arrears on the HRA due to Covid and identify actions to redress the impact.</p> <p>Development of an effective HRA 30 year financial plan for stock investment and work programme that will keep all RBC properties in good condition and compliant with statutory legislation.</p> <p>Ensure an active asset management regime is in place, that identifies properties which have poor social, economic or environmental performance and either improve them or replace them with properties which are fit for purpose.</p>	<p>Ongoing</p> <p>Apr 2021</p> <p>Apr 2021</p>	<p>JW</p> <p>HK</p> <p>JS</p> <p>JS</p>
	Support people to help prevent homelessness	<p>Look at any newly emerging homelessness prevention initiatives across West Midlands and explore new ways of working locally</p> <p>Develop the proactive Rent Management system.</p> <p>Develop a cross cutting and end to end pre tenancy and tenancy sustainment service across social and private rented sectors</p> <p>Develop strategy to prevent recourse to legal enforcement options for rent arrears except for</p>	<p>Utilise new ways of working to change working practices</p> <p>Procure and implement the new system</p> <p>Identify potential funding from grants</p> <p>Identify funding from grants</p>	<p>Oct 2020</p> <p>Jan 2021</p> <p>Dec 2020</p>	<p>DA</p> <p>HK</p> <p>HK DA</p> <p>HK DA</p>

		the most serious cases where all other interventions have failed		Dec 2020	
	Work with tenants across sectors to understand their needs	To consider the findings from the community survey	To develop actions in response to the survey results	Dec 2020	DA HK
	Work with developers to deliver more homes utilising renewable technologies	<p>To continue to work with developers to promote upfront investment for long term savings and acknowledging that developers may focus on must-haves and reduce spend on energy efficiency</p> <p>Work with the LEP and other national organisations to ensure maximum grant funding for these areas is accessed to make it more affordable for developers to do this</p> <p>Government guidance on improved green credentials</p>	<p>Monitor post Covid 19 development proposals for new build and influence to achieve this priority</p> <p>Consider and bid for new energy grant schemes as they are announced including the Green Homes Grant</p> <p>Implemented by Building Control and advised upon wherever possible staffing resources</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Now</p>	<p>DA MB</p> <p>DA MB</p> <p>AW</p>

Purpose	Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner
Aspiration, Work & Financial Independence	Skills for the future	Undertake a skills audit with partners & work together with them to address any gaps	Work with WCC who are leading on the "Creating our Future Workforce" campaign including the skills show and Careers & Enterprise Company Work with partners to see what the needs are in terms of skills	Ongoing End Nov 2020	NWEDR and Partners NWEDR
	Supporting young people to gain the skills they need	Support schools & HOW College to link students to local employers (Note a number of schemes have been launched to help address the effect of the economic downturn on Young People – apprenticeship grants, traineeship grants and kickstart (6 month placements) Understand the partnerships that are already in place	Work to promote the availability of schemes and, in addition, continue to deliver the 'Opening Doors to Business' initiative alongside partners Arrange meetings with high schools and HOW to establish their current links with schools	Ongoing End Nov 2020	NWEDR and Partners NWEDR
	Support schools & HOW College to link students to local employers	Support schools & HOW College to link students to local employers	Work to promote the availability of schemes and, in addition, continue to deliver the 'Opening Doors to Business' initiative alongside partners	Ongoing	NWEDR and Partners
	Work with businesses to utilise the apprenticeship levy & increase the number of apprenticeships	Ensure that the council maximises the levy by taking on the full cohort of apprentices which can be funded through the levy the council pays. In addition, review if the council wants to utilise other organisations levy payments to further increase this number	4 th tier and HOS to undertake a session to identify how training can be funded from the levy in the future	End Dec 2020	BT PS (HR)

	Provide support to people to enable them to access employment opportunities in digital & low carbon industries	Promote the support available through the Worcestershire Jobs Match programme and GBSLEP Employment triage programme	Promote GBSLEP skills hub, when launched	Ongoing	NWEDR and Partners
	Support residents to manage their finances, including working with schools on money management	<p>Development of rent management system and tenancy sustainment team to include money advice and debt relief</p> <p>Promote the work that the FIT team do, as part of this create stronger partnership working with CAB</p> <p>Improve website to include budgeting tips and tools. Get greater awareness to residents.</p> <p>Work with DWP to identify support to jobseekers/ advice re benefits</p> <p>Provide Taxpayers in arrears and failing to maintain CT payments with information in relation to support available</p>	<p>Procurement and implementation of the new system</p> <p>Undertake full service review to ensure posts are in place to deliver support</p> <p>Utilise accessibility project to improve website and improve information available on line</p> <p>Liaise with partners (eg CAB) to identify the support and signposting that they can give</p> <p>Develop script of support advice to customer service teams</p>	<p>Jan 2021</p> <p>Mar 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HK</p> <p>LD</p> <p>LD</p> <p>LD</p> <p>DR</p>
	Ensure people get the benefits they need	<p>Development of rent management system and tenancy sustainment team to include money advice, financial inclusion and debt relief</p> <p>Develop a communications plan so Council tenants are aware of what benefits and support they are entitled to.</p>	<p>Procurement and implementation of the new system</p> <p>Implement the communications plan Liaise with comms to ensure the signposting and social media is up to date</p>	<p>Jan 2021</p> <p>Ongoing</p>	<p>DA HK</p> <p>LD</p>

		Be prepared for potential spike with regards to furloughed workers – unemployment, UC claims, HB/CTR claims.	Arrange quarterly meetings with DWP to understand impact of Covid on benefit take up and unemployment Restructure to be implemented to ensure staff resource is sufficient to meet demand.	Oct 2020	LD
		Optimise spending of DHP budgets to those in need.	Regular meetings with Housing officers to monitor level of spendStaffing	Ongoing	LD
		Liaise with foodbanks on their capacities and demand, can we assist through ELF and Food Vouchers	Partnerships in place to provide food and essential items- funding to be secured from County	Ongoing	LD
		Simplify CTR scheme for 2021/22	Present revised scheme to Exec, O&S & Council	Sep 2020	LD

Purpose	Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By When	Owner
Living Independent, Active & Healthy Lives	Improving health & well-being	To promote the Lifeline well-being checks	To work with communications to promote the benefits of the Lifeline Well-Being checks	Nov 2020	RN
	Continue to support the Redditch & Bromsgrove Dementia Friendly Communities initiative	Continue to support this work		Ongoing	JW
	With partners, enable targeted activities & initiatives to support mental well-being	Work with WCC on the legacy of Here2Help to support vulnerable residents post Covid	To promote and support local communities to access the legacy of Here2Help and link this with the work of the Redditch Partnership around the 'deal' approach.	Dec 2020	JW
		To identify projects to support young people during Covid 19 pandemic through the Redditch Youth Providers Forum research project (£10k funding: Lottery, Worcs CC, Worcs Community Foundation)	Discuss with Partnership officer the demand / need for activities. Liaise with Sports Development and Rubicon to enable community activities to take place	End Oct 2020	Dev Service
			To support the work of Support Redditch and BARN's Volunteer Bureau to increase the number of volunteers working with VCS mental wellbeing services.	Ongoing	JW
	Support improved access to services that reduce social isolation (including Lifeline)	Promote the Lifeline service locally and through partner agencies including self-installation during the pandemic. Develop and promote a new range of digital equipment and sensors to enhance the service user experience, including devices that will work outside of the home, encouraging independence and peace of mind when going out.	To develop a communications/marketing plan. Monitor conversion rates to establish how many of those, that have the service for free, choose to retain the service and pay for it ongoing.	Nov 2020 Ongoing	RN RN

		<p>Continue to work with WCC and Amica24 installing complex technology enabled care solutions on their behalf in Redditch. Expand the 6 week free scheme to all health and care professionals.</p> <p>To consider the impact of Covid 19 on the Dial A Ride and Shopmobility services</p>	<p>Review opportunities with County and health colleagues on new tele health technologies post Covid</p> <p>To review the sustainability of Redditch Dial A Ride and Shopmobility with income projections and plans to work towards self- financing/ commercially viable services being severely affected by Covid 19</p>	<p>June 2021</p> <p>Dec 2020</p>	<p>RN</p> <p>TD</p>
	Develop a Parks & Open Spaces Strategy (including increased physical activity & cycling)	Provide a clear brief on what the detail of the strategy will be	<p>Phased approach to the work to fine tune the technical documents that would feed into the overall strategy.</p> <p>Produce financial breakdown</p>	Mar 2021	RB IKF JC
	Enhance sport & cultural opportunities offered by the Council		Discuss with Partnership officer the demand / need for activities. Liaise with Sports Development and Rubicon to enable community activities to take place	Oct 2020	JC
	Working with partners, including Rubicon Leisure, to increase activity levels in the Borough	<p>To deliver a range of activities to target the insufficiently active :</p> <ol style="list-style-type: none"> 1. High and low impact exercise and creativity sessions through <u>referral pathway</u> routes GPs, physios, health stakeholders. 2. Funded Positive Activities projects being delivered in partnership with community organisations including Your Ideas, RYCE, YMCA, PAZ (RSA Arrowvale), Whats Your Point, Redditch Self Defence, UP Foundation, Redditch Wheels Project. 		Ongoing	Dev Service

		<p>3. Short Breaks disability projects for disabilities being delivered in partnership with Your Ideas and Redditch Road & Path Cycling Club.</p> <p>4. Sport England funded Active Families programme to encourage children 5-11 and their families to get active.</p> <p>Working with partners to run Active Kitchen to provide food and activity to reduce holiday hunger and tackle the drop in physical activity levels in holiday periods.</p> <p>Support targeted activities for healthy lifestyles</p>			
	Work with partners to address smoking & substance misuse levels in the Borough	Work ongoing through the partnerships		Ongoing	HB

Purpose	Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By when	Owner
Communities which are Safe, Well Maintained & Green	Reducing crime & disorder	To consider the impact on society of Covid 19 and work with partners and service areas to ensure the Community Safety Partnership action plan reflects this. Support targeted initiatives to reduce anti-social behaviour and embed the corporate anti-social behaviour policy into wider service delivery utilising available ASB tools and powers	To review and update the Community Safety Partnership action plan to contribute to the recovery of consequences from Covid 19 Establish a procedure to implement the new ASB Policy and to train teams accordingly	Mar 21 Oct 20	BH BH / HK
	Work with partners, schools & communities to reduce crime & the fear of crime	Env Services to support Community Safety/Housing etc in addressing issues relating to crime/disorder/ASB by managing the built environment and soft landscaping appropriately. Ensure effective Parking Enforcement, via the SLA with Wychavon, covering both On and Off Street contraventions. Through the Community Safety Respect Schools Programme, continue to work with partners and provide additional support for young people affected by the impact of Covid 19 Establish & maintain regular partnership meetings to discuss at risk tenants including police and mental health.	Review capital programme for potential future capital investment for improvements. Continue working with County Highways, Police & Schools. Identify funding opportunities to sustain and continue to deliver the Respect Programme Develop an ASB case management system & improvement performance management. Deliver a structure with smaller patch sizes for Neighbourhood Officers to increase visibility and stake holder on local neighbourhoods.	Ongoing Ongoing Jan 2021 Dec 2020	GR CW DK GR KH BH HK
	Review services to understand how we can adapt to	To consider the impact of Covid 19 on this commitment	Review the priorities for Climate Change across the Borough	Dec 2020	SH, GR JW

	address the implications of climate change		Review of technologies, innovation and funding	Dec 2020	GR JW
	Improve targeted environmental enforcement	<p>Define Council priorities regarding environmental enforcement, and then review existing arrangements and alternative models available either through partnership with adjacent LA's, or Private Sector as a commercial arrangement.</p> <p>Identify effective responses to environmental crime activity to identify perpetrators and take appropriate enforcement action to reduce/prevent further offences, utilising available ASB tools and powers.</p>	Review enforcement arrangements and impact of Covid 19, e.g. on fly tipping, and new resources/new model of working may be required. Review of council enforcement arrangements, across priority areas.	April 2021	SH GR JW RB
	Understand the different needs of our local areas in order to keep them clean & tidy	<p>Fully utilise demand data to understand local/community needs and priorities enabling a continuous review of resource requirements and to develop suitable work programmes.</p> <p>Deliver a structure with smaller patch sizes for Neighbourhood Officers to increase visibility and stake holding on local neighbourhoods.</p> <p>Work with capital and programmes / environment teams to deliver a comprehensive neighbourhood management service with full regard to maintenance services and health and safety</p>	<p>To procure and implement new Environmental Services IT system</p> <p>Additional resources may be required to address ASB reports that do not fit into specific service areas enforcement remit.</p> <p>Implement service charging to maximise the income streams to HRA</p>	<p>Sept 2021</p> <p>Dec 2020</p> <p>Dec 2020</p>	<p>GR CW</p> <p>GR KH MG</p> <p>HK</p>
	Explore the options to reduce residual waste, increase recycling & maximise the efficiency of waste collection services	Campaign to increase recycling quality and quantities with residents, but suspended due to staffing pressures and Lockdown pressures for residents related to Coronavirus.	Restart recycling quality project from Sept 2020 with direct mail to households in targeted areas	Ongoing	MA AM

	Original Council Plan Commitments	Recovery & Restoration Issues and Actions	New or Modified Actions (what we will do...who with/partners)	By when	Owner
Corporate Priorities	Financial Sustainability	Produce & deliver sustainable financial plans	Development of General Fund 4 year plan to ensure financial impact of Covid assessed. <ul style="list-style-type: none"> Clarify impact of Covid Assess prior year underspends Review Capital Programme Identify savings plans Review fees and charges Work with managers to better understand budget implications Recruit additional technical capacity within the finance team Restructure of financial services team	Feb 2021 Oct 2020 Oct 2020 Jan 2021 Nov2020 Dec2020 Sept 2020 Aug 2020 Dec 2020	CFor
		Improved commerciality: maximising every opportunity to generate income, including review of fees & charges	Ensure that all Housing chargeable work and service charges are billed for. Review of fees and charges Maximising income from more commercial services, such as Lifeline, trade waste	Dec 2020	HK IR JS CFor
		Review services currently delivered to determine if they offer VFM, and if not and not legally required then consider discontinuing.	Work with Members to understand priority services and assess those that are not as a priority against benchmarking to fully understand value for money and associated costs	Sept 2020	CFor
		Undertake effective contract management	Ensure that the Asprey IT asset management system, contract module is	Mar 2021	JS

			fully implemented to ensure effective contract management		
			Continue to work through corporate training and development programme. Work internally to maximise efficiency and economy of scale.	Mar 2021	JS
			Develop comprehensive contracts register and effective contacts management through new finance system	Mar 2021	CFe
			Targeted and bespoke departmental training and development	Mar 2021	CFe
			Social responsibility policy with focus on local suppliers	Mar 2021	CFe
		Manage our assets to get the best outcomes for our residents	Ensure that data validation of the stock condition survey is completed and to inform the 30 year business plan.	Mar 2021	JS
			Determine non-performing stock which may require alternative solutions like demolition or remodelling.	Mar 2021	JS
			Review use of buildings, facilities and assets	Mar 2021	CMT
			Develop comprehensive assets management strategy and in line with the Council Plan	Mar 2021	CFe
			Review resource within property services to enable additional support to be secured to develop an asset management strategy for the future	Mar 2021	CFe

		Make financially viable strategic acquisitions & investments	Assess all opportunities against the financial modelling we have in place	Ongoing	CFor
		Undertake a self-assessment against CIPFA's new Financial Management Code (CPC)	Undertake the self-assessment online	Feb 2021	CFor
		Encourage all levels of the organisation to articulate their role clearly and succinctly in delivering financial sustainability (CPC)	Workshops and training on the new ERP system Restructure in the financial services team	Feb 2021 Dec 2020	CFor
	Sustainability	Review alternative delivery models.	Will be outlined in Service Business Plans. Assess business plans future models to enable overall council model to be established	Nov 2020	SMT CMT
		Exploit digital technologies, enabling more automation of services through the implementation of the Digital and Customer Strategy to ensure both technology and process change. (CPC)	Develop a delivery action plan for the Digital Strategies. Internal resource.	Oct 2020	DP MH
		Invest in leadership development to reinforce culture change and lay foundations for the future. ILM programme will be started later in 2020 (CPC)	Start the ILM programme later in 2020 Ensure the Apprenticeship Levy is used to cover training costs. Ensure the first cohort focuses on 5 th tier level employees.	Oct 2020	DP BT
		Utilise external commercial expertise to ensure delivery of agreed priorities (CPC)	Ongoing support via remote working/virtual meeting	Ongoing	GR DP
		Review key risks on the Corporate Risk Register	Regular review of the added Covid risk – financial and service	Oct 2020	CFor

		Review alternative delivery models	Following development of the business plans assess the new model for the council	Jan 2021	CMT
	Review Resources and Services	Review services to understand how we can adapt to climate change	A review of priorities and actions based on service plan proposals.	As above	As above
		Prioritise clearly and resource accordingly (CPC)	Review post Covid	Feb 2021	SMT CMT
		Ensure that budget manager engagement and ownership is invested in to make self-service a success (CPC)	Workshops and training on the new ERP system Restructure in the financial services team	As above	As above
		Workforce planning – employee skills, gap analysis, workforce profile, succession planning etc	Create a workforce strategy in light of the 'new normal' after the Covid crisis. To consider the impact of remote/agile working on employee numbers/skills.	Dec 2020	DP BT
			Develop improved management information for services through a renewed corporate dashboard.	April 2021	DP BG
		Support workforce recovery and transition to 'new normal'	Determine what 'new normal' means and understand what policy changes will be needed to support new ways of working.	Dec 2020	DP BT
			<ul style="list-style-type: none"> • Deliver a remote working policy. • Arrange management training to develop skills for remote working and performance management. • Review working arrangements of whole organisation. • Explore flexible work arrangements. 	May 2021	DP BT
		Capture lessons learned/details from surveys in order to assess impact of remote working.	Analyse data and pass this out to service areas.	Sept 2020	DP BT
		Review appetite for agile working post-crisis		Feb 2021	SMT

			Services to use the data to determine what their service reviews may look like. To include the future operating model, agile working etc		CMT
		Review HR&OD Strategy to ensure recognition and reward are encompassed within it.	Link the strategy to the business planning cycle, development of 'new normal' and workforce planning.	Dec 2020	DP BT
	Review the Council Plan	Review the delivery of priorities in light of the impact of the pandemic.	Review during 2021 for the next 3 years to link in with the MTFP	April 2021	CMT
	Community Leadership	Explore the development of "Deal" approaches (based on the concepts / principles of the Wigan Deal).	Consider the legacy of the Covid volunteers and how they and the VCS organisations can support the "Deal" approach in terms of community assets.	Aug/ Sept 2020	HoS/ 4th Tier Managers/LSP Managers/ Policy Team
		Continue to work with the support networks (Support Redditch and Support Bromsgrove) and partnerships to underpin future economic and community recovery (CPC)	Undertake / co-ordinate work across Council departments and with partner organisations to create a better understanding of our most vulnerable and in need residents. Bring together data and information the Council and partners hold about vulnerable residents which can be utilised to target future resources, support, and opportunities to those most in need in our communities. This data to also be used for future planning and response in emergencies e.g. any	Sept 2020	4th Tier Managers/LSP Managers/ Policy Team

			<p>future waves of the Covid-19 pandemic.</p> <p>To deliver the three consortium based projects :</p> <ol style="list-style-type: none"> 1. Reimagine Redditch Consortium bid to Creative People & Places Arts Council England fund (£1.5m) post covid recovery 2. Redditch Youth Providers Forum projects provided through £10k covid recovery fund 3. Delivery of consortium based approach to deliver contract with Greater Birmingham and Solihull LEP Cultural Capacity Development Fund (CCDF) 	<p>RYPF: End Oct 20</p> <p>ACE fund tbc</p> <p>CCDF: End of March 2021</p>	Dev Serv
--	--	--	---	--	----------



Corporate Peer Challenge: Follow Up Visit
**Bromsgrove District Council and
Redditch Borough Council**

June 2020

Feedback Report

1. Introduction and purpose

Bromsgrove District and Redditch Borough Councils received an LGA Corporate Peer Challenge in January 2018. Feedback from the Peer Challenge concluded the two councils had delivered over £7.5m of savings since 2010/11 through joint working and are continuing to deliver around £1.5m per annum. In 2018 the team identified further scope for efficiencies and service improvements. The Peer Challenge process recommended that the councils should focus on ensuring improved corporate ownership of financial management with tighter control of budget savings and guarantee that expenditure is directed only towards agreed priority areas.

The peer team suggested more rigour should be introduced into developing and analysing business cases, and to their impact on priority setting. The Peer Challenge recommended the councils should be clearer about how they will track progress on key projects and savings and report against them. This should include identifying the consequences and mitigation if delivery does not progress as planned.

In 2018 the peer team invited the councils to re-assess what they are seeking to achieve from the shared services partnership moving forward. Whilst it had delivered savings, resilience and a greater opportunity to lever influence it had not in 2018 established a single workforce or culture.

The purpose of the follow up visit on 24th and 25th February 2020 was to help the councils take stock of progress made against the areas of improvement identified in 2018. This report provides a written summary of the key observations made by the peer team during their visit in February 2020. This report was finalised in June 2020 having been delayed whilst the councils responded to the peak of the COVID-19 pandemic.

Peer review and challenge

Peer challenges are improvement-focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement focus. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read. The process is not designed to provide a technical assessment or due diligence on specific proposals. Neither is it intended to provide prescriptive recommendations. The peer challenge process provides feedback, observations and insights from experienced practitioners that will help validate, reality check and further develop the councils' current plans, proposals and evolving thinking about the future.

Scope and focus

The peer team were asked to consider the progress made since January 2018 and provide recommendations for continued improvement. In doing so peers considered the areas for

improvement identified by the original peer review and the key recommendations made at that time:

- Pause and reflect on the shared service journey to date – celebrate your success – use the 10 year anniversary as a moment to do this
- Prioritise the work on tightening financial processes so that they provide the most up to date profiling, model the best in the sector and support strong decision making
- Spend more time together – introduce more joint informal meetings at political level
- Create space to have conversations about the future with your valued partners
- Redefine the shared future journey and ambition
- Define a new shared culture from the bottom up – with input from officers and members
- Share this emerging culture with partners and collectively shape the future community leadership role for the councils and partners
- Establish a single workforce and reduce duplication and time spent navigating two structures and systems of governance
- Having established the above use this re-energised culture to enable officers and members to design services to meet and pre-empt customer needs within your financial envelope.

A further 22 recommendations were made within the five core themes of corporate peer challenge. These are set out in Annex A.

Peer team

Peer challenges are delivered by experienced elected member and officer peers. The make-up of the peer team reflected the councils' requirements and the focus of the peer challenge. Peers were selected on the basis of their relevant experience and expertise and agreed with the councils. The peers who undertook the follow up visit were:

- Matt Prosser, Chief Executive, Dorset Council
- Cllr Paul James, Former Leader, Gloucester City Council
- Cllr John Kent, Former Leader, Thurrock Council
- Bindu Arjoon, Director, Exeter City Council
- Claire Taylor, Corporate Director Customers & Organisational Development, Cherwell DC and Oxfordshire CC
- Karen Iveson, Chief Finance Officer Selby DC and Assistant Director North Yorkshire CC
- Raj Khera, LGA membership engagement officer
- Clare Hudson, LGA Peer Challenge Manager

Seven of the team had been involved in the original peer challenge in 2018. The team spent two days onsite at Bromsgrove and Redditch councils on 24th and 25th February during which they spoke to more than 40 stakeholders including councillors, senior

managers, frontline staff, and partners. Peers prepared for their visit by reviewing a range of documents and information in order to ensure they were familiar with the councils, their current challenges and recent progress.

2. Key findings and observations

2.1 Progress since the Peer Challenge

In 2019 Redditch BC changed political control and became Conservative controlled. This change in political balance and leadership means both councils are Conservative controlled and provides an opportunity to make progress on some fundamental issues facing the councils. The councils continue to benefit from a dedicated workforce and there has been significant effort in the senior officer core put into identifying what culture change might best support the workforce going forward. There is now a stronger sense of a single workforce serving two councils at the senior officer level. The councils now need to work to embed culture change from the bottom up to ensure all parts of the councils are engaged in moving towards a more dynamic and financially accountable culture.

This emerging culture change has been facilitated through the harmonisation of terms and conditions for the two councils. Several key steps have also been taken to address the recommendations made by the peer team, and the section 24 notice that was served to Redditch BC in 2019. A new finance system is in the process of being introduced which will be fundamental to delivering the financial control and accountability needed. The scheme of delegation in Redditch BC has been revised and this is having a positive impact in empowering officers to be more innovative.

Partners continue to value working with the councils, both individually, and collectively and the councils' leadership have continued determined effort to underpin this. There remains significant scope for collaboration with partners to improve outcomes for the communities in Redditch and Bromsgrove and the councils need to carefully consider how to harness this without necessarily always leading it.

2.2 Shared services – direction of travel

There were mixed views expressed to the team, particularly by members, on whether shared services has reached its maturity within these two organisations. Senior leaders need to be clear about their understanding of this maturity and whether the full benefits have been realised. Leaders should explore whether or not shared services will be actively pursued with others – and be clear with staff where future efforts will be placed. The councils should also establish regular benchmarking to understand if services are providing value for money and if further efficiencies could be realised within the current shared services framework.

Given progress made and the maturity of the shared services partnership the councils should now be considering how they can translate the benefits that operating a long running shared service has bought to drive further collaboration.

2.3 Understanding of local place and priority setting

The leaders of both councils are well respected for their energetic passion for place. Through collaborative working this can be harnessed to help shape the delivery of future growth, regeneration and economic prosperity respectively. The regeneration plans in Redditch are ambitious and have the potential to be transformative. Redditch BC must now consider how it will bring together exciting individual projects and schemes into single vision that can galvanise the resources and capability of partners.

Bromsgrove DC is seeking to deliver on its vision for an economically vibrant and sustainable district within the constraints of its green belt. The Government's Review of Local Enterprise Partnerships (LEPs) may well result in the Council no longer being able to maintain membership of two LEPs. This will mean a major strategic decision about where Bromsgrove DC wishes to align itself economically.

There is evidence of speculation about future local government arrangements for Worcestershire. Without wishing to comment on the merits or otherwise of change, the peer team would encourage the councils not to be distracted by this and to concentrate on collaboration and partnership working for the benefit of residents and businesses. The need for Worcestershire County Council to complete a strategic transport assessment could be considered to be a practical example of this.

Having focused effort on instigating culture change the councils must now focus on strengthening approaches to prioritisation and associated delivery plans. The councils are continuing to commit to too numerous priorities and need to be clearer about when something is no longer a priority and what that means for the organisations, and how this is reflected in corporate plans. Plans to deliver agreed priorities are not as embedded as they need to be resulting in lower levels of rigour on project delivery than are needed in the current financial climate.

The councils are well versed in transformation principles but these would benefit from a more clearly articulated and agreed transformation programme and governance being updated and fully aligned to refreshed – and fewer – priorities. These refined priorities and delivery plans should then be resourced accordingly. The councils should bear in mind that agreeing a priority does not mean the councils always have to be the deliverer of services. There is a history of providing services to the community that are not the traditional role of district councils. This feels more prominent in Redditch, such as the Connecting Families project. Whilst these projects may have received external funding the council should also consider the wider resources implications of committing to non-statutory service delivery.

2.4 Political and managerial leadership

The Chief Executive continues to lead from the front and remains a visible presence for partners and staff. Since the original peer challenge in 2018 there has been constructive action to change the behaviour and conduct of political debate in Bromsgrove Council meetings. This is positive and the Council should build upon these improvements to overcome the historic legacy of negative political debate in public.

Group leaders are now invited to meet together informally, and this more regular engagement is welcome amongst councillors and officers alike. There has been a management restructure which is still embedding and senior officers must work to ensure that managerial approaches are consistent and managers are well supported to deliver priorities. Having invested in clarifying the culture the councils want staff to operate in consideration should now be given to what accountability and positive challenge means for everybody in the organisation as part of the culture change programme – and how it influences decision and behaviours.

2.5 Financial planning and viability

A clearer understanding of what financial accountability means for individuals is progressing at the corporate management team level and this now needs testing with wider staff and members. A self-assessment against CIPFA's new Financial Management Code will provide a focus for further improvement.

The finance system that has been committed to will provide a catalyst for improved financial management and accountability. It is critical that this is delivered to deadline to and becomes quickly embedded in a strengthened culture of financial accountability. Given the financial challenges it is important that robust forecasting is embedded with budget managers in order to build greater confidence in financial management.

The peer team heard that there has been a solid response to the s24 notice issued to Redditch and substantial work has been done on identifying savings and clarifying the council's approach to financial sustainability. Future savings plans need rigorous testing and there is a particular need for more work to be done on the financial sustainability of Redditch's Housing Revenue Account.

The revised budget reports are more consistent between the two councils and provide detailed analysis. The overarching MTFS has the opportunity to set the wider context for the budget reports but needs to be more widely articulated across the organisations. Staff working to deliver services against planned budgets are not always clear when they are seeking to make changes what are efficiencies and what are savings and cuts to services.

The focus on continual service review and redesign for efficiencies and improved outcomes could be clearer. The councils have developed a substantive approach to commercialisation including using property investment to generate income as well as selling services and expertise. However, the councils' approach to borrowing to finance commercial property investment also needs careful consideration in light of the latest MHCLG and CIPFA code and guidance.

The concept of commercialism as 'part of the day job' seems embedded for those colleagues that have advanced it. There is however, a need for a clear risk assessment to ensure that both savings delivery plans and income generation plans are built on the foundations of tested and robust delivery plans and that services provided for other parties, such as Lifeline for Cannock, are genuinely contributing to financial sustainability.

2.6 Capacity to deliver

The councils are operating a high number of live programmes and projects. In our brief time there the peer team noted at least seven major change programmes that officers were working on. The councils have also established property investment funds but progress on this has not been as expected, with limited viable commercial opportunities coming forward. There is significant breadth in what the councils are seeking to achieve but they do not always achieve the depth of their planned project/intervention. This is having a negative impact on organisational resilience with projects not always seeming to have been closed down before a new one is started. It is also not clear how the organisation learns from the projects it has delivered and how this can influence project design and service delivery as well as organisational culture.

The councils have set out a comprehensive approach to programme management and should ensure this is oriented towards generating pace and momentum in delivery of savings including identifying opportunities for improving productivity and reducing costs as well as delivering savings and service redesign.

The councils have embraced the need for change and have developed processes for setting up new programmes and projects. As this matures and the councils clarify their future operating models there will need to be a focus on how to allocate resources towards redesigned services ensuring that costs are regularly benchmarked and efficiencies sought out. The workforce is generally very long-serving and opportunities should be sought out for officers at every level to 'get out' and find out about practice elsewhere in order to bring in new ideas and promote an open and innovative culture.

3. Recommendations 2020

The councils have made solid progress since 2018, particularly in solidifying the concept of a single workforce and responding appropriately to the section 24 notice in Redditch. The peer team recommend the councils now focus on:

1. Prioritise clearly and resource accordingly
2. Invest in leadership development to reinforce culture change and lay foundations for the future
3. Consider how and when you can be the convenor/enabler of services and change within your communities. The Councils through the Bromsgrove Partnership and Redditch Partnership (at the time of the visit) were exploring possible “Deal” approaches (based on the concepts / principles of the Wigan Deal). During the pandemic response two support networks have been established (Support Redditch and Support Bromsgrove) – the Councils could seek to work with these networks and the partnerships to underpin future economic and community recovery.
4. Be consistent in internal communications and explore opportunities for two-way internal communications
5. Develop a clear action plan to implement your digital and customer strategy, recognising that a focus on digital and customer experience requires both technology and process change. Make this a clear element of your plans to improve effectiveness and efficiency.
6. Undertake a self-assessment against CIPFA’s new Financial Management Code
7. Ensure that budget manager engagement and ownership is invested in to make self-service a success
8. Strengthen financial forecasting to underpin the refreshed approach to financial management
9. Encourage all levels of the organisation to clearly and succinctly articulate their role in delivering financial sustainability
10. Utilise external commercial expertise to ensure delivery of agreed priorities

4. Next steps

We appreciate the councils will want to reflect on these findings and suggestions with the senior managerial and political leadership in order to determine how the organisation wishes to take things forward.

As part of the peer review/challenge process, there is an offer of further activity to support this. The Local Government Association (LGA) is well placed to provide additional support, advice and guidance on a number of the areas for development and improvement and we would be happy to discuss this. Helen Murray is the main contact between your authority and the LGA. Her contact details are: Tel. 07884 312235 and Email helen.murray@local.gov.uk.

In the meantime, we are keen to continue the relationship we have formed with the councils throughout the peer challenge. We will endeavour to provide additional information and signposting about the issues we have raised in this report to help inform ongoing consideration.

Clare Hudson

On behalf of the peer team:

- Matt Prosser, Chief Executive, Dorset Council
- Cllr Paul James, Former Leader, Gloucester City Council
- Cllr John Kent, Former Leader, Thurrock Council
- Bindu Arjoon, Director, Exeter City Council
- Claire Taylor, Corporate Director Customers & Organisational Development, Cherwell DC and Oxfordshire CC
- Karen Iveson, Chief Finance Officer Selby DC and Assistant Director North Yorkshire CC
- Raj Khera, LGA membership engagement officer
- Clare Hudson, LGA Peer Challenge Manager

Annex A**Further Recommendations from original Peer Challenge report - 2018**

1. Be clear about how you identify when something is no longer a corporate priority – and what it means
2. When change is introduced guarantee that it is introduced with greater pace and rigour – with clear lines of accountability at the officer and political level
3. Invest more time in considering what role all levels of the organisation contribute towards corporate aims – transformation is everyone's role. Ensure that transformation is adequately resourced with clear programme and project governance, and appropriate skills.
4. Management approaches need more consistency to support the development of a single corporate culture
5. Establish greater consistency in the foundations of shared services – ICT, HR, Finance should all be enablers of change
6. Re-examine your existing commitments and have an honest conversation about whether they are sustainable, relevant or appropriate
7. Evaluate the opportunities for maximising your influence – and focus your energy and leadership on where you can be most effective
8. Take action at Bromsgrove District Council to raise the conduct of political debate so that it is constructive and does not undermine the council's reputation, as well as the local government sector
9. Review processes for supporting members at council meetings, and where necessary, implement change to ensure members are well supported
10. Ensure that boundaries between officers and members are publicly clarified and that their implementation is regularly reviewed
11. Review Council Procedures to ensure that they can support constructive debate
12. Ensure that report proofing procedures are 'watertight' and errors are not published
13. Establish clearer lines of accountability for the leadership and delivery of major programmes and projects – that is appropriately dispersed throughout the organisation to mitigate potential risk in investing too much in one role.

14. Financial accountability needs greater ownership across the organisation
15. Budget planning needs to be more focused on future financial sustainability and not simply meeting service needs and short term demands
16. Be clearer about how you track progress and manage risk – on delivering savings and key projects
17. Establish a transparent, regularised and proportionate system of reviewing and amending recharges between the two councils – rather than leaving it to specific service areas
18. Expedite the business case and implementation of a new finance system
19. Consider how to meet customer need and expectation within your financial options using the systems thinking approach. This will help you identify what matters to the customer and design efficient processes to meet this need, removing service boundaries where required.
20. Consider how to re-align your customer strategy to most effectively meet customer need within your identified priorities.
21. Consider the impact that digital transformation of services can have, releasing capacity whilst improving the customer experience – develop and implement a single digital strategy.
22. Develop a clear plan to assess what high volume low complexity transactions can be directed towards more cost effective channels. There is no tension between this and a systems thinking approach - many customers expect and are happy to access council services by means other than face- to-face- as indeed they do for services from other public and private organisations.

This page is intentionally left blank

EXECUTIVE COMMITTEE

8th September 2020

Finance Monitoring Quarter 1 2020/21

Relevant Portfolio Holder	Councillor David Thain, Portfolio Holder for Corporate Management
Relevant Head of Service	Jayne Pickering, Executive Director Finance and Corporate Resources
Non Key Decision	

1. Purpose and summary

To report to Executive on the Council's financial position for Revenue and Capital for the financial period April 2020 – June 2020.

2. Recommendations

The Executive Committee is asked to resolve

- 2.1 The current financial position in relation to revenue and capital budgets for the period April 2020 – June 2020 as detailed in the report.

That Executive recommend to Council

- 2.2 Approval that the training budgets held within the service Human Resources Service are combined and therefore operating in a shared services environment meaning that any training provided to our staff is beneficial to both councils as we upskill our workforce. (See 3.4)

3. Revenue budgets

- 3.1 This report provides details of the financial performance of the Council. The report reflects the finances across all of the New Strategic Purposes to enable Members to be aware of the level of funding attributed to each area and how this compares to budget. The summary below shows the financial revenue position for the Council for 2020/21.
- 3.2 Financial reports are sent to budget holders on a monthly basis. As part of this process a detailed review is undertaken with support from the finance team to ensure that all issues are considered and significant savings or cost pressures are addressed. This report explains the key variances to budget for 2020/21.

EXECUTIVE COMMITTEE

8th September 2020

- 3.3 The £9.702m original budget as included in the table below is made up of the budget approved in February 2020.

In addition the Latest Budget 2020/21 of £10.127m includes transfers from reserves of £425k which is shown in appendix 2.

Revenue Budget Summary – Overall Council Financial Year 2020/21

Please note figures have been rounded

Strategic Purpose	Original Budget 2020/21 £'000	Revised budget 2020/21 £'000	Budget to date 2020/21 £'000	Actuals to date 2020/21 £'000	Variance to date 2020/21 £'000
Aspiration, work & Financial independence	663	672	406	449	43
Communities which are safe, well maintained and green	4,203	4,490	1,112	966	-146
Enabling the Authority	2,731	2,705	573	581	8
Finding somewhere to live	1,055	1,055	264	256	-7
Living independent, active & healthy lives	664	666	-137	-120	17
Run and grow a successful business	386	540	240	315	244
Totals	9,702	10,127	2,458	2,617	160
Corporate Financing	-9,702	-10,127	-4,542	-2,544	-2
Grand Total	0	0	-2,084	-1,927	158

Financial Commentary:

There are a number of variances across the strategic purposes. The summary above shows the 2020/21 revenue position for the Council for the first quarter and the main variations are as a result of:

Aspiration, work & Financial independence (£43k overspend)

EXECUTIVE COMMITTEE**8th September 2020**

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

- There have been some additional costs required within Benefits subsidy for Benefit payments on B&B's due to the Covid pandemic **£70k**.
- Revenues have some salary savings due to a pending service review **£21k**.

Communities which are safe, well maintained and green (£146k saving)

These budgets include those relating mainly to Environmental Services, Planning, CCTV and other activities to deliver against the purpose to ensuring an area is a safe and attractive place for the community.

The variances to report are :

- There is a saving within the Anti-Social behaviour team budgets due to salary vacancies which are being addressed in a service review. The underspend, however, will be offset against the overhead recharge to the HRA (shown in enabling services) due to the service being 100% attributable to the HRA of £24k.
- Core Environmental operations have an underspend in quarter 1 due the strategic routes teams having low vehicle costs as a result of restricted work due to Covid **£11k**.
- The place teams are also showing savings which is due to salary savings on temporary vacant posts and small underspends on supplies and services as a result of Covid **£22k**.
- There are some salary savings in the tree management team following a services delivery review **£37k**.

Enable others to work/do what they need to do (to meet their purpose) (£8k overspend)

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

- There is an underspend within Asset & Property Management due to sites being closed as a result of Covid **£40k**.
- Corporate services are currently showing an overspend due to vacancy management and enabling savings targets held within this service. These will be dealt with going into quarter 2 as detailed in the savings monitoring see point 4 below **£80k**.
- Customer Services have savings on salaries and secondments and this is currently being reviewed **£38k**.
- Human resources also have underspends on salaries which will also reviewed going into the second quarter of 2020/21 **£21k**.

Finding somewhere to live (£7k saving)

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

EXECUTIVE COMMITTEE

8th September 2020

- There are no material individual variances in quarter 1 to report.

Living independent, active & healthy lives (£17k overspend)

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

- There is a shortfall in income within community transport/Dial-a-ride and shopmobility due to the impact of Covid **£43k**
- Parks and events have savings as events have not taken place also due to Covid along with also having some temporary salary savings **£29k**

Run and grow a successful business (£244k overspend)

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

- Assets & Facilities management have a reduction in income in the first quarter and will review this going into quarter 2 **£19k**
- Business development have seen reduced income from their learning online services which is a due to the Impact of Covid **£29k**
- Licenses income has also seen reduced income stream in the first quarter of 2020/21 which they hope will increase going into the second and third quarter of the year **£15k**.
- There is currently a variance within the client payment to Rubicon Leisure of **£170k** to quarter 1. This is as a result of the net loss of income following the forced closure of the sites due to the Government legislation during the Covid pandemic. The Shareholder Committee receives financial and performance reports to enable the Council to understand the Company financial position.

Corporate Financing (£2k saving)

- There are no material individual variances in quarter 1 to report.

3.4 Training Budgets – Human Resources

The request that the training budgets are shared will ensure a smoother delivery of our current training programme.

Currently the training budgets are held separately at each authority requiring resources from both Finance and HR to administer and recharge every course undertaken by an employee based on a percentage split. As the head count is comparable at each authority and the training budgets are similar in size, it is proposed to move to a shared services arrangement for the training budget,

EXECUTIVE COMMITTEE

8th September 2020

mirroring how employee salaries are managed. It is proposed that the training budgets are combined and held by Redditch as the HR service is hosted by Redditch.

The budget allocations currently are: (excluding the HRA and Worcestershire Regulatory Services)

BDC £133,412

RBC £106,720

It is proposed that each authority will have £106,000 in a shared training budget. The remaining £27k from BDCs allocation will be retained separately by BDC.

4. Savings Monitoring

The medium term financial plan included £467k of savings identified to be delivered during 2020/21 the breakdown of these savings is attached at appendix 3. £45k of these identified savings is in relation to reductions in enabling costs.

To quarter 1 £52k identified savings have been realised against the budgeted April to June savings of £117k

Officers are working through the vacancy savings targets and reductions in enabling costs to enable these to be shown from quarter 2 in addition to any further savings that can be delivered.

5. Cash Management

5.1 Borrowing

As at the 30th June 2020 there is no short term borrowing and £103.929m in long term borrowing with associated costs in the quarter of £888k. All long term borrowing costs relate to the HRA.

An interest payable budget has been set of £341k for 2020/21 due to expenditure relating to current capital projects.

5.2 Investments

At of the 30th June 2020 we had placed £5.5m in investment accounts to generate an income for the Council.

An interest receivable budget has been set of £209k for 2020/21 for any investments we make.

EXECUTIVE COMMITTEE

8th September 2020

6. Capital Budgets

**Capital Budget Summary – Overall Council
 Financial Year 2020/21**

Please note figures have been rounded

Strategic Purpose	Original Budget 2020/21 £'000	Revised budget 2020/21 £'000	Budget to date 2020/21 £'000	Actuals to date 2020/21 £'000	Variance to date 2020/21 £'000
Communities which are safe, well maintained and green	1,447	1,447	378	117	-261
Enabling the Authority	2,038	2,038	2,009	2,050	41
Living independent, active & healthy lives	40	40	10	16	6
Run and grow a successful business	250	250	62	65	2
Totals	3,775	3,775	2,460	2,249	-211

Financial Commentary:

- *Please note capital carry forwards from 2019/20 are not included in the above figures – please see appendix 4 – these budgets now approved will be loaded for quarter 2 monitoring.*

Communities which are safe, well maintained and green

The main variances for this strategic purpose relate to the following projects;

- One of the main projects within this strategic purpose is the capital budget for the Vehicle replacement. Whilst some spend has commenced there are final specifications with service areas for remaining vehicle orders to be placed by the end of September 2020.
- The capital budget for the Locality scheme whilst it has progressed they have now been temporarily delayed due to Covid issues.

Enabling the Authority

EXECUTIVE COMMITTEE8th September 2020

- The variance for this strategic purpose relates to the New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 a request has made to re-profile some of the budget into the first quarter of 2020/21 from the last financial year.

Living independent, active & healthy lives

- The slight overspend relates to the upgrading of the hardwired lifeline schemes however the budget has been requested to be carry forward from last financial year.

Run and grow a successful business

- This capital budget is for the public buildings project which has commenced in the first quarter of 2020/21.

7. Housing Revenue Account

Appendix 1 details the financial position for the Housing Revenue Account (HRA) for the period April 2020 – June 2020.

8. Earmarked Reserves

The position as at 30th June 2020/21 is shown in Appendix 2.

9. General Fund Balances

The General Fund Balance as at the 31st March 2020 is £1.599m. A balanced budget was approved in February 2020 to include identified savings which have been built into individual budget allocations. This also included a planned return to balances for 2020/21 of £82k. The current level of balances will therefore increase to £1.681m with recommended level of balances of £750k.

10. Legal Implications

No Legal implications have been identified.

11. Service/Operational Implications

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

12. Customer / Equalities and Diversity Implications

No direct implications as a result of this report.

EXECUTIVE COMMITTEE

8th September 2020

13. Risk Management

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

APPENDICES

Appendix 1 - HRA Outturn April – March 2020/21

Appendix 2 - Earmarked Reserves 2020/21

Appendix 3 - Savings Monitoring 2020/21

Appendix 4 – Capital carry forwards 2019/20

Appendix 5 - Strategic Purpose detail (for PHB)

Author of the report

Name: Kate Goldey – Senior Business Support Accountancy Technician

E-mail: k.goldey@bromsgroveandredditch.gov.uk

Tel: (01527) 881208

Appendix 1

HOUSING REVENUE ACCOUNT (HRA)**REVENUE 2020/21 Quarter 1**

	2020/21 Full Year Budget £'000	2020/21 Budget to Date Apr - Jun £'000	2020/21 Actuals Apr - Jun £'000	2020/21 Variance Apr - Jun £'000
<u>INCOME</u>				
Dwelling Rents	23,083	6,252	6,233	19
Non-Dwelling Rents	537	412	415	-3
Tenants' Charges for Services & Facilities	667	220	204	16
Contributions towards Expenditure	44	11	19	-8
Total Income	24,331	6,895	6,871	24
<u>EXPENDITURE</u>				
Repairs & Maintenance	6,038	1,495	867	-628
Supervision & Management	8,249	863	634	-229
Rent, Rates, Taxes & Other Charges	294	74	0	-74
Provision for Bad Debts	182	0	0	0
Depreciation & Impairment of Fixed Assets	5,715	0	0	0
Interest Payable & Debt Management Costs	4,179	0	0	0
Total Expenditure	24,657	2,432	1,501	-931
Net cost of Services	326	-4,463	-5,370	-907
Net Operating Expenditure	326	-4,463	-5,370	-907
Interest Receivable	-118	0	0	0
Revenue Contribution to Capital Outlay	0	0	0	0
Use of Balances	-208	0	0	0
Transfer to Earmarked Reserves	0	0	0	0
(Surplus)/Deficit on Services	0	-4,463	-5,370	-907

Financial Commentary:

Appendix 1 details the financial position for the Housing Revenue Account (HRA) for the period April - December 2020

The major variances are due to the following:

- Repairs & Maintenance: Due to covid restrictions the R&M teams have had limited access to properties. Consequently, expenditure is lower than normal.
- Supervision & Management: the variance is predominantly due to vacant posts pending the ongoing review of the Housing function and professional fees yet to be incurred/invoiced
- Rents, rates & taxes: Awaiting insurance premium costs

For items where budgets to date show as zero this is due to these costs being allocated as part of the year end accounting processes

HRA CAPITAL 2020/21 Quarter 1**Strategic Purpose****Help Me to Find Somewhere to Live in my Locality**

	2020/21 Full Year Budget £'000	2020/21 Budget to Date Apr - Jun £'000	2020/21 Actuals Apr - Jun £'000	2020/21 Variance YTD £'000
1-4-1 Housing Replacement	3,200	636	469	-167
Bathroom Renewals	105	26	0	-26
Kitchen Renewals	180	45	1	-44
Catch Up Repairs	0	0	4	4
Asbestos Removal	400	100	39	-61
Structural	30	8	6	-2
Roofing	270	68	0	-68
Electrics	888	222	9	-213
Gas Central Heating	416	104	23	-81
Windows	100	25	5	-20
Balcony Replacements	150	38	0	-38
disabled adaptations	700	175	7	-168
Water Supply	50	13	0	-13
Excellent Estates	350	88	14	-74
FRA Works	0	0	21	21
Stock Condition Survey	0	0	21	21
Fencing Replacements	90	23	0	-23
New Housing System	469	117	80	-37
Door Access Systems	72	18	0	-18
Electric Heating	42	11	0	-11
Electrics - Catch up works	624	156	0	-156
Door Renewals	20	5	0	-5
Hard Wire Smoke Detector Installation	378	95	0	-95
Damp & Mould	38	10	0	-10
Fire Safety	82	20	0	-20
works on buy backs	270	68	0	-68
Compartmentation Works	1,800	450	0	-450
Bin Stores	200	50	0	-50
Design & Supervision	300	0	0	0
	11,224	2,571	699	-1,872

Financial Commentary:

The projects form the basis of an interim capital improvement plan pending the outcome of a comprehensive stock condition survey. The survey will be used to inform the budgets required for the 30 year business plan.

Works are also currently being undertaken on a needs only basis pending the survey outcome

1-4-1 Housing Replacement: properties built or purchased using 1-4-1 capital receipts generated from Right to Buy sales

Description	Balance b/fwd 1/4/2019	Budgeted Release 2019/20	Revised Balance b/fwd 1/4/2019	Transfers in existing reserve 2019/20	Transfers out existing reserve 2019/20	New Reserve 2019/20	C/fwd 31/3/2020	Planned use for 2020/21 Budget	Comment
GF Earmarked Reserves	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Community Development	(66)	0	(66)	0	0	0	(66)	0	To support the costs associated with community projects
Community Safety	(302)	0	(302)	0	272	0	(30)	0	External grant funding to be released over a number of years on Community Safety Projects ongoing
Corporate Services	(150)	0	(150)	0	0	0	(150)	0	Funding to support potential costs of future service reviews.
Economic Growth Development	(330)	0	(330)	0	0	0	(330)	0	To fund the Economic Development opportunities across the District
Electoral Services	(44)	0	(44)	0	0	0	(44)	0	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
Equipment Replacement	(48)	0	(48)	0	0	0	(48)	0	ICT equipment reserve
Financial Services	(132)	0	(132)	0	0	0	(132)	0	Brexit reserve and also funds to support the new enterprise system
Corporate Financing	(1,997)	0	(1,997)	0	0	0	(1,997)	0	The reserve has been created to offset the loss on Business rates collection and appeals in 2019/20.
Housing Benefits Implementation	(269)	0	(269)	0	0	0	(269)	0	Specific welfare reform grant received
Housing Support	(746)	0	(746)	0	0	0	(746)	50	Government Specific Grant - annual funding
Land charges	(9)	0	(9)	0	0	0	(9)	0	To fund potential litigation in relation to Land Charges
Land Drainage	(129)	0	(129)	0	0	0	(129)	0	To support costs associated with health and safety issues within the environment
Parks and Open spaces	(8)	0	(8)	0	0	0	(8)	0	To fund a review of the local allotments.
Planning	(669)	0	(669)	0	153	0	(516)	0	Custom build grant to provide support to the council towards expenditure lawfully incurred in relation to the provision and maintenance of a self-build register. Along with grants for One Public estates, Business Improvemnets district grant and Town deals grant.
Sports Development	(68)	0	(68)	0	0	0	(68)	0	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
Town Centre	(2)	0	(2)	0	0	0	(2)	0	To support improvements in the Town Centre High Street
Warmer Homes	(12)	0	(12)	0	0	0	(12)	0	To support the costs associated with community projects (repair)
Totals	(4,981)	0	(4,981)	0	425	0	(4,556)	50	
HRA Capital Reserve									
Capital Reserve-HRA	(15,324)	0	(15,324)	0	0	0	(15,324)	0	Reserve to enable the debt repayment on HRA, and future repairs and maintenance along with support for the Housing Growth Programme.
Totals	(15,324)	0	(15,324)	0	0	0	(15,324)	0	

This page is intentionally left blank

SAVINGS & ADDITIONAL INCOME - RBC

APPENDIX 3

Department	Service	Strategic Purpose	Description of saving	2020-21 £'000	2020-21 Apr - June £'000	Quarter 1			
						On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
Business Transformation	Human Resources	Enabling	Savings on car mileage budget	-2	-0	Y			
Community Services	Lifeline	Living independent, active & healthy lives	Additional income for digitalised systems	-17	-4	N		Y	4
Community Services	Community Services - Shopmobility	Living independent, active & healthy lives	Savings arising from a new model of working the shopmobility service	-1	-0	N		Y	25
Community Services	Community Transport	Living independent, active & healthy lives	Dial - a Ride savings	-90	-23	N		Y	15
Corporate Services	Communications & Print	Enabling	Additional Saving from New Print Contract	-10	-3	Y			
Corporate Services	Corporate Services	Enabling	Management Review	-54	-14	Y			
Corporate Services	Corporate Services	Enabling	Reduction in enabling costs - 1% per annum	-45	-11	N		Y	11
CAFS	Customer Access & Financial Support	Aspiration, work & financial independence	Service restructure	-30	-8	N		Y	8
Environmental Services	Core Environmental Operations	Communities which are safe, well maintained & green	Inflation on income from WCC for underpass maintenance	-2	-0	Y			
Environmental Services	Engineering	Communities which are safe, well maintained & green	Inflation on income from WCC for land drainage	-2	-0	Y			
Environmental Services	Transport	Enabling	Additional income from MOTs.	-3	-1	N		Y	1
Environmental Services	Place Teams	Communities which are safe, well maintained & green	Inflation on income from WCC for verge maintenance	-3	-1	Y			
Environmental Services	Engineering	Communities which are safe, well maintained & green	Income from WCC for design services provided by Engineering & Design Team	-3	-1	N		Y	1
Environmental Services	Bereavement Services	Communities which are safe, well maintained & green	Additional income from changes in structure re commercialism	-11	-3	Y			
Finance & Resources	Finance	Enabling	Insurance contract saving	-80	-20	Y			
Family support	0-19 Prevention and Early Intervention Service	Enabling	Income for new contract for Prevention and Early Intervention service	-32	-8	Y			
Legal & Democratic Services	Democratic Services	Enabling	Budget no longer required	-3	-1	Y			
Legal & Democratic Services	Democratic Services	Enabling	Budget no longer required	-10	-3	Y			
Legal & Democratic Services	Legal Services	Enabling	Additional income from HRA recharge	-34	-9	Y			
Leisure & Cultural	Business Development - Business	Run and grow successful business	Community centre no longer in use - Hawthorn Road	-1	-0	Y			
Leisure & Cultural	Business Development - Cultural	Communities which are safe, well maintained & green	Additional income from civic suite	-1	-0	Y			
Leisure & Cultural	Business Development - Cultural	Communities which are safe, well maintained & green	Reduction in advertising budget civic suite	-1	-0	Y			

Department	Service	Strategic Purpose	Description of saving	2020-21 £'000	2020-21 Apr - June £'000	On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
Leisure & Cultural	CMT	Enabling	Professional fees budget saving	-17	-4	Y			
Planning & Regeneration	Development Management	Communities which are safe, well maintained & green	Savings on car mileage budgets	-2	-1	Y			
Planning & Regeneration	Planning Policy	Communities which are safe, well maintained & green	General supplies and services budget savings	-5	-1	Y			
Planning & Regeneration	Building Control	Communities which are safe, well maintained & green	General supplies and services budget savings	-1	-0	Y			
RBC Reg Client	Licensing	Run and grow successful business	Inflationary increase on income	-1	-0	Y			
RBC Reg Client	Licensing	Run and grow successful business	Inflationary increase on income	-3	-1	Y			
Rubicon Client	Rubicon Client	Run and grow successful business	Saving due to AVVC being run by Rubicon	-4	-1	Y			
TOTAL				-467	-117		0		65

Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
				£'000	£'000	£'000	£'000	
Public Building	CAFS	keep my place safe and looking good	borrowing/capital receipts	374	198	-176	176	The project has had delays and a service restructure therefore a request is made to roll forward of the balance £176,308
Small Area Improvements	Community Services	keep my place safe and looking good	borrowing/capital receipts	40	0	-40	40	A request is made to roll forward the budget as there has been no requests this financial year for help with community safety/security project this year
Upgrade hardwired lifeline schemes	Community Services	help me live my life independently	borrowing/capital receipts	29	16	-13	13	The project has commenced and will be ongoing and will therefore require the balance carried forward into 2020/21.
Home Repairs Assistance	Community Services	help me live my life independently	borrowing/capital receipts	60	12	-48	48	Discretionary home repairs assistance is underspent which is due to a lack of applications being received despite advertising so a request to roll forward is made to 2020/21.
Disabled Facilities Grant	Community Services	help me live my life independently	DFG grant	1,381	663	-718	718	It is to be requested to carry forward an underspend on the Disabled Facilities Grants due to delays in referrals from occupational therapists.
HMO Grants	Community Services	help me live my life independently	borrowing/capital receipts	43	25	-18	18	Small underspend requested to be rolled forward due to a growing need now required for these grants. A request for an increase in the capital budget for next year has also been made in the outturn report.
Energy & Efficiency Installs.	Community Services	help me live my life independently	borrowing/capital receipts	110	20	-90	90	This fund has been unable to be spent this year due to the need to procure the energy advice service prior to restarting the Bromsgrove Energy Efficiency Fund. However the energy advice service has now been procured and has commenced in the final quarter of the financial year and will continue through to March 31st 2022
Camera Replacement programme	Community Services	keep my place safe and looking good	borrowing/capital receipts	139	94	-44	44	part of the bigger CCTV project part funded by PCC ongoing works roll forward last year spend funded from Pcc (£83,904)
Improved Parking Scheme (includes locality funding)	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	240	159	-81	81	The Improved Parking Schemes were all completed except for Ashton Close. Extensive Gas diversion works were required in advance of the main construction works commencing on site. However, due to Cadent's extensive lead-in period to undertake such gas diversion works, no construction works have been possible on site to date.
Vehicle replacement	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	231	108	-122	122	£40k – dial-a-ride decided that this additional bus was not required. Carry forward - £25k orders placed for the new Luton van delivery expected March 2020 but delayed due to COVID 19. £36k unfortunately by the time the specification was agreed with the service area there was not time to undertake the correct procurement exercise. £45k orders placed for the new mowers delivery expected March 2020 but delayed due to COVID 19. £3.5k order placed for trailer with expected March 2020 but delayed due to COVID 19. £26k – Due to the reduction in Forestry Crews and spare chippers available it was not necessary to purchase this at this time requested by service area to carry forward
Locality Capital Projects	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	325	231	-94	94	There is an underspend due to delays on certain schemes and therefore only a few Locality Schemes commencing on site. Such schemes have been completed, those being Batchley Shops Infrastructure Improvements, and the submission of the Planning Application for Green Lane, Studley - Highway Improvement Scheme. Unfortunately, Stratford DC have to refused the first application as they were against the residential development element of the scheme. Therefore, the scheme has been withdrawn, and is to be re-submitted when design revisions are complete with the residential development elements being omitted, and the proposal will only cover the removal of the bridge structure and embankments and providing an at-level pedestrian and cycle crossing.
Wheellie Bin purchase	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	115	76	-39	39	The original budget for 2019/20 was £74,500, which is closely in line with our actual expenditure, but we had carry forward of approx. £37,000 from the 2018/19 financial year. This was as a result of some costs for the Garden waste service being incurred in the 2017/18 financial year rather than the 18/19 year as originally expected, and less of the new developments coming online than expected during 2017/18. We had expected higher take up of our garden waste service in 2019/20, and we seem to have remained at a steady level on new development rather than seeing a double hit with development expected in 2018/19 completing in 2019/20 alongside the other developments we had forecast for 2019/20. The money put in to be carried over into 2020/21 is effectively the money brought forward from 2018/19. We are reviewing our existing stock of large communal bins at Flats across Redditch housing stock in 2020, and expect to have higher costs in replacing damaged stock during the 2020/21 financial year as a result, so expect to utilise this carried forward funding on that.
Replacing the fixed four post vehicle lift within the workshop with a mobile four column lift	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	25	0	-25	25	The workshop four poster ramp is being replaced by mobile column lifts from Totalkare, delivery expected March 2020 but delayed due to COVID 19. New delivery date now for August 2020.
Car Park Maintenance	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	26	21	-5	5	Resurfacing to Kenilworth Close car park planned to take place by Contractor for last week in March. Unfortunately works cancelled due to COVID-19 shut down procedures being implemented.
New Finance Enterprise system	Finance	Enabling	borrowing/capital receipts	455	237	-218	218	New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 and a request is made to re-profile some of the budget into the first quarter of 2020/21.
Regeneration Fund	Finance	keep my place safe and looking good	borrowing/capital receipts	4,125	899	-3,225	3,225	There have been limited opportunities for investment properties during the year and therefore the budget will be requested to be carried forward into 2020/21.
Sports Contributions to support improvements to Outdoor facilities at Terry Field	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 - 2014/311/FUL	30	0	-30	29	The works are now expected to be completed Spring / summer 2020
Investment into Health and Fitness Facilities	Leisure & Cultural Services	Provide good things, for me to see, do and visit	s106 / Reserve £10k	29	0	-29	29	The spec is being developed to get quotations to spend in Q1 20/21
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	172	0	-172	172	Following consultations the spec is now developed and works are expected to commence in Autumn 2020
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	184	0	-184	184	Following consultations the spec is now developed and works are expected to commence in Autumn 2020
Terrys Field - Sports Contribution to support existing approved funding at	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 - 2014/323/FUL. Former Swimming Baths, Hewell	9	0	-9	9	The works are now expected to be completed Spring / summer 2020

Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
				£'000	£'000	£'000	£'000	
Maintenance and improvements to playing pitches and sports facilities in Feckenham Cricket ground	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 2016/347/FUL - The Paddocks astwood lane	18	15	-3	3	The works are now expected to be completed Spring / summer 2020
Improvement to Morton Stanley -Play Area for toddler and junior play	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	80	0	-80	80	This project should be started summer 2020 following consultations and bid for funding for café and toilets
Improvement to Morton Stanley Open Space	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	26	0	-26	26	This project should be started summer 2020 following consultations and bid for funding for café and toilets
Improvement to Sports Pitches infrastructure in Morton Stanley Park	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	99	0	-99	99	The works are now expected to be completed Spring / summer 2020
Improvement to original Pump Track at AVCP	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	61	0	-61	61	This project will start Autumn 2020 after bid to sport england for additional contribution
Improvement of 'Green Parking' at Arrow Valley South	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	17	0	-17	17	The project has been delayed by bad weather and Covid and therefore will now be completed summer 2020
Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	22	0	-22	22	The contractors are to be appointed and works are therefore to take place during 20/21
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	147	0	-147	147	The contractors are to be appointed and works are therefore to take place during 20/21
Pitch or sports facilities improvements at the Abbey Stadium	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	17	0	-17	17	The works are now expected to be completed Spring / summer 2020
POS/Play improvements to Forge Mill (24,528 POS and 26,700 Play) and Bordesley Abbey Visitor Centre. E1	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	51	0	-51	51	The works are now expected to be completed Spring / summer 2020
Removal of 5 weirs through Arrow Valley Park	Leisure & Cultural Services	keep my place safe and looking good	borrowing/capital receipts	437	0	-437	437	The works are now expected to be completed Spring / summer 2020
Morton Stanley Play, Sport and Open Space Improvements (General)	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	333	0	-333	333	The works are now expected to be completed Spring / summer 2020
Open space improvements - North Moons moat	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	3	0	-3	3	We are currently working with the moons moat community group and the project is now expected to be finalised in the spring and summer 2020/21
Improvements at Business Centres	Planning & Regeneration	help me run a successful business	borrowing/capital receipts	80	6	-74	74	It was hoped the project to be 50% complete by year end but unfortunately due to covid-19 this has slowed down the progress. Therefore due to the circumstances it is requested this to be rolled forward into the new financial year.
			Total	9,531	2,782	-6,749	6,748	

REDDITCH BOROUGH COUNCIL**RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES****SUBJECT: FEES FOR STREEET TRADING LICENCES****BRIEF STATEMENT OF SUBJECT MATTER:**

Members have already agreed to endorse the provisions in the Business and Planning Act 2020. Members are now invited to approve the final version of the Policy Statement on Pavement Licences and to agree that the Council should charge applicants the statutory fee of £100.

DECISION:**RESOLVED that**

- 1) the updated Policy Statement on Pavement Licences be approved; and**
- 2) the statutory fee of £100 be approved.**

(Council)**GROUND FOR URGENCY:**

This legislation is now in force and applications are being submitted. Therefore, the Council needs to approve the final policy and have the charging system in place immediately.

DECISION APPROVED BY:*(Deputy)* **CHIEF EXECUTIVE****EXECUTIVE DIRECTOR FINANCE & RESOURCES**
(if financial implications).....
(Signature) (Sue Hanley / Kevin Dicks - (D)CX).....
(Signature) (Jayne Pickering)**Date: 28th July 2020****PROPOSED ACTION SUPPORTED** *(amend as appropriate)*

..... (Signature) (Signature) (Signature) (Signature) (Signature)
<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>
MAYOR *	PF HOLDER	LEADER / LABOUR Group	LEADER / LDR CONSERVATIVE Group	CHAIR O&S Committee
Date:	Date:	Date:	Date:	Date:

Notes:

* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

Business and Planning Act 2020
Redditch Borough Council
Policy Statement on Pavement Licences

1.0 Background

- 1.1 The Business and Planning Act 2020 was passed to promote economic recovery and growth in response to the economic impacts of the global Covid-19 pandemic. The Act included urgent provisions designed to make it easier for premises in England serving food and drink such as bars, restaurants and pubs to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing.
- 1.2 Sections 1 to 10 of the Act create a temporary regime for the issuing of “pavement licences” by appropriate local authorities. Redditch Borough Council is the appropriate local authority for issuing pavement licences in the administrative area covered by the Council.
- 1.3 This new process introduces a streamlined and cheaper route for businesses such as cafes, restaurants and bars to secure a licence to place furniture on the highway. The aim of the legislation is to support businesses to operate safely while social distancing measures remain in place. The aim is to provide much needed income over the summer months and protect as many hospitality jobs as possible.
- 1.4 The temporary licensing regime is due to be in place until 30 September 2021 when these provisions are due to expire in accordance with section 10 of the Act.

2.0 Pavement Licence

- 2.1 A pavement licence is a licence granted by the local authority, or deemed to have been granted, which allows the licence holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes.
- 2.2 Licences can only be granted in respect of highways to which Part 7A of the Highways Act 1980 applies. In general terms, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over the Crown land are exempt (so a licence cannot be granted).
- 2.3 A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours.
- 2.4 A licence permits the business to use removable furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.
- 2.5 Furniture in this context means:
 - (a) Counters or stalls for selling or serving food or drink,
 - (b) Tables, counters or shelves on which food or drink can be placed,
 - (c) Chairs, benches or other forms of seating, and
 - (d) Umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink;
- 2.6 The Council would expect the type of furniture to be ‘in keeping’ with the local area.

3.0 Secretary of State's Guidance

- 3.1 In accordance with the requirements of section 8 of the Business and Planning Act 2020, the Council will have regard to any guidance issued under that section by the Secretary of State when dealing with the pavement licensing provisions contained in the Act.

4.0 Interaction with Part 7A of the Highways Act 1980

- 4.1 Part 7A of the Highways Act 1980 already provides a mechanism for local authorities to grant businesses permission to place objects or structures on the highway for any of the following:
- (i) for a purpose which will result in the production of income;
 - (ii) for the purpose of providing a centre for advice or information; or
 - (iii) for the purpose of advertising.
- 4.2 In Redditch Borough Council's area, permissions to put tables and chairs on the highway under Part 7A of the Highways Act 1980 are dealt with by Worcestershire County Council.
- 4.3 The new pavement licence regime runs alongside the provisions in Part 7A of the Highways Act 1980, which remain in place.
- 4.4 Any existing permissions issued under Part 7A of the Highways Act 1980 remain valid.
- 4.5 Those wishing to put removable furniture on the highway can apply for either a pavement licence under the Business and Planning Act 2020 or for permission under Part 7A of the Highways Act 1980.

5.0 Planning Permission

- 5.1 If a pavement licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid and remains in force.

6.0 Submission of Applications

- 6.1 Applications must be made on the Council's standard application form and must be submitted electronically to enquiries@worcsregservices.gov.uk along with the required supporting documentation and evidence that the required application fee has been paid.
- 6.2 The completed application must be accompanied by the following:
- A plan showing the location of the premises shown by a red line, so the application site can be clearly identified
 - A plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items of furniture that they wish to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.

- A copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million,
- Photos or brochures showing the proposed type of furniture (including the means of enclosure such as barriers) and information on potential siting of it within the area applied.
- Evidence of consent from neighbouring frontager(s) to use footway space outside their property (if applicable).

6.3 The Council has determined that the fee for making an application for a pavement licence is £100. The application fee is non-refundable in the event that the application is refused or withdrawn or if any licence granted is subsequently surrendered or revoked.

6.4 An application will not be considered complete until the application form, all required documents and the application fee have all been received. The public consultation period will not commence until the day after a complete application has been made.

7.0 Applicant's Duty to Give Notice of Application

7.1 The Act requires an applicant for a pavement licence to

- (a) On the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises, and
- (b) Secure that the notice remains in place until the end of the public consultation period which means the period of 7 days beginning with the day after that on which the application is made.

7.2 A template notice for use by applicants can be found at Annex A to this policy statement and can also be downloaded from

www.worcsregservices.gov.uk/licensing/pavement-licences.aspx

8.0 Consultation on Applications by the Council

8.1 Before determining an application, Redditch Borough Council will consult with the following bodies:

- Worcestershire County Council (The Highway Authority)
- West Mercia Police
- Hereford and Worcester Fire and Rescue Service
- North Worcestershire Economic Development and Regeneration
- Relevant Ward Member(s) of Redditch Borough Council

8.2 Details of applications received and the relevant public consultation periods for each application will also be published at:

www.worcsregservices.gov.uk/licensing/pavement-licences.aspx

9.0 Determination of Applications

- 9.1 Redditch Borough Council supports the aims of the Act and wants to help promote economic recovery and growth in its area and will therefore seek to grant applications for licences where possible.
- 9.2 However this aim has to be balanced with the need to ensure the issuing of pavement licences does not put public health or safety at risk, does not lead to antisocial behaviour or public nuisance and ensures that the public, particularly those with disabilities such as sight impairment are unhampered when walking along streets.
- 9.3 The Council will consider all of the relevant circumstances in determining applications and will treat each case on its merits.
- 9.4 The Council will not grant a licence when doing so would lead to any of the following effects:
- (a) preventing traffic, other than vehicular traffic, from—
 - (i) entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),
 - (ii) passing along the relevant highway, or
 - (iii) having normal access to premises adjoining the relevant highway,
 - (b) preventing any use of vehicles which is permitted by a pedestrian planning order or which is not prohibited by a traffic order,
 - (c) preventing statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or
 - (d) preventing the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.
- 9.5 When considering whether furniture put on a relevant highway by a licence holder pursuant to a pavement licence has or would have the effect referred to in paragraph (a) above, the Council will have regard in particular to the needs of disabled people, and the recommended distances required for access by disabled people as set out in guidance issued by the Secretary of State.
- 9.6 This list is not exhaustive, and the Council may refuse an application on other grounds including (but not limited to) where the granting of the licence would put at risk public health or safety, lead to antisocial behaviour or public nuisance or unreasonably hamper pedestrian's ability to move freely.
- 9.7 The Council will consider any objections or comments received in respect of the application during the public consultation period, whether made by the bodies consulted or any other person, before the application is determined.
- 9.8 Given the important role it undertakes in maintaining the safety of users of the highway, it is extremely unlikely that a licence will be granted where objections to an application are received from the highway authority, but in all cases the thoughts of all consultees will be considered.

9.9 Having considered any objections or comments received in respect of the application, the Council may:

- (a) Grant a licence subject to the standard conditions
- (b) Grant a licence subject to the standard conditions and any other reasonable conditions that are considered appropriate in the circumstances of the case
- (c) Refuse the application

10.0 Licences Deemed Granted

- 10.1 The Council aims to determine all applications within the determination period provided by the Act. That means that applications will be granted or refused within the period of 7 days beginning with the first day after the public consultation period.
- 10.2 If the Council does not make a determination by the end of the determination period, section 3 (8) of the Act provides that the licence for which the application was made is deemed to be granted by the Council to the applicant.

11.0 Licence Conditions

- 11.1 All pavement licences whether granted or deemed granted, will be subject to the Council's published standard conditions, which can be seen at Annex B to this policy statement.
- 11.2 All pavement licences whether granted or deemed granted, will also be subject to the statutory conditions provided for under section 5(4) of the Business and Planning Act 2020. The statutory conditions are shown at Annex C to this policy statement.
- 11.3 In addition to the standard conditions and statutory conditions, further reasonable conditions may be attached to individual licences as the Council considers appropriate in the circumstances of the case having regard to any comments or objections received during the public consultation period. The need for further conditions beyond the standard conditions will be considered on a case by case basis.

12.0 Duration of Licences

- 12.1 All licences granted by the Council will be valid for a period of 6 months or until 30 September 2021, whichever is the shorter, and will then expire.
- 12.2 Any licence deemed granted under section 3 (8) of the Act will be valid for a period of 12 months or until 30 September 2021, whichever is the shorter, and will then expire.

13.0 Enforcement and Revocation of Licences

- 13.1 The Council will always seek to rectify any issues arising as a consequence of the activities authorised by a pavement licence by engaging in informal discussions with the licence holder in the first instance.
- 13.2 However if this informal approach does not resolve the issues in a satisfactory way, then formal action can be taken as detailed below.

- 13.3 If the Council considers that a licence-holder has breached any condition of the licence, the authority may—
- (a) revoke the licence, or
 - (b) serve a notice on the licence-holder requiring the taking of such steps to remedy the breach as are specified in the notice within such time as is so specified.
- 13.4 If a licence-holder on whom an enforcement notice is served fails to comply with the notice, the Council may—
- (a) revoke the notice, or
 - (b) take the steps itself and recover the costs of doing so from the licence holder.
- 13.5 The Council may also revoke the licence if it considers that—
- (a) some or all of the part of the relevant highway to which the licence relates has become unsuitable for any purpose in relation to which the licence was granted or deemed to be granted,
 - (b) as a result of the licence—
 - (i) there is a risk to public health or safety, or
 - (ii) anti-social behaviour or public nuisance is being caused or risks being caused,
 - (iii) the highway is being obstructed (other than by anything done by the licence-holder pursuant to the licence),
 - (c) anything material stated by the licence-holder in their application was false or misleading, or
 - (d) the licence-holder did not comply with the duty to advertise their application.
- 13.6 All enforcement activity will be undertaken in line with the principles set out in the Regulator's Code.

14.0 Rights of Appeal

- 14.1 The Business and Planning Act 2020 does not provide any statutory right of appeal against a decision to refuse or revoke a pavement licence. Nor is there a statutory right of appeal against any enforcement notice served on a licence holder.
- 14.2 However, clear and justifiable reasons will always be provided if a licence is refused or revoked, or if an enforcement notice is served on a licence holder.

15.0 Hazards or Obstructions of the Highway

- 15.1 Notwithstanding the grant or deemed grant of a licence, the highway authority reserves the right to remove items that present a hazard or obstruction to highway users.

16.0 Review of this Policy

- 16.1 This policy covers the temporary provisions for the issuing of pavement licences under the Business and Planning Act which are scheduled to expire on 30 September 2021.
- 16.2 This policy may be reviewed from time to time should changes occur in relevant legislation, relevant social distancing measures or as a result of local considerations in the area.

ANNEX A

BUSINESS AND PLANNING ACT 2020

NOTICE OF APPLICATION FOR GRANT OF A PAVEMENT LICENCE

I / We(1)

Do hereby give notice that on (2)

I / we have applied to Redditch Borough Council for a pavement licence
at:

.....

..... (3)

Known as..... (4)

The application is for:

.....

..... (5)

Any person wishing to make representations to this application may do
so by writing to enquiries@worcsregservices.gov.uk by:

..... (6)

The application and information submitted with it can be viewed at:
www.worcsregservices.gov.uk/licensing/pavement-licences.aspx

Signed

Date (7)

Guidance notes on completing this notice of application.

Complete the notice by putting the following information in the numbered spaces:

- (1) Name of the applicant
- (2) Date the application is made (submitted)
- (3) Postal address of the premises
- (4) Name the premises is known by
- (5) Brief description of application (e.g outdoor seating to the front of the premises for serving of food and drink]).
- (6) Last date for representations being the date 7 days after the date the application is submitted to the local authority.
- (7) The date the notice was placed (must be the same date as (2) above)

On the same day that the application is made, a completed copy of this notice must be fixed to the premises so that it is readily visible to, and can be read easily by, members of the public who are not on the premises, and secure that the notice remains in place until the end of the public consultation period.

Failure to comply this requirement may lead to the revocation of any licence granted or deemed granted.

ANNEX B – STANDARD CONDITIONS FOR PAVEMENT LICENCES

1. The licence must only be used for the purpose of placing removable furniture on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the licence holder's business premises.
2. Furniture may only be placed within the area of the highway identified on the plan that accompanied the application for the licence.
3. The licence holder must ensure that furniture is positioned in such a way so as to ensure compliance with the relevant Government guidance on social distancing that is in place at any particular time and that staff can service the space regularly for cleaning and other purposes, in a manner that does not compromise their health and safety.
4. Furniture used on the highway is required to pose no risk to any users, to be durable and safe, and to be separated from the remaining footway by a means of enclosure such as barriers.
5. Clear routes of access along the footway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances suggested by guidance. A useable footway width of 1.8m should be maintained between area of the pavement licence, and any trafficked carriageway.
6. The licence holder shall not make excavations or indentations of any description whatsoever in the surface of the highway or place or fix any equipment of any description in the said surface.
7. Unless another more restrictive condition has been attached to the licence in response to particular concerns raised during the public consultation period, the licence holder must not place any furniture on the highway in pursuance of this licence before 08:00hrs on any day and must remove all furniture placed on the highway in pursuance of this licence when the premises closes or by 22:00hrs on any day, whichever is the earliest.
8. The licence holder must observe and comply with any direction made by a Police Officer, Fire and Rescue Officer, or authorised officer of the local authority in relation to the use of the highway, including any direction to remove furniture from the highway.
9. The licence holder must at all times hold a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million.
10. The area of the highway covered by the licence must be kept clean and tidy at all times. This will include washing down the area, and removing any refuse and litter on the highway in the vicinity of the removable furniture.
11. The licence holder shall not use or allow to be used any music playing, music reproduction or sound amplification apparatus or any musical instruments, radio, or television receiving sets in the area of the highway covered by the licence.
12. The licence holder must not allow customers using the area to engage in anti-social or disorderly behaviour.
13. The licence holder must ensure that the area covered by the licence is monitored regularly by staff to ensure that the conditions above are being adhered to.

ANNEX C – STATUTORY CONDITIONS FOR PAVEMENT LICENCES

1. Anything done by the licence holder pursuant to the licence, or any activity of other persons which is enabled by the licence, must not have an effect specified in section 3(6). These effects are:
 - (a) preventing traffic, other than vehicular traffic, from—
 - (i) entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),
 - (ii) passing along the relevant highway, or
 - (iii) having normal access to premises adjoining the relevant highway,
 - (b) preventing any use of vehicles which is permitted by a pedestrian planning order or which is not prohibited by a traffic order,
 - (c) preventing statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or
 - (d) preventing the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.
2. Where the furniture to be put on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence-holder must make reasonable provision for seating where smoking is not permitted.

This page is intentionally left blank

09/2020**REDDITCH BOROUGH COUNCIL****RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES****SUBJECT: Licensing Delegations and Deadline to Speak at Licensing Committee****BRIEF STATEMENT OF SUBJECT MATTER:**

The following urgent decisions are required to facilitate the continued functioning of Council business during the Covid-19 pandemic.

Members have previously agreed, in urgent decision 02/2020, subsequently extended at a meeting of the Annual Council held on 22nd June 2020, to delegate authority to the Head of Regulatory Services (Worcestershire Regulatory Services) to determine all matters in relation to Hackney Carriage and Private Hire Operators, vehicles and Drivers. A further extension to this delegation is requested for an extra three months, commencing 28th September 2020 to ensure that efficient Council business can continue during the current lockdown. Should the extension to this delegation not be granted Members and Officers would need to physically attend meetings at the Town Hall and to collectively inspect vehicles. This would place Members, Officers and potentially members of the public, specifically taxi drivers, at risk of breaking social distancing rules as well as of potentially spreading Covid-19.

The delegation to Officers does not apply in respect of meetings of the main Licensing Committee, which continue to take place, though in a virtual form on Skype for Business. Members of the public can register to speak at meetings of the Licensing Committee. Currently the Licensing Code of Practice, at Part 23 of the Council's constitution, requires interested members of the public to register to speak by 12 noon on the day of the meeting. Should this arrangement remain in place there would be limited time available to advise members of the public about arrangements for accessing the virtual Committee meeting or to offer to provide a practice session accessing a meeting on skype and that could result in some members of the public struggling to access the meeting. To address this problem, Officers are proposing that the deadline for members of the public to register to speak at meetings of the Licensing Committee should be brought forward to two clear working days before the meeting takes place. This arrangement would only apply temporarily, whilst meetings are taking place virtually, and would represent the same arrangement as that in place for public speaking for the Planning Committee whilst meetings are taking place virtually. An update copy of the Licensing Code of Practice, containing the suggested change to public speaking rules, has been attached to this urgent decision notice.

DECISION:**To RESOLVE that**

- 1) for a period of three months commencing 28th September 2020, the delegation to the Head of Regulatory Services (Worcestershire Regulatory Services) shall be to determine all matters in relation to Hackney Carriage and Private Hire Operators, Vehicles and Drivers; and**
- 2) the deadline for members of the public to register to speak at meetings of the Licensing Committee be 12 noon, two clear working days prior to the meeting. This requirement for public speaking at meetings of the Licensing Committee will apply temporarily whilst meetings are taking place virtually.**

(Council decision)**GROUND FOR URGENCY:**

These decisions are required urgently to ensure the continuation of Council business during the Covid-19 lockdown. Clarity is needed regarding public speaking rules at meetings of the Licensing Committee prior to the next meeting of Council as the agenda for the next Licensing Committee meeting, which will contain instructions about public speaking, will be published prior to the date of that Council meeting.

DECISION APPROVED BY:

(Deputy) **CHIEF EXECUTIVE**

EXECUTIVE DIRECTOR FINANCE & RESOURCES
(if financial implications)

.....
(Signature) (Sue Hanley / Kevin Dicks - (D)CX)

.....
(Signature) (Jayne Pickering)

Date: August 2020

PROPOSED ACTION SUPPORTED *(amend as appropriate)*

..... (Signature) (Signature) (Signature) (Signature) (Signature)
(Block Capitals)	(Block Capitals)	(Block Capitals)	(Block Capitals)	(Block Capitals)
MAYOR *	PF HOLDER**	LEADER / LABOUR Group	LEADER / LDR CONSERVATIVE Group	CHAIR O&S Committee
Date:	Date:	Date:	Date:	Date:

Notes:

* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

CODE OF PRACTICE IN RELATION TO LICENSING MATTERS UNDER THE LICENSING ACT 2003 AND THE GAMBLING ACT 2005

1. Introduction

- 1.1 The Licensing Act 2003 and the Gambling Act 2005 gave local authorities responsibility for deciding on licences for regulated entertainment, and the use of premises for gambling activities.
- 1.2 Elected Members fulfil different roles: being a Ward councillor, representing their communities is one of them.
- 1.3 Members of the Licensing Committee constitute the Local Licensing Authority and are charged with discharging the licensing functions of the Council. This is a broad and strategic role, discharged within the statutory licensing framework.
- 1.4 When sitting on a Licensing Sub-Committee the role of the elected member is to balance the multiple needs and interests of the community, while prioritising the licensing objectives if the relevant Act as a member of the Local Licensing Authority.
- 1.5 Good decision making relies on ensuring that councillors act in a way that is lawful and is clearly seen to be fair, open and impartial.
- 1.6 This guidance should be read in conjunction with other parts of the Constitution, including the Member Code of Conduct and the procedure rules for meetings. It is intended to assist councillors to participate in any of these roles at Licensing Committee, without:
 - (a) opening up the local authority to accusations of pre-determination, bias or maladministration; or
 - (b) leaving themselves open to allegations under the Members' Code of Conduct.

2. Declaration of Interests

- 2.1 Members must always declare their interests in accordance with the Council's Code of Conduct.
Whether they can participate and to what extent will depend on the nature of any interest, which will ideally need to be considered prior to a meeting or raised at the time with the Legal Advisor.
- 2.2 Each councillor is personally responsible for deciding whether s/he has an interest that should be declared and the extent to which they can or can not participate in a meeting and should seek advice from the Monitoring Officer as soon as they can.

3. Improper Influence

- 3.1 Members are also reminded of their obligation under the Code of Conduct not to use their positions as members to confer on or secure for themselves any advantage or disadvantage. This means that Members should not use anything which is available to them as Members (but which is not available to members of the public), e.g. access to officers or other Council members, or access to papers, to influence the outcome of a licensing application. Should a Councillor

have an interest in respect of an item before the Committee, they must observe the provisions of the Code of Conduct regarding their declaration of any such interest/s.

- 3.2 Each Councillor is personally responsible for deciding whether s/he has an interest that should be declared, although advice should be sought in advance from the Monitoring Officer, rather than having to have a discussion in the open forum at the meeting

4. Bias

- 4.1 Bias has been defined as an attitude of mind which prevents the [decision-maker] from making an objective determination of the issues that he has to resolve". The test for bias is 'whether a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility of bias'. The appearance of bias is sufficient to result in 'procedural impropriety'

- 4.2 Predisposition and Predetermination: Localism Act 2011

The law on bias and predetermination (which is a particular form of bias) is part of the general legal obligation to act fairly. The Localism Act 2011 codified the case law on predisposition and predetermination that had developed in the preceding years. Decision makers are entitled to be **predisposed** to particular views as it is acknowledged that it is almost inevitable that councillors may form some kind of prior view about the merits of a particular proposal. However, **predetermination** occurs where someone closes their mind to any other possibility beyond that predisposition, with the effect that they are unable to apply their judgment fully and properly to the issue requiring a decision.

- 4.3 Even where a councillor may have expressed a view about a matter, provided they demonstrate that they have come to the Committee "with an open mind" and will listen to all the material presented at the Committee before deciding on how to exercise their vote, this is acceptable. 'Predetermination' however, is not acceptable and would leave the decision open to challenge by Judicial Review.
- 4.4 It is each individual councillor's responsibility to consider whether their involvement with a particular matter / people / group, or their past comments or conduct before the decision-making stage, is such that it could give rise to a public perception that the councillor might not have an open mind. A councillor in this position will be judged on the objective test set out above – whether the reasonable onlooker with knowledge of the facts, would consider that s/he was biased. If in any doubt, early advice should be sought as to whether or not the councillor should be part of the decision-making process.
- 4.5 There will also be occasions when a Licensing Sub-Committee considers an application made by the Council itself, in respect of one of its buildings or a piece of its land. In such a situation, Members would not normally be excluded from the Sub-Committee in these circumstances as it would make the decision-making process unworkable, but any Member who has been a leading advocate for or against the application, or who is the Portfolio Holder responsible for the building or land concerned, should not sit on the Sub-Committee when such an application is considered. Applications made by the Council itself will always be referred to the Sub-Committee even where there are no representations, to minimise any potential appearance of bias on the part of the Council.

5. Lobbying of or by Councillors

- 5.1 The Licensing Act 2003 and the Gambling Act 2005 set out the grounds for making representations on licence applications and limits the parties which may make such representations. It should be borne in mind that one of the key aims of both pieces of legislation is to localise decision-making or 'democratise' the process and Members are therefore legitimately concerned with their locality and the needs/wishes of its constituents, including both the needs for entertainment facilities and employment, as well as the undesirability of crime and public nuisance.
- 5.2 Once a proposal is in the public domain, interested parties may seek to persuade Committee members, to either approve or refuse an application. Lobbying is a normal part of the political process, but unless care and common sense is exercised by all parties, lobbying can lead to the impartiality and integrity of a Committee member being called into question.

5.3 GUIDANCE

To avoid an appearance of bias the following rules should be adhered to:

- No Member sitting on the Licensing Sub-Committee can represent an applicant or another party. If s/he wishes to do so s/he must excuse him/herself from membership of the Sub-Committee which is considering the application and address the Sub-Committee as an Interested Party.
- If a Member who sits on the Licensing Sub-Committee is approached by persons wishing to lobby him/her as regards the licence application then that Member must politely explain that they cannot discuss the matter and refer the lobbyist to his/her Ward Member or the Licensing Officer who can explain the process of decision making. If the Member who sits on the Licensing Sub-Committee wishes to represent them then s/he will need to excuse him/herself from the Licensing Sub-Committee.
- Members who are part of the Licensing Sub-Committee must avoid expressing personal opinions prior to Licensing Sub-Committee decision. To do so will indicate that the Member has made up his/her mind before hearing all the evidence and that their decision may not be based upon the licensing objectives relating to each piece of legislation nor the Licensing Authority's policy statements.
- Political group meetings should never be used to decide how any Members on the Licensing Sub-Committee should vote. The view of the Ombudsman is that using political whips in this manner may well amount to findings of maladministration.
- Councillors must not be members of the Licensing Sub-Committee if they are involved in campaigning on the particular application.
- Other Members (i.e. those which do not sit on the Licensing Sub-Committee) need to be careful when discussing issues relating to matters which may come before the Licensing Sub-Committee Members as this can easily be viewed as bias or pressure and may well open that Sub-Committee Member to accusations of such. There is no prohibition on discussing such issues with Committee Members but members should avoid taking measures which might be viewed as excessive e.g. attempting to obtain a commitment as to how the Member might vote.

6. Pre-application / pre-decision discussions

- 6.1 Although all applicants will be advised that all pre-decision discussions should be addressed to the officers in the Council's Licensing Section, Members of the Licensing Committee or Sub-Committee may also be approached by applicants before the meeting at which the application is to be decided. In such circumstances, a member should inform the person making the approach that they are unable to discuss the matter with him/her prior to the meeting at which the application will be decided and that he/she should address any enquiries to the relevant officer.

7. Role of the Licensing Officer

- 7.1 Licensing Officers have no ability under the Licensing Act 2003 to make representations or to be a party to the hearing of an application by the Sub-Committee. In presenting applications to the Licensing Committee or Sub-Committee, the Licensing Officer will provide a summary report of the application, the representations, and his/her comments as to how these relate to the Licensing Act 2003, the Guidance and the local Licensing Policy Statement.
- 7.2 Decisions taken by officers, e.g. as to whether an application is vexatious or frivolous, will be fully recorded, together with the reasons for them.

8. Decision making

- 8.1 Reasons for decisions made by a Licensing Sub-Committee must be clearly documented in the Decision Notice, setting out clearly the rationale for the decision and also to ensure that any subsequent accusations of bias or predetermination. can be defended.

9. Site visits

- 9.1 A site visit will not normally be undertaken by members of a Licensing Sub-Committee in respect of premises licence applications unless for some particular reason members consider that it would be helpful to their consideration of the application
- 9.2 The site visit does not constitute a meeting of the Licensing Sub-Committee and members of a Sub-Committee must not discuss the merits of the application during the site visit, before or after the site visit or at any time until the Sub-Committee meets to consider the application. Members should leave each site with no collective view.
- 9.3 Since Members are attending a site merely to "see what is to be seen"; it is inappropriate to hear either the applicant or his representative. Similarly, it is inappropriate to hear anybody else who wishes to make representations such as the Ward Member or a Parish Councillor.
- 9.4 The Democratic Services Officer will report the site visit to the meeting of the Licensing Sub-Committee which considers the application.

10. Public speaking – Licensing Committee Meetings

- 10.1 *Members of the public, and other interested parties, shall be entitled to participate in parent Licensing Committee meetings.*

- 10.2 *A person wishing to address the Licensing Committee must give notice to the Democratic Services Team of his or her intention to do so by 12 noon two clear working days before the Licensing Committee meeting in question.*
- 10.3 *Members of the public who register to speak at meetings of the Licensing Committee will each be allowed to speak for no more than three minutes.*
- 10.4 *At any meetings not more than 15 minutes in total shall be devoted by the Licensing Committee to Public Speaking, provided that the Chair may at his or her discretion extend the time if the Chair and a majority of those present agree.*
- 10.5 *The Committee Chair shall have the discretion:*
- (i) In exceptional circumstances, to allow late additions to the list of public speakers.*
 - (ii) To decide not to allow speeches, which merely repeat representations made in earlier speeches and which are inaccurate.*
 - (iii) Depending on circumstances, to vary the periods of time referred to in paragraphs 10.3 and 10.4 where s/he deems it appropriate.*
- 10.6 *Direct or open questioning and discussion / debate between Public Speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.*
- 10.7 *After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.*

This page is intentionally left blank