



Council

Mon 25 Jan
2021
7.00 pm

Microsoft Teams

REDDITCH BOROUGH COUNCIL



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a
difference*

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

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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.

[Link to the live stream of 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 the committee 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, 25th January, 2021

7.00 pm

Virtual Meeting - Teams

Agenda

Membership:

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

To pay tribute to late Councillor, Pattie Hill, in recognition of her contribution to the Borough and its residents.

5. Minutes (Pages 1 - 8)

6. 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.

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

8. Motions on Notice (Procedure Rule 11)

There are no Motions on this occasion.

9. Executive Committee

Minutes of the meeting of the Executive Committee held on 8th December 2020 (Pages 13 – 24)

9.1 Domestic Abuse Policy - Identifying Abuse and Responding Effectively
(Pages 25 - 48)

9.2 Fees and Charges 2021/22 (Pages 49 - 92)

9.3 Finance Monitoring Quarter 2 2020/21 (Pages 93 - 110)

9.4 Worcestershire Regulatory Services - Budget Recommendations 2020/21 (Pages 111 - 124)

Minutes of the meeting of the Executive Committee held on 12th January 2021 (Pages 125 – 136)

9.5 Independent Remuneration Panel Report 2021/22 (Pages 137 - 150)

9.6 Final Council Tax Support Scheme (Pages 151 - 186)

9.7 Housing Revenue Account - Rent Setting Report 2021/22 (Pages 187 - 190)

9.8 Council Tax Base (Pages 191 - 194)

9.9 Worcestershire Regulatory Services Board - Recommendations
(Pages 195 - 214)

Minutes of the meeting of the Executive Committee held on Tuesday, 19th January 2021

As the meeting of the Executive Committee scheduled for 19th January 2021 will take place after the agenda for this meeting of Council has been published, the minutes of the Executive Committee meeting will be published in a supplementary pack for Members' consideration.

9.10 Redditch Town Deal Investment Plan (Pages 215 - 224)

The covering report for this item has been attached. The final version of the Redditch Town Deal Investment Plan, which is an appendix to the report, is due to be published the week commencing 18th January 2021, after the publication of this agenda pack. Therefore, the Redditch Town Deal Investment Plan will be published in a supplementary pack for Members' consideration.

10. Committee Appointments

To note the appointment of Members to replace Councillor Pattie Hill on the following Committees:

- Crime and Disorder Scrutiny Panel
- Licensing Committee
- Overview and Scrutiny Committee

The nominees to these positions will be reported to Council in a supplementary pack.

11. Blue Light Hub - Middlehouse Lane Report (report to follow)

12. Outdoor Fitness Equipment (report to follow)

13. Urgent Business - Record of Decisions (Pages 225 - 248)

Urgent decisions have been taken on the following subjects in accordance with the Council's Urgency Procedure Rules at Part 2, Paragraph 7 and / or Part 9 Paragraph 5.

- Appointment – Director of Resources and Section 151 Officer
- Local Restrictions Support Grant and Additional Restrictions Grant (including background papers)
- Rubicon – Management Fee Quarter 2 2020

14. Urgent Business - general (if any)

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

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

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Council

Monday, 16 November 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, 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 and Jennifer Wheeler

Officers:

Kevin Dicks, Claire Felton and Chris Forrester

Senior Democratic Services Officer:

Jess Bayley

39. WELCOME

The Mayor welcomed all those present to the meeting.

40. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor Juliet Brunner.

41. DECLARATIONS OF INTEREST

There were no declarations of interest.

42. MINUTES

RESOLVED that

the minutes of the meeting of Council held on Monday, 21st September 2020 be approved as a true and correct record and signed by the Mayor.

.....
Chair

CouncilMonday, 16 November 2020

43. ANNOUNCEMENTS

The following Announcements were made during the meeting:

a) The Mayor's Announcements

The Mayor advised that he had attended a number of engagements since the previous meeting of Council. This included attendance at the virtual Remembrance Sunday commemorations. The Mayor and the Deputy Mayor had also attended an Armistice Day service on 11th November 2020.

b) The Leader's Announcements

The Leader announced that he had attended a number of important meetings since the previous meeting of Council. This included meetings of the West Midlands Combined Authority (WMCA) Board and the Worcestershire Local Outbreak Board.

Members were advised that unfortunately the number of people testing positive for Covid-19 in Redditch was 344 per 100,000 population. Those aged 60 or over, who were more vulnerable if they contracted Covid-19, were testing positive at a rate of 222 per 100,000 population which was very worrying. The Leader invited Members to join him in communicating the need for all residents to be as careful as possible and to observe the rules in respect of social distancing, mask wearing and hand washing.

c) The Chief Executive's Announcements

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

44. QUESTIONS ON NOTICE (PROCEDURE RULE 9)

There were no Questions on Notice on this occasion.

45. MOTIONS ON NOTICE (PROCEDURE RULE 11)

There were no Motions on Notice on this occasion.

46. EXECUTIVE COMMITTEE

Members considered the Council's response to the Planning for the Future Government White Paper. In proposing the recommendations detailed in the report, Members thanked Officers for their hard work in reviewing and responding to the proposals detailed in the white paper.

Council

Monday, 16 November 2020

During consideration of this item the following matters were discussed:

- Information had been shared with Members about the content of the white paper at a recent meeting of the Planning Advisory Panel (PAP).
- Whilst the deadline had passed for feedback in the white paper consultation process, Members had been assured that they could submit comments after this point.
- Some of the proposals in the white paper would help to make the local planning process more efficient and streamlined.
- Concerns were raised that other proposals in the white paper would result in the centralisation of the planning system, removing power from the local level.
- The role of local Councils in the existing planning system was discussed and it was noted that on occasion, whilst the Council might have granted planning permission, the developer chose not to act immediately and this could cause delays.
- In future Local Plans would take into account three zonings; growth areas, renewal areas and protected areas. Members queried how decisions would be made about classifying land in accordance with these zones and who would make the decision.
- The proposals, should they be agreed, would remove the right for the public to be heard. The Council's response was suggesting that this should remain in place.
- The proposals would raise the threshold for affordable housing to be included in applications, from developments of 11 or more houses to those of 40 or 50 houses.
- Concerns were raised that, should these proposals in relation to affordable housing be incorporated into legislation, this could result in a reduction in social housing.
- Members noted that the organisation Shelter had recently reported that an increase in demand for Council houses was anticipated as a result of the impact of the Covid-19 pandemic.
- The Council was in the process of building Council houses which would help to meet the needs of Redditch residents.
- There was no guarantee that all of the changes proposed in the Government White Paper would be incorporated into legislative changes.

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 27th October 2020 be received and all recommendations adopted.

47. CONSTITUTION

Members discussed proposed changes to Part 5 of the Constitution: The Scheme of Delegation. Two areas of proposed changes, in respect of Section 106 funding and the planning process, had been discussed at a recent meeting of the Constitutional Review Working Party. A further recommendation had been presented which built on previous decisions to delegate authority to officers in respect of taxi licensing for a temporary period.

The following points were discussed in respect of the proposed new delegations:

- The three proposals detailed in the report and the extent to which they would help to streamline processes at the Council.
- The changes that had been proposed to planning delegations and the impact that this might have on the local democratic process.
- The potential for Members to continue to call in applications that might not automatically go before the Planning Committee, should changes be agreed to the number of objections required to trigger a debate at Committee.
- The role of the Chair of the Planning Committee moving forward and the potential for the Chair to call for specific planning applications to be debated at a Committee meeting which would otherwise be resolved under delegated authority to Officers.
- The reduction in local influence over the planning process should the proposals in the Government White Paper in respect of the future of the planning process be approved and the need for Members to retain some involvement in the process.
- The significant number of planning applications that were being considered by the Planning Committee under existing rules, including those where there was no material reason, and the impact that this had had on the number of Planning Committee meetings that had been required during the year.
- The potential for Planning Officers to engage with members of the public when dealing with applications under delegated authority.
- The need for transparency in respect of decisions about important areas such as planning applications.
- The timescales that would apply to the extension of the temporary delegation in respect of taxi licensing to the end of the 2020/21 municipal year.
- The discussions that had been held at the meeting of the Constitutional Review Working Party earlier in the month. Members noted that a further recommendation would come forward in May 2021 in respect of the membership of the Audit, Governance and Standards Committee.

Council

Monday, 16 November 2020

- The delegations that had been granted to Officers over the previous 18 months and the extent to which Officers should be provided with more authority to determine local matters.

During consideration of this item an amendment was proposed to the wording of the third recommendation in the report by Councillor Bill Hartnett. This amendment was seconded by Councillor Greg Chance.

The amended wording of recommendation 3 was as follows:

“For a temporary period, up to *the end of January 2021*, 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.”

In proposing the amendment Councillor Hartnett explained that it was not based on a criticism of officers or a mistrust of their work. Instead, the amendment had been proposed due to concerns that elected Members needed to take responsibility for determining matters relating to Hackney Carriages, Private Hire Operators, vehicles and drivers and also needed to be seen to be doing so. Given the current lockdown arrangements it was accepted that a short extension to the existing temporary delegation in respect of this matter was needed but only until the end of January 2021. Members were asked to note that, should this amendment be defeated, there would have been a whole municipal year where there had been no Member input in respect of determining taxi licensing matters. Councillor Hartnett concluded by suggesting that meetings of the Licensing Sub-Committee that considered taxi licensing matters could take place virtually.

In seconding the amendment Councillor Greg Chance explained that the amendment was designed to be pragmatic. The taxi licensing process involved reviewing matters that could impact on people’s livelihoods and it was therefore important to take the matter seriously. Whilst the Covid-19 pandemic had impacted on general working life and the lockdown required certain adjustments, the local democratic process needed to continue. Councillor Chance expressed concerns that a whole year without any Member involvement in the taxi licensing process would be unacceptable.

Members discussed the amendment and in so doing noted the following:

- The length of time covered by the proposed amendment to the temporary delegation for taxi licensing.

Council

Monday, 16 November 2020

- The extent to which it was likely that the issues arising from the Covid-19 pandemic would be resolved by the end of January 2021.
- The level of immunity that might have developed within the local population and the extent to which a vaccination in respect of Covid-19 would be available to elected Members by the end of January 2021.
- The possibility that Members would need to reconsider whether to extend the temporary delegation again at the meeting of Council due to take place on 25th January 2021, should this amendment be approved.
- The number of occasions on which extensions to this temporary delegation had already been agreed at meetings of Council during the 2020/21 municipal year.
- The need for the Council to comply with Government guidelines in respect of Covid-19 and to avoid placing Members, Officers and drivers at risk of contracting Covid-19.

On being put to the vote the amendment was lost.

RESOLVED that

- 1) authority to spend S106 monies up to a value of £50k be delegated to the S151 officer to spend in line with the S106 agreement which caused the receipt of the S106 monies;**
- 2) the proposed revisions to the Scheme of Delegations for Development Management be approved; and**
- 3) for a temporary period up to the end of the 2020/21 municipal year, 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.**

48. URGENT BUSINESS - RECORD OF DECISIONS

Members were informed that there had been three urgent decisions taken since the previous Council meeting. These urgent decisions related to the management fee for Rubicon Leisure Limited, the Council's participation in the Worcestershire Business Rates Pool in 2021/22 and Green Homes Local Authority Delivery grant funding.

49. URGENT BUSINESS - GENERAL (IF ANY)

There were no general items of urgent business for consideration on this occasion.

Council

Monday, 16 November 2020

The Meeting commenced at 7.00 pm
and closed at 8.43 pm

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MAYORAL ENGAGEMENTS

- 4.12.20. - Turning on of Christmas lights at Headless Cross Orchard.**
- 11.12.20. - Attended Callow Hill Christmas Fair.**
- 18.12.20. - Visited Oasis Christian Centre re distribution of food hampers paid for by the Mayor's fund.**

Broadcast Christmas message via Teams to the staff at the Alexandra Hospital.

In addition:

Christmas message to all Councillors and RBC staff.

Christmas message to the wider community via "Spotted Redditch "

New Year communication circulated by the Redditch Standard.

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**Redditch Borough Council
25th January 2021**

Agenda item no. 7 – Questions on Notice

1. From Councillor Tom Baker-Price to the Leader:

“Does the leader agree with me, that the council should investigate the feasibility of obsoleted council IT being donated for refurbishment, then used by children without computer access and by partnering with the local VCS groups we could support many vulnerable children with little expense?”

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Executive

Committee

Tuesday, 8 December 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

Officers:

Kevin Dicks, Mike Dunphy, Clare Flanagan, Chris Forrester, Sue Hanley, Judith Willis and Kate Goldey

Senior Democratic Services Officer:

Jess Bayley

38. APOLOGIES

There were no apologies for absence.

39. DECLARATIONS OF INTEREST

There were no declarations of interest.

40. LEADER'S ANNOUNCEMENTS

The Leader advised that at the latest meeting of the Overview and Scrutiny Committee, held on Thursday, 3rd December 2020, Members had agreed recommendations on the subject of the Church Green Conservation Area and Management Plan and future versions of the Council's fees and charges report. These recommendations would be considered during the Executive Committee meeting.

41. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 27th October 2020 be approved as a true and correct record and signed by the Chair.

.....
Chair

**42. CHURCH GREEN DRAFT CONSERVATION AREA AND
MANAGEMENT PLAN CONSULTATION**

The Strategic Planning and Conservation Manager presented the Church Green Draft Conservation Area and Management Plan for Members' consideration.

The Committee was informed that the Council had a duty to designate conservation areas and to have plans for the management of those areas. The plan presented for Members' consideration built on previous strategies for the conservation area. There were a number of buildings in the conservation area which needed to be supported and enhanced.

During the development of the plan, a number of issues had been identified with the conservation area. The main challenges were the poor state of the public realm, issues with the shop fronts in the area, vacant units and parking issues close to St Stephen's Church and in the town centre. On Alcester Street there were a few buildings which had previously been left out of the conservation area which would be incorporated under the new proposals.

To address issues with vacant units, plans would need to be developed which would consider different approaches to managing town centres; traditional retail units were increasingly struggling and might need to be replaced with other options. The Redditch Town Deal would potentially provide some new opportunities. The Council was working with Worcestershire County Council and the North Worcestershire Economic Development Unit to address some of the problems that had been identified with the public realm. In addition, Officers were already exploring the potential to introduce Traffic Regulation Orders (TROs) for locations within the conservation area where parking was a problem.

The work on the conservation area and management plan placed the Council in a position to apply for grant funding to help manage the conservation area. Funding was available from bodies such as Historic England and this type of funding had been used to positive effect in other parts of the country to enhance features in conservation areas.

Subject to the approval of the Church Green Draft Conservation Area and Management Plan, Officers were preparing to undertake consultation with relevant stakeholders about the details contained within the plan. This consultation exercise would be held early in 2021 and the outcome would be reported for Members' consideration at a later date.

Executive Committee

Tuesday, 8 December 2020

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

- The contribution that the proposals detailed in the management plan could make to the wider plans for the regeneration of Redditch town centre.
- The risks to the heritage of the town centre should action fail to be taken in relation to the conservation area.
- The potential for modern infrastructure, such as electric charging points for vehicles, to be introduced in the conservation area. Officers reassured Members that this would be possible to do.
- The need for the Council to have a costed plan for any work proposed in relation to the conservation area.
- The impact of traffic in the conservation area and the potential for enforcement action to be taken in relation to the pedestrianised area on Alcester Street.

During consideration of this item Members noted that the Church Green Draft Conservation Area and Management Plan had been pre-scrutinised at a meeting of the Overview and Scrutiny Committee held on 3rd December 2020. The Committee had endorsed the recommendations contained within the report and had raised a number of important issues during their debate on the subject. In particular, a number of suggestions had been made about Unicorn Hill in Redditch town centre.

RESOLVED that

- 1) **the draft Church Green Conservation Area Appraisal and Management Plan be endorsed; and**
- 2) **a six week public consultation period be approved. The result of this consultation will be reported back to the Executive Committee in due course.**

43. DOMESTIC ABUSE POLICY - IDENTIFYING ABUSE AND RESPONDING EFFECTIVELY

The Head of Community and Housing Services presented the Domestic Abuse Policy for the Executive Committee's consideration.

Members were advised that the policy set out how the Council would equip staff to identify and support victims of domestic abuse. The policy would enable the Council to respond to provisions in the Domestic Abuse Bill which, when it came into force in April 2021, would introduce a duty for local authorities to house victims of domestic abuse and their children. The legislation also introduced

Executive Committee

Tuesday, 8 December 2020

a statutory definition of domestic abuse, recognising that it could be physical, emotional and / or coercive.

The policy also highlighted the action that was already taken by the Council to address domestic abuse. For example, the Council worked with a range of partner organisations and was part of multi-agency groups tackling domestic abuse.

In discussing the policy, Members commented that there had unfortunately been an increase nationally in the number of cases of domestic abuse that had been reported during the Covid-19 pandemic. The Council had a history of demonstrating this support, though participation in the White Ribbon Campaign and the Walk a Mile in Her Shoes initiative. The policy recognised that both women and men could be victims of domestic abuse.

During consideration of this item Members questioned whether the trades unions had been consulted about the content of the policy. The Committee was informed that relevant Officers had been consulted but there was some uncertainty about whether the trades unions had also been consulted. Officers undertook to consult with the trade unions after the meeting.

Reference was also made to the availability of training in respect of domestic abuse. It was suggested that this training should be made available to elected Members and that they should all be encouraged to attend. Members were advised that this suggestion would be referred to the next meeting of the Member Support Steering Group, which was responsible for determining Member training arrangements, for further consideration.

RECOMMENDED that

- 1) the draft Domestic Abuse Policy be adopted; and**
- 2) the Head of Housing and Community Services be given delegated authority to update and amend the policy in line with any new legislation and guidance, as and when required**

44. FEES AND CHARGES 2021/22

The Head of Financial and Customer Services presented the Fees and Charges 2021/22 report. Members were advised that in proposing the charges Officers had considered the potential for charges to be set at a level that would achieve full cost recovery. In some service areas there had been concerns about the potential impact of the Covid-19 pandemic on customers' finances and in

these instances the decision had been taken not to increase the fees.

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

- The balance that needed to be struck between setting fees that were financially prudent whilst also being compassionate towards the needs of customers impacted by the Covid-19 pandemic.
- The increase of 50 pence to the fee for the bulky waste collection service and the impact that this could have on customer demand. Concerns were raised that this could result in an increase in fly tipping.
- The extent to which people who had previously paid for a bulky waste collection service were likely to be deterred from paying for the service again due to a 50 pence increase.
- The standard number of items that tended to be disposed of by customers paying for the bulky waste collection service.
- The need for action to be taken to discourage people from fly tipping.
- The fact that an increase had not been made to the fee for the bulky waste collection service for some time.
- The level of increases that had been proposed to fees and charges. Concerns were raised that some charges would be increasing significantly though it was also noted that many would not change and some would only be increasing by the level of inflation.
- The recent meeting of the Budget Scrutiny Working Group at which the report had been pre-scrutinised.

RECOMMENDED that

- 1) **all of the fees and charges included in Appendix 1 be approved; and**
- 2) **subject to the agreement of recommendation 1 above, these fees and charges should be charged by the Council commencing on 1st April 2021.**

45. FINANCE MONITORING QUARTER 2 2020/21

The Head of Financial and Customer Services presented the Financial Monitoring Report for the second quarter of the 2020/21 financial year.

The recommendations included a proposal to increase the management fee paid by the Council to Rubicon Leisure Limited. The cost of this would be covered using grant funding that had been

Executive Committee

Tuesday, 8 December 2020

provided by the Government to the Council to help manage the financial impact of the Covid-19 pandemic. The Council had received £1.6 million funding from the Government during the year for this purpose and £1.1 million remained available to spend.

There was an overspend on the strategic purpose 'Aspiration, Work and Financial Independence' of over £200,000. This was primarily as a result of an overspend on temporary accommodation for rough sleepers and homeless people during the Covid-19 pandemic. The strategic purpose 'Run and Grow a Successful Business' was also overspent by over £750,000. This was largely as a result of the impact that the Covid-19 pandemic had had on Rubicon Leisure Limited.

By contrast, there was an underspend for the strategic purpose 'Communities which are Safe, Well Maintained and Green' of £34,000. This was primarily due to a significant saving in the anti-social behaviour budget of £135,000. However, Bereavement Services had received less income than had been anticipated at the start of the year.

Enabling services were overspent by £281,000. This was primarily due to additional audit costs as well as extra costs associated with the introduction of the new finance ERP system. There had been difficulties with the introduction of this system due to the impact of the Covid-19 pandemic and additional agency staff had had to be employed to help embed the system.

Officers were projecting a £2.4 million variance in the capital programme by the end of the year. The majority of capital projects that had not been delivered as anticipated had been postponed due to the impact of the Covid-19 pandemic. For example, contractors could not necessarily come on site to work when planned.

The Corporate Management Team were working hard to review the Council's budget position. It was hoped that there would be improvements to the accuracy of budget forecasting moving forward.

The Housing Revenue Account (HRA) had a surplus of over £200,000 by the date of the meeting. This was primarily due to savings in respect of Repairs and Maintenance (R&M) and Management and Supervision costs. During the Covid-19 pandemic it had not been possible for Officers to undertake the full range of R&M work that was required. However, it was anticipated that once the Covid-19 vaccine had been rolled out, the work of the team would increase and therefore this saving was not likely to be sustainable moving forward. The savings in supervision and management costs were mainly due to vacant posts, though the

Executive Committee

Tuesday, 8 December 2020

service reviews that were being undertaken were likely to impact on this budget.

The Committee subsequently discussed the financial position of the Council by September 2020 and in so doing highlighted the following points:

- The recommendations detailed in the report proposed investment in leisure facilities, including the Council's parks and open spaces. Members noted that this was occurring at a time of high visitor numbers in the parks.
- The significant impact of the Covid-19 pandemic on Rubicon Leisure Limited like many businesses in the hospitality industry.
- The figures that had been reported in respect of the overspend on the strategic purpose 'Run and Grow a Successful Business' and the fact that two figures had been supplied for this in the report. Officers confirmed that there had been a typographical error and the correct figure would be provided for the Council meeting.
- The savings that had been anticipated for the Dial-A-Ride service at the start of the year and the potential for lost income for the service to be recovered. Officers explained that it was unlikely that the lost revenue would be recovered by the end of the financial year but it was hoped that income targets could be met in the 2021/22 financial year.
- The potential use of the grant funding that had been provided by the Government to help the Council manage the financial impact of the Covid-19 pandemic.
- The Council's financial position moving forward and the likelihood that difficult decisions would need to be taken in order to achieve a balanced budget in the Medium Term Financial Plan 2021/22 to 2024/25.

RESOLVED that

- 1) the current financial position in relation to revenue and capital budgets for the financial period April 2020 – September 2020 be noted.**

RECOMMENDED that

- 2) an increase in the 2020/21 Capital Programme of £15k for Digital screens including installation at Arrow Valley Country Park be approved;**
- 3) an increase in the 2020/21 Capital Programme of £6k for an additional passing bay along the main access to the Arrow Valley Country Park be approved;**

- 4) an increase in the 2020/21 Capital Programme of £19.5k for resurfacing of pathway at Arrow Valley Country Park be approved;
- 5) an increase in the 2020/21 Capital Programme of £10k, for the already approved capital Scheme Café and infrastructure Morton Stanley Park, be approved. This will help towards ensuring all relevant carbon reduction measures are incorporated; and
- 6) an increase the management fee payment to Rubicon Leisure by £373k be approved for the second quarter of 2020 only, from the COVID-19 funding received from the central government along with confirming the first quarter increase (£170k) also being funded from this same funding stream. This is to offset the shortfalls in income that the company is facing in 2020/21.

46. WORCESTERSHIRE REGULATORY SERVICES - BUDGET RECOMMENDATIONS

The Head of Financial and Customer Services presented recommendations that had been agreed at a meeting of the Worcestershire Regulatory Services (WRS) Board held on 1st October 2020.

The recommendations requested additional funding from partner organisations to help cover increases to pension costs for staff, which had been higher than anticipated. Moving forward, a calculation had been made about the proportion of funding that should be contributed towards the cost of the service by each partner authority; the allocation for Redditch was 17.57 per cent.

During the meeting, the Board had considered a request received from Wyre Forest District Council, which provided accommodation for and hosted the IT provision for WRS, to increase the fee paid for these services. Concerns had been raised during the Board meeting about this request for additional funding contributions from partners at a challenging financial time for local government. Members echoed this point during the meeting and it was noted that the Leaders of Redditch Borough and Bromsgrove District Councils had communicated their concerns to Wyre Forest District Council on this subject.

Executive Committee

Tuesday, 8 December 2020

RECOMMENDED that

- 1.1 the additional partner liabilities for 2020/21 in relation to increase in WRS pension forward funding rate and recommend the increase to individual partner councils:-

| | |
|--------------------------|------|
| Redditch Borough Council | £13k |
|--------------------------|------|

- 1.2 the additional partner liabilities for 2020/21 in relation to the additional increase in pay award of 0.75% from the original estimated 2% and recommend the increase to individual partner councils:-

| | |
|--------------------------------|-----|
| Redditch Borough Council | £4k |
|--------------------------------|-----|

- 1.3 the refund to Wyre Forest in relation to the change of Pest Control Services and recommend the refund to individual partner councils:-

| | |
|---------------------------------|-----|
| Wyre Forest District Council | £7k |
|---------------------------------|-----|

- 1.5 the revised budget for 2020/21 and partner percentage allocations for 2020/21 onwards, due to the change in pest control service at Wyre Forest:-

| | £'000 | Revised % |
|--------------------------------|-------|-----------|
| Redditch Borough Council | 564 | 17.57 |

47. DIRECTOR OF RESOURCES AND SECTION 151 OFFICER APPOINTMENT - VERBAL UPDATE

The Chief Executive advised that at a recent Appointments Committee meeting Mr James Howse had been appointed as the Council's new Section 151 Officer and Director of Resources. The appointment was a Council decision but as the next meeting of Council was not due to take place until the 25th January 2021 a decision had already been made to ratify the appointment through the urgent decision process.

48. OVERVIEW AND SCRUTINY COMMITTEE

The Chair confirmed that there were no recommendations arising from the meeting of the Overview and Scrutiny Committee held on

Executive Committee

Tuesday, 8 December 2020

22nd October 2020 requiring the Executive Committee's consideration.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 22nd October 2020 be noted.

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

The Executive Committee considered a recommendation from the Overview and Scrutiny Committee and Budget Scrutiny Working Group about the Council's fees and charges reports. Members were advised that the recommendation applied to future versions of the fees and charges reports and not to the Fees and Charges 2021/22 report.

The Portfolio Holder for Finance and Enabling Services confirmed that the Chair of the Budget Scrutiny Working Group had phoned him in advance of the Executive Committee meeting to discuss the recommendation. She had explained the rationale for the recommendation and he was satisfied that the proposal would add value to the fees and charges setting process.

During consideration of this item an alteration was proposed to the wording of the recommendation by Councillor Mike Rouse. This alteration was seconded by Councillor Matthew Dormer.

The altered recommendation read as follows:

"Fees and Charges are set following due consideration of the strategy of each service area, taking into account overheads, business benefits deriving from such strategies, cost recovery and the provision of the service."

In discussing the proposed alteration, Members concurred that this did not change the general aim of the recommendation.

Members thanked the Budget Scrutiny Working Group for their hard work. Particular thanks were extended to the Chair of the group.

RESOLVED that in future years

Fees and Charges are set following due consideration of the strategy of each service area, taking into account overheads, business benefits deriving from such strategies, cost recovery and the provision of the service.

50. ADVISORY PANELS - UPDATE REPORT

The following updates were provided in respect of the Executive Advisory Panels and other groups:

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

Councillor Lovell confirmed that he had recently met with Officers to discuss grant funding available to improve water quality in the Borough. Further opportunities to secure grant funding were also being explored.

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

Councillor Dormer commented that there had been a meeting of the Constitutional Review Working Party in November. The outcomes of this meeting had been considered during the November Council meeting.

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

Councillor Nazir informed the Committee that the Worcestershire Young People's Panel had set up a panel to train people in care about how to inform people about what they required from the care system.

Work was being undertaken to help children and young people who were struggling to attend school to find out how to help them to engage with the education system.

Apprenticeship opportunities for care leavers were also being investigated. This work was being undertaken out of recognition that care leavers often struggled to secure employment and educational qualifications and that apprenticeship opportunities might be a useful alternative for some people leaving care.

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

Councillor Dormer explained that there had been a meeting of the Member Support Steering Group in November. During the meeting, the group had discussed the potential for some Members to adopt a paperless approach to participating in Committee meetings. A number of Councillors had since indicated that they would adopt a paperless approach to

Executive Committee

Tuesday, 8 December 2020

Committee meetings once meetings could take place physically.

e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Councillor Dormer noted that a meeting of the Planning Advisory Panel had taken place on 1st December 2020. During the meeting Members had considered the Church Green Draft Conservation Area and Management Plan.

The Meeting commenced at 6.30 pm
and closed at 7.53 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE**8th December 2020**DOMESTIC ABUSE POLICY**

| | |
|---------------------------------|---|
| Relevant Portfolio Holder | Cllr Nyear Nazir |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Judith Willis, Head of Community & Housing Services |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | No |
| Key Decision / Non-Key Decision | No |

1. SUMMARY OF PROPOSALS

- 1.1 The purpose of this report is to recommend the approval and adoption of the Redditch Borough Council Domestic Abuse Policy set out in Appendix A.
- 1.2 The Domestic Abuse Bill 2020, passed by the House of Commons on the 6th July, will introduce a new law when it is due to come into force in April 2021. The new law will place a duty on councils to support victims of domestic abuse including, amongst other legislation, a requirement for councils to assess and provide support and safe accommodation to victims and their children.
- 1.3 Thousands more people are expected to be helped when the new law comes into force and this draft policy reflects current Ministry of Housing, Communities & Local Government (MHCLG) guidance; which states that housing authorities should have policies in place to identify and respond to domestic abuse. The guidance also states that alongside their role in tackling homelessness, councils should take an active role in identifying abuse victims and referring them for help and support.
- 1.4 Alongside this, under the Homelessness Reduction Act 2017, Housing Authorities must take account of the current cross-government definition of domestic violence and abuse when designing and delivering services and; under the Crime and Disorder Act 1998 the council has a statutory duty to work with the police and other partner agencies to reduce crime, ASB and re-offending in its area. Section 17 of the Act also places a duty on councils to do all that they reasonably can to prevent crime, disorder and ASB.

2. RECOMMENDATIONS

The Cabinet is asked to RECOMMEND that

- 2.1 **The draft Domestic Abuse Policy (as set out at Appendix A) is adopted.**
- 2.2 **The Head of Housing and Community Services be given delegated authority to update and amend the policy in line with any new legislation and guidance, as and when required.**

3. KEY ISSUES**Financial Implications**

- 3.1 The cost of domestic abuse for victims in England and Wales for the year ending March 2017 was estimated to be approximately £66bn.
- 3.2 A Home Office research report into the economic and social costs of domestic abuse also states that the biggest component of the estimated cost is the physical and emotional harms incurred by victims (£47 billion), particularly the emotional harms (the fear, anxiety and depression experienced by victims as a result of domestic abuse), which account for the overwhelming majority of the overall costs.
- 3.3 The cost to the economy is also considerable, with an estimated £14 billion arising from lost output due to time off work and reduced productivity as a consequence of domestic abuse. Some of the costs are borne by statutory authorities such as the costs to health services (£2.3 billion) and the police (£1.3 billion). Some of the cost of victim services will also fall to local authorities, such as housing costs totalling £550 million, which includes temporary housing, homelessness services and repairs & maintenance. Victim services costs also include expenditure by charities and the time given up by volunteers to support victims.
- 3.4 It is clear that addressing Domestic Abuse early and effectively, as well as providing much needed support and care to victims and their children, could lead to reductions in costs to a variety of public services that respond to and deal with the consequences of domestic violence and abuse
- 3.5 There is a direct cost to the council associated with providing the staff training required to implement the Domestic Abuse Policy. The cost of training will be met within existing training budgets.

Legal Implications

- 3.6 The Council has a number of legislative requirements to address Domestic Abuse and provide appropriate support to victims and their families. Alongside, the requirements of the forthcoming Domestic Abuse Bill, this policy also links to the Homelessness Reduction Act 2017.
- 3.7 The policy meets the requirements of the Public Sector duty of the Equality Act 2010 which provides a framework to ensure council services are not provided in a discriminatory manner, having due regard to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between people from all communities
- 3.8 The policy is underpinned by the Council's legal obligations under the Human Rights Act (1998) and the European Convention on Human Rights to protect life

EXECUTIVE8th December 2020

and to protect individuals from inhuman and degrading treatment. A comprehensive list of wider legislation to be considered in implementation is contained within the policy document.

Service / Operational Implications

3.9 The Domestic Abuse policy directly supports a number of the council's strategic purposes such as "Communities which are safe, well maintained & green", "Living independent, active, healthy lives" and "Affordable and sustainable homes". The policy also contributes to North Worcestershire Community Safety Partnership's priorities to "Reduce violence and abuse" and "Protect vulnerable communities".

3.10 Reducing crime and disorder and improving community safety is a corporate priority and introducing this policy will demonstrate how the council will appropriately and effectively support victims of domestic abuse, making the process clearer for staff, customers and service users.

3.11 The policy outlines the council's commitment to ensuring that domestic abuse is recognised as a potential risk and is considered in employee's interactions with customers and service users. It seeks to ensure that staff are provided with the correct information and support to be able to minimise risk and promote recovery.

3.12 The policy reflects the current cross-government definition of domestic abuse:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality"

Recognising that abuse can be psychological, physical, sexual, financial, and emotional and can encompass tactics such as controlling and coercive behaviour, 'honour' based violence, female genital mutilation and forced marriage

3.13 The policy is clear on the council's commitment to preventing all forms of abuse and identifying concerns safely and sensitively wherever possible.

Customer / Equalities and Diversity Implications

3.14 The council recognises that its staff provide a wide variety of services to people, some of whom may be affected by domestic abuse. A council officer or Councillor may be the first, or indeed only, person in authority who has recognised the abuse or received a disclosure. As such, all staff and Members are required to have due regard to the provisions of this policy in their dealings with customers, service users and colleagues who may be affected by domestic abuse.

EXECUTIVE8th December 2020

- 3.15 The Equality Act 2010 provides people with a protected characteristic with safeguards from direct or indirect discrimination, harassment and victimisation. The policy recognises and details how domestic violence and abuse can disproportionately impact on people with protected characteristics and how staff can ensure that they provide support to all victims, appropriately and with sensitivity.
- 3.16 Once the policy is agreed, training and communications to staff will be implemented focusing on how to recognise domestic abuse, appropriately identify risks and offer effective support and information to victims.

4. RISK MANAGEMENT

- 4.1 This policy demonstrates the council's commitment to providing appropriate care and support to our customers and service users who may be experiencing abuse. It outlines how the council will respond when dealing with disclosures, ensuring this is carried out appropriately and safely as staff undertake their roles as providers of public services.
- 4.2 The policy seeks to ensure that all council staff are aware of their responsibilities towards anyone affected by domestic abuse, including customers, service users and fellow employees in order to support disclosures, assess and manage risk; keeping the victim safety at the forefront of all interactions with council services
- 4.3 An officer's failure to recognise a victim who may be at risk or staff not being aware of the signs and indicators of domestic abuse, when interacting with customers and service users presents a significant risk to the Council. This is substantially mitigated by having a robust policy, agreed procedures and regular training in place.

5. APPENDICES

Appendix A – Draft Redditch Borough Council Domestic Abuse Policy

6. BACKGROUND PAPERS

Domestic Abuse Bill 2020 Overarching Factsheet - [Policy Paper - August 2020](#)

Homelessness Reduction Act 2017 - [Homelessness Code of Guidance for Local Authorities - Chapter 21: Domestic Abuse](#)

The Economic and Social Costs of Domestic Abuse, Jan 2019 - [Home Office Research Report 107](#)

AUTHOR OF REPORT

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Domestic Abuse Policy

Identifying abuse & responding effectively

Document Version Control:

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CONTENTS

PAGE

- 1. Introduction**
- 2. Aims and Objectives**
- 3. Responsibility**
- 4. Legislation and Guidance**
- 5. Related Policies and Procedures**
- 6. Appendix - SafeLives DASH Checklist**

1. Introduction

Redditch Borough Council believes that everyone has the right to live without fear of violence or abuse. We acknowledge the devastating and lasting effects violence, abuse and coercion have on the lives of women, men and children and we recognise the importance of supporting all victims and survivors of Domestic Abuse.

The Council condemns all forms of domestic abuse and will work to minimise the risks faced by victims and promote their recovery and wellbeing. This policy demonstrates the Council's commitment to providing support to our customers and service users who may be experiencing abuse, outlining our response to dealing with disclosures appropriately and safely in our role as a provider of public services.

2. Aims and Objectives

- 2.1 This policy seeks to ensure that all council staff are aware of their responsibilities towards anyone affected by domestic abuse, including customers, service users and fellow employees.
- 2.2 This policy aims to promote a safe and effective approach to victims and survivors of domestic abuse and their families.
- 2.3 This policy also aims to provide guidance for staff on dealing with people who are suspected or known to be perpetrators of domestic abuse.
- 2.4 The Council is committed to promoting equality of opportunity in its services and has procedures in place to ensure that all residents are treated fairly and without unlawful discrimination. The Equality Act 2010 provides a framework to ensure council services are not provided in a discriminatory manner, having due regard to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between people from all communities.

3. Responsibilities

3.1 Protecting customers, service users and employees from harm

Domestic abuse is the abuse of power and control by one person over another and can take many different forms.

For the purposes of this policy, we define Domestic Abuse as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.

This can include but is not limited to the following tactics:

- Emotional or psychological abuse – intimidation, isolation, verbal abuse, humiliation, not allowing friends / relatives to visit, destruction of belongings, threats of legal action and denial of the abuse
- Harassment and Stalking
- Sanctions e.g. deportations, custody of children etc
- Financial abuse – denial of rights or restrictions of personal freedom e.g. withholding money, preventing access to account information, preventing use of debit/credit cards
- Physical abuse – slapping, pushing, kicking, punching, stabbing, abduction, murder or attempted murder
- Sexual abuse – rape and non-consensual sexual acts.

Many of the acts above can also present in the form of: -

- Controlling behaviour - a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.
- Coercive behaviour - an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
- 'Honour' Based Violence (HBV) – a form of domestic abuse which is perpetrated in the name of so called 'honour'. It occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. The honour code referred to is set at the discretion of male relatives and those who do not abide by the 'rules' are punished for bringing 'shame' on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, inappropriate dress or make-up and even kissing in a public place. It refers to a collection of practices used to control behaviour within families including forced marriage and female genital mutilation. Perceived violations of this 'honour' code are punishable by murder.
- Forced marriage – where a marriage conducted without the valid consent of one or both parties and where duress is a factor.
- Female Genital Mutilation (FGM) - a procedure where the female genitals are deliberately cut, injured or changed where there is no medical reason for this to be done.

3.2 Safeguarding, reducing risk and improving health and mental well-being

Domestic abuse affects a substantial proportion of the population over the course of their lives. Domestic abuse has a significant effect on victims' health including serious injury or loss of life through murder or suicide, exacerbation of other medical conditions, mental ill health and severe stress.

Domestic abuse has negative impacts on all aspects of victims' lives including housing/homelessness; education, training and employment; family and friendships; involvement in the arts, leisure and culture. These effects may persist in differing degrees long after the abuse has stopped. Victims may use drugs, alcohol and other substances in an attempt to cope with their situation. Victims may deny or minimise the harm caused by the perpetrator.

Perpetrators of domestic abuse come from all different areas of society. They target victims regardless of their age, sex, disability, ethnicity, sexual orientation, nationality, religion, educational level, income or employment status. Domestic abuse is more commonly inflicted by men on women. This is particularly true for severe and repeated violence and sexual assault. The risk that perpetrators pose also increases markedly for people who are disabled or pregnant.

The council recognises that men are also subject to domestic abuse, violence and coercive control. Male victim services state that most men do not believe or feel they are a victim until sometime after they have become isolated from family and friends and they no longer have control of their life.

Perpetrators frequently cause harm to children, both directly and by having them witness abuse to a parent, carer or another family member. Domestic abuse undermines the family as a base of care & support and increases the risk of other forms of abuse and neglect.

As a community leader, the Council condemns all forms of domestic abuse and is committed to ensuring that service users and staff are provided with the right information and support to minimise risks and promote recovery.

This policy applies to all Redditch Borough Council employees and Elected Members

3.3 Providing appropriate support, information and advice to victims

The Council recognises that its staff will provide a variety of services to people affected by domestic abuse. A council officer or Councillor may be the first, or indeed only, person in authority who has recognised the abuse or received a disclosure. As such, all staff and Members are required to have due regard to the provisions of this policy in their dealings with customers, service users and colleagues who may be affected by domestic abuse

Certain members of staff in key designated roles are more likely to interact directly and regularly with service users and hold a job role with a specific remit to provide customer support and advice. It is these officers that will be the most

likely to identify a potential risk of abuse or receive a disclosure. As such, all staff in designated roles are required to:

- Be aware of their own attitudes and beliefs relating to domestic abuse
- Have knowledge of how domestic abuse occurs and the risks to victims & children
- Understand how these dynamics affect victims' behaviour
- Empower and support victims to be safe
- Demonstrate the skills required to initiate a conversation about domestic abuse and – if a disclosure is made – receive this sensitively
- Assess the level of risk to victims and children utilising, where appropriate, apply the national recognised DASH checklist tool (Appendix 1) with the service user
- Refer to other services within the Council and partner agencies
- Understand the circumstances in which information must be shared with other agencies and the processes for doing so
- Hold perpetrators accountable for abuse
- Make appropriate referrals to North Worcestershire MARAC or Worcestershire DAPP (Domestic Abuse Perpetrator Programme) meeting
- Challenge acts or statements that blame victims for their abuse
- Collect & record information that may be used as evidence in criminal or civil proceedings
- Complete all allocated training and development activities relating to domestic abuse
- Be aware of how their own wellbeing may be impacted by working with people affected by domestic abuse and know how to seek appropriate support for this.

All staff and Members will receive awareness training to enable them to understand the importance of recognising domestic abuse and its links to statutory Safeguarding and Health & Safety procedures.

Staff employed in “designated roles” will received enhanced training to support understanding of the signs and effects of domestic abuse and how to manage and respond to disclosures appropriately. Some staff will also receive training in identifying and working safely with perpetrators as necessary to the requirements of their job roles.

Heads of Service will determine which job roles within their service are “designated roles” for the purposes of this policy and identify the training and development needs of the staff in these roles.

3.4 Protecting the most vulnerable

Domestic violence and abuse are significant safeguarding and child protection issues and the safety and well-being of children living with domestic violence and abuse is recognised as a matter of concern in its own right by both Central Government and key children's services and agencies. Where it is suspected that a child is suffering significant harm or living in circumstances where maltreatment is resulting in a lack of safe and effective care; or causing impairment to health or development, then an immediate referral to

Worcestershire Children First Social Care Service is required. Details of the referral procedure and guidance can be found in the council's Safeguarding Children, Young People and Adults with Care and Support Needs Policy.

Adults with additional care and support needs can be subjected to domestic abuse and we must take reasonable steps to offer protection. An adult with care and support needs can include people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems. People with disabilities or additional care needs may not report or disclose domestic abuse due to their own understanding of what is happening, the fear of losing the independence of living in their own home or if the alleged abuser is their main or only carer. Again, details of the referral process can be found in the council's safeguarding policy.

The Council acknowledges the importance of diversity and equality in operating this policy, recognising the cultural pressures that may exist for Black, Asian and other Minority Ethnic communities and Refugees and the need to be sensitive when dealing with matters related to domestic abuse. Those from Black, Asian, other Minority Ethnic communities and Refugees may be reluctant to approach statutory or voluntary organisations due to additional and legitimate fears of racist reactions, language and cultural barriers or concerns about immigration status. It is imperative that council officers ensure that equal levels of support and protection are offered in each case, treating all customers fairly and supportively, according to their individual circumstances.

Similar concerns exist for LGBTQ+ service users and customers, who may also be reluctant to disclose abuse due to fears of discrimination, prejudice or unauthorised disclosures and breaches of confidentiality. Again, the Council will not tolerate discriminatory practice and will treat all customers and service users who seek our support and assistance with respect and sensitivity.

3.5 Employees as Victims as Domestic Abuse

The Council acknowledges that domestic abuse can critically affect many people's lives, including its own employees. Abuse can affect an individual's physical and mental health and significantly impact on work performance and as an employer the Council has a responsibility for its employees' health, safety and welfare at work.

The Council is committed to addressing domestic abuse whenever its effects become apparent in the workplace. Domestic abuse can negatively influence the health, well-being and self-confidence of staff who may in turn feel unable to confide in others or seek help. Many of those that experience domestic abuse have difficulty attending work regularly and demonstrate longer term symptoms such as depression, anxiety, or stress that consequently affect work performance. It is important for all staff to be aware of domestic abuse as a possible cause when colleagues are depressed, distracted, lacking in self-confidence or appear visibly injured. As a council, we strive to create a working environment that promotes the view that everyone has the right to a life free from abuse in any form and that violence and abuse against any person is

unacceptable. Separate guidance is available to employees regarding domestic abuse, for more information, contact Human Resources & Organisational Development

3.7 Employees as Perpetrators of Domestic Abuse

Employees are expected at all times to conduct themselves in a way that will not adversely reflect on the Council and its reputation. Domestic abuse perpetrated by employees will not be condoned under any circumstances nor will it be treated as a purely private matter. Perpetrating domestic abuse whilst in the workplace may be a breach of Code of Conduct. If a colleague is found to be assisting an abuser in perpetrating the abuse by giving them access to facilities such as telephone numbers, contact details or email, then this could be considered a disciplinary offence.

The Council will treat any allegation, disclosure or conviction of a domestic abuse related offence on a case-by-case basis. Our aim is to reduce risk and support change; recognising our role in encouraging and supporting employees to address violent and abusive behaviour of all kinds. If an employee approaches a colleague with concerns about their own abusive behaviour, information about services and support available will be provided. Confidentiality will be maintained, and information restricted only to those who have a need-to-know.

However, there are some circumstances in which confidentiality cannot be assured and this is when there are concerns about children or vulnerable adults or where an employer needs to act to protect the safety of other employees. As above, for more employee information, contact Human Resources & Organisational Development.

3.8 Working in Partnership

This policy forms part of the wider Community Safety and Safeguarding agenda aimed at supporting employees to identify risks, receive disclosures and support victims appropriately and sensitively.

Domestic violence and many acts of abuse are crimes, and the Council is committed to preventing and reducing crime and disorder in line with our role as a statutory member of the Community Safety Partnership. Under the Crime and Disorder Act 1998, the Council must work with the Police, Probation Services, Public Health Bodies, Clinical Commissioning Groups and other statutory agencies to reduce crime and disorder in Redditch.

The Council works in partnership with other agencies to meet these objectives and fulfil all of its legal obligations in relation to domestic abuse.

The Council supports the [Worcestershire Forum against Domestic Abuse and Sexual Violence](#), the commissioned Domestic Abuse Service for the county [West Mercia Women's Aid](#) and all staff must have due regard to the information

and guidance provided by these key services when supporting customers, service users and colleagues.

North Worcestershire MARAC (Multi Agency Risk Assessment Conference) is a victim focused information sharing and risk management meeting attended by all key agencies, where high risk cases of domestic abuse are discussed. The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety. In a single meeting, MARAC combines up to date risk information with a timely assessment of a victim's needs and links those directly to the provision of appropriate services for all those involved in a domestic abuse case: victim, children and perpetrator.

In line with national best practice, the Council has a designated single point of contact for the purposes of MARAC. The designated officer attends the MARAC and is able to provide information and updates, addressing any concerns raised about cases. Outside agencies and internal departments are often unsure who to contact in relation to high risk referrals and the designated officer can act as a liaison, responding promptly with requests/queries for information from all parties. It is the role of the designated officer to ensure that any MARAC cases are flagged appropriately on authority systems.

Any officer subsequently engaging with someone identified as being subject to MARAC must liaise with the designated officer as soon as practically possible, so that relevant information is appropriately shared with MARAC in a timely manner. For more information about the North Worcestershire MARAC meeting and to discuss how to make a referral, contact the Council's designated officer in the Community Safety team.

[Worcestershire Drive](#) is a voluntary Domestic Abuse Perpetrator programme (DAPP) which aims to reduce the number of child and adult victims of domestic abuse by deterring perpetrator behaviour. Drive provides a case manager who acts as a single point of contact for perpetrators on a 1-2-1 basis. The case manager then works closely with all statutory agencies including the Police, Probation and Children's Services to maximise the impact of the criminal justice system, developing and agreeing strategies to limit the opportunities for the perpetrator to continue abusing. The service has been developed to knit together existing services, complementing and enhancing existing interventions. Worcestershire Drive was established in 2018 as a pilot project funded by the West Mercia PCC and Worcestershire County Councils' Public Health team. For more information about Drive and to discuss how to make a referral, contact the Council's Community Safety team.

North Worcestershire Integrated Offender Management (IOM) Scheme is the term used to describe the multi-agency approach to tackling persistent offenders who commit a lot of crime, causing damage and nuisance to communities. The approach recognises that repeat offenders have multiple problems which contribute to their offending which cannot be addressed by a single agency. Agencies involved in IOM include probation, police, local authorities, drugs and alcohol services and health providers.

The IOM scheme also seeks to work with offenders who have been released from prison. These offenders often pose a high risk of offending because they will usually require support to get their lives back on track and address issues which have contributed to their criminal lifestyle such as drug and alcohol addiction, homelessness, unemployment, health problems and access to benefits. A high proportion of the cohort of offenders managed under the North Worcestershire IOM scheme are identified as perpetrators of Domestic Abuse. For more information about the local IOM scheme and to discuss how to make a referral, contact the Council's Community Safety team.

4. Legislation and Guidance

- 4.1 Alongside the forthcoming Domestic Abuse Bill, this policy is also underpinned by the Council's legal obligations under the Human Rights Act (1998) and the European Convention on Human Rights to protect life and to protect individuals from inhuman and degrading treatment.
- 4.2 Alongside the Domestic Abuse Bill and the Human Rights Act 1998, the following legislation will also be taken into consideration when implementing this policy:
- Housing Act 1996
 - Homeless Reduction Act 2017
 - Care Act 2014
 - Equality Act 2010
 - Children's Act 2004
 - Harassment Act 1997
 - Data Protection Act 1998, 2003 and 2018 (GDPR)
 - Local Government Act 2000
 - Health & Safety at Work Act 1974
 - Crime and Disorder Act 1998
 - ASB, Crime & Policing Act 2014

4.3 Confidentiality and information sharing

Where appropriate, the Council will share information with the Police and other key agencies under joint information sharing protocols, so that all agencies can carry out their function and duties in accordance with the Crime and Disorder Act 1998.

The Council works within the provisions of the General Data Protection Regulations (GDPR) / Data Protection Act 2018 which provide the framework for the sharing of information and the need for confidentiality and privacy. There is more information on how we use your information in our Privacy Policy, which is available on our website.

5. Related Policies and Procedures

5.1 Links to other corporate documents

This policy links to and should be read in conjunction with the following Redditch Borough Council corporate policies and strategies:

- Safeguarding Children, Young People and Adults with Care and Support Needs Policy
- Redditch Housing Strategy
- Sustainable Tenancy Strategy
- Redditch Housing Strategy
- Housing Options Policy
- Community Safety Partnership Plan
- Lone Working Policy
- Disciplinary Policy

5.2 There are many partner agencies that we work with to develop a better understanding of domestic abuse and improve protection for victims, their families and the wider community, such as:

- North Worcestershire Community Safety Partnership members - [NWCSP](#)
- West Mercia Women's Aid
- Worcestershire Rape and Sexual Assault Centre
- West Mercia Police and Crime Commissioner
- Other Housing Associations
- Neighbouring Local Authorities
- Schools and Colleges
- Victim Support
- Other voluntary and community organisations

6. Appendices

6.1 DASH (Domestic abuse, stalking & honour based violence) Checklist – produced by [SafeLives](#) - the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.



Ending domestic abuse

SafeLives Dash risk checklist Quick start guidance

You may be looking at this checklist because you are working in a professional capacity with a victim of domestic abuse. These notes are to help you understand the significance of the questions on the checklist. Domestic abuse can take many forms, but it is usually perpetrated by men towards women in an intimate relationship such as boyfriend/girlfriend, husband/wife. This checklist can also be used for lesbian, gay, bisexual relationships and for situations of 'honour'-based violence or family violence. Domestic abuse can include physical, emotional, mental, sexual or financial abuse as well as stalking and harassment. They might be experiencing one or all types of abuse; each situation is unique. It is the combination of behaviours that can be so intimidating. It can occur both during a relationship or after it has ended.

The purpose of the Dash risk checklist is to give a consistent and simple tool for practitioners who work with adult victims of domestic abuse in order to help them identify those who are at high risk of harm and whose cases should be referred to a Marac meeting in order to manage their risk. If you are concerned about risk to a child or children, you should make a referral to ensure that a full assessment of their safety and welfare is made.

The Dash risk checklist should be introduced to the victim within the framework of your agency's:

- Confidentiality policy
- Information sharing policy and protocols
- Marac referral policies and protocols

Before you begin to ask the questions in the Dash risk checklist:

- Establish how much time the victim has to talk to you: is it safe to talk now? What are safe contact details?
- Establish the whereabouts of the perpetrator and children
- Explain why you are asking these questions and how it relates to the Marac

While you are asking the questions in the Dash risk checklist:

- Identify early on who the victim is frightened of – ex-partner/partner/family member
- Use gender neutral terms such as partner/ex-partner. By creating a safe, accessible environment LGBT victims accessing the service will feel able to disclose both domestic abuse and their sexual orientation or gender identity.

Revealing the results of the Dash risk checklist to the victim

Telling someone that they are at high risk of serious harm or homicide may be frightening and overwhelming for them to hear. It is important that you state what your concerns are by using the answers they gave to you and your professional judgement. It is then important that you follow your area's protocols when referring to Marac and Children's Services. Equally, identifying that someone is not currently high risk needs to be managed carefully to ensure that the person doesn't feel that their situation is being minimised and that they don't feel embarrassed about asking for help. Explain that these factors are linked to homicide and serious harm and that if s/he experiences any of them in future, that they should get back in touch with your service or with the emergency services on 999 in an immediate crisis.

Please pay particular attention to a practitioner's professional judgement in all cases. The results from a checklist are not a definitive assessment of risk. They should provide you with a structure to inform your judgement and act as prompts to further questioning, analysis and risk management whether via a

Marac or in another way. **The responsibility for identifying your local referral threshold rests with your local Marac.**

Resources

Be sure that you have an awareness of the safety planning measures you can offer, both within your own agency and other agencies. Be familiar with local and national resources to refer the victim to, including specialist services. The following websites and contact details may be useful to you:

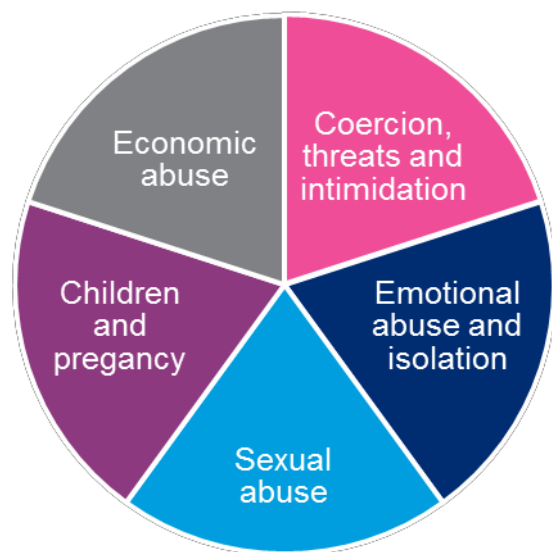
- **National Domestic Violence Helpline** (Tel: 0808 2000 247) for assistance with refuge accommodation and advice.
- **'Honour' Helpline** (Tel: 0800 5999247) for advice on forced marriage and 'honour' based violence.
- **Sexual Assault Referral Centres** ([visit the Rape Crisis website](#)) for details on SARCs and to locate your nearest centre.
- **Galop** (National LGBT+ Domestic Abuse Helpline: 0800 999 5428 / [visit the Galop website](#) for advice for LGBT victims) for advice and support for LGBT victims of domestic abuse.

Asking about types of abuse and risk factors

Physical abuse

We ask about physical abuse in questions 1, 10, 11, 13, 15, 18, 19 and 23.

- Physical abuse can take many forms from a push or shove to a punch, use of weapons, choking or strangulation.
- You should try and establish if the abuse is getting worse, or happening more often, or the incidents themselves are more serious. If your client is not sure, ask them to document how many incidents there have been in the last year and what took place. They should also consider keeping a diary marking when physical and other incidents take place.
- Try and get a picture of the range of physical abuse that has taken place. The incident that is currently being disclosed may not be the worst thing to have happened.
- The abuse might also be happening to other people in their household, such as their children or siblings or elderly relatives.
- Sometimes violence will be used against a family pet.
- If an incident has just occurred, the victim should call 999 for assistance from the police. If the victim has injuries, they should try and get them seen and documented by a health professional such as a GP or A&E nurse.



Sexual abuse

We ask about whether the victim is experiencing any form of sexual abuse in question 16.

- Sexual abuse can include the use of threats, force or intimidation to obtain sex, deliberately inflicting pain during sex, or combining sex and violence and using weapons.
- If the victim has suffered sexual abuse you should encourage them to get medical attention and to report this to the police. See above for advice on finding a Sexual Assault Referral Centre which can assist with medical and legal investigations.

Coercion, threats and intimidation

Coercion, threats and intimidation are covered in questions 2, 3, 6, 8, 14, 17, 18, 19, 23 and 24.

- It is important to understand and establish: the fears of the victim/victims in relation to what the perpetrator/s may do, who they are frightened of and who they are frightened for (e.g.

children/siblings). Victims usually know the abuser's behaviour better than anyone else which is why this question is significant.

- In cases of 'honour' based violence there may be more than one abuser living in the home or belonging to the wider family and community. This could also include female relatives.
- Stalking and harassment becomes more significant when the abuser is also making threats to harm themselves, the victim or others. They might use phrases such as "If I can't have you no one else can..."
- Other examples of behaviour that can indicate future harm include obsessive phone calls, texts or emails, uninvited visits to the victim's home or workplace, loitering and destroying/vandalising property.
- Advise the victim to keep a diary of these threats, when and where they happen, if anyone else was with them and if the threats made them feel frightened.
- Separation is a dangerous time: establish if the victim has tried to separate from the abuser or has been threatened about the consequences of leaving. Being pursued after separation can be particularly dangerous.
- Victims of domestic abuse sometimes tell us that the perpetrators harm pets, damage furniture and this alone makes them frightened without the perpetrator needing to physically hurt them. This kind of intimidation is common and often used as a way to control and frighten.
- Some perpetrators of domestic abuse do not follow court orders or contact arrangements with children. Previous violations may be associated with an increase in risk of future violence.
- Some victims feel frightened and intimidated by the criminal history of their partner/ex-partner. It is important to remember that offenders with a history of violence are at increased risk of harming their partner, even if the past violence was not directed towards intimate partners or family members, except for 'honour'-based violence, where the perpetrator(s) will commonly have no other recorded criminal history.

Emotional abuse and isolation

We ask about emotional abuse and isolation in questions 4, 5 and 12. This can be experienced at the same time as the other types of abuse. It may be present on its own or it may have started long before any physical violence began. The result of this abuse is that victims can blame themselves and, in order to live with what is happening, minimise and deny how serious it is. As a professional you can assist the victim in beginning to consider the risks the victim and any children may be facing.

- The victim may be being prevented from seeing family or friends, from creating any support networks or prevented from having access to any money.
- Victims of 'honour' based violence talk about extreme levels of isolation and being 'policed' in the home. This is a significant indicator of future harm and should be taken seriously.
- Due to the abuse and isolation being suffered victims feel like they have no choice but to continue living with the abuser and fear what may happen if they try and leave. This can often have an impact on the victim's mental health, and they might feel depressed or even suicidal.
- Equally the risk to the victim is greater if their partner/ex-partner has mental health problems such as depression and if they abuse drugs or alcohol. This can increase the level of isolation as victims can feel like agencies won't understand and will judge them. They may feel frightened that revealing this information will get them and their partner into trouble and, if they have children, they may worry that they will be removed. These risks are addressed in questions 21 & 22.

Children and pregnancy

Questions 7, 9 and 18 refer to being pregnant and children and whether there is conflict over child contact.

- The presence of children including stepchildren can increase the risk of domestic abuse for the mother. They too can get caught up in the violence and suffer directly.
- Physical violence can occur for the first time or get worse during pregnancy or for the first few years of the child's life. There are usually lots of professionals involved during this time, such as health visitors or midwives, who need to be aware of the risks to the victim and children, including an unborn child.
- The perpetrator may use the children to have access to the victim, abusive incidents may occur during child contact visits or there may be a lot of fear and anxiety that the children may be harmed.
- Please follow your local Child Protection Procedures and Guidelines for identifying and making referrals to Children's Services.

Economic abuse

Economic abuse is covered in question 20.

- Victims of domestic abuse often tell us that they are financially controlled by their partners/ex- partners. Consider how the financial control impacts on the safety options available to them. For example, they may rely on their partner/ex-partner for an income or do not have access to benefits in their own right. The victim might feel like the situation has become worse since their partner/ex- partner lost their job.
- The Citizens Advice Bureau or the local specialist domestic abuse support service will be able to outline to the victim the options relating to their current financial situation and how they might be able to access funds in their own right.

We also have a library of resources and information about training for frontline practitioners at <http://safelives.org.uk/practice-support/resources-frontline-domestic-abuse-workers-and-idvas>

Other Marac toolkits and resources

If you or someone from your agency attends the Marac meeting, you can download a **Marac Representative's Toolkit** here:

http://www.safelives.org.uk/sites/default/files/resources/Representatives%20toolkit_0_1.pdf. This essential document troubleshoots practical issues around the whole Marac process.

Other **frontline Practitioner Toolkits** are also available from <http://safelives.org.uk/practice-support/resources-marac-meetings/resources-people-referring>. These offer a practical introduction to Marac within the context of a professional role. Please signpost colleagues and other agency staff to these toolkits where relevant:

| | |
|--|---------------------------------------|
| A&E | LGBT Services |
| Ambulance Service | Marac Chair |
| BAMER Services | Marac Coordinator |
| Children and Young People's Services | Mental Health Services for Adults |
| Drug and Alcohol | Police Officer |
| Education | Probation |
| Fire and Rescue Services | Social Care Services for Adults |
| Family Intervention Projects | Sexual Violence Services |
| Health Visitors, School Nurses & Community | Specialist Domestic Violence Services |
| Midwives | Victim Support |
| Housing | Women's Safety Officer |
| Independent Domestic Violence Advisors | |

For additional information and materials on Multi-agency risk assessment conferences (Maracs), please visit the [Resources for Marac meetings](#) section on SafeLives website. In particular, [10 Principle of an effective Marac](#) provides guidance on the Marac process and forms the basis of the Marac quality assurance process and national standards for Marac.



Ending domestic abuse

SafeLives Dash risk checklist

Aim of the form

- To help front line practitioners identify high risk cases of domestic abuse, stalking and 'honour'- based violence.
- To decide which cases should be referred to Marac and what other support might be required. A completed form becomes an active record that can be referred to in future for case management.
- To offer a common tool to agencies that are part of the Marac¹ process and provide a shared understanding of risk in relation to domestic abuse, stalking and 'honour'-based violence.
- To enable agencies to make defensible decisions based on the evidence from extensive research of cases, including domestic homicides and 'near misses', which underpins most recognised models of risk assessment.

How to use the form

Before completing the form for the first time we recommend that you read the [full practice guidance](#) and [FAQs](#). These can be downloaded from the '[Resources for identifying the risk victims face](#)' section on the SafeLives website. Risk is dynamic and can change very quickly. It is good practice to review the checklist after a new incident.

Recommended referral criteria to Marac

1. **Professional judgement:** if a professional has serious concerns about a victim's situation, they should refer the case to Marac. There will be occasions where the particular context of a case gives rise to serious concerns even if the victim has been unable to disclose the information that might highlight their risk more clearly. *This could reflect extreme levels of fear, cultural barriers to disclosure, immigration issues or language barriers particularly in cases of 'honour'-based violence.* This judgement would be based on the professional's experience and/or the victim's perception of their risk even if they do not meet criteria 2 and/or 3 below.
2. **'Visible High Risk':** the number of 'ticks' on this checklist. If you have ticked 14 or more 'yes' boxes the case would normally meet the Marac referral criteria.
3. **Potential Escalation:** the number of police callouts to the victim as a result of domestic violence in the past 12 months. This criterion can be used to identify cases where there is not a positive identification of a majority of the risk factors on the list, but where abuse appears to be escalating and where it is appropriate to assess the situation more fully by sharing information at Marac. It is common practice to start with 3 or more police callouts in a 12-month period, but **this will need to be reviewed depending on your local volume and your level of police reporting.**

Please pay attention to a practitioner's professional judgement in all cases. The results from a checklist are not a definitive assessment of risk. They should provide you with a structure to inform your judgement and act as prompts to further questioning, analysis and risk management whether via a Marac or in another way. **The responsibility for identifying your local referral threshold rests with your local Marac.**

What this form is not

This form will provide valuable information about the risks that children are living with, but it is not a full risk assessment for children. The presence of children increases the wider risks of domestic violence and stepchildren are particularly at risk. If risk towards children is highlighted, you should consider what referral you need to make to obtain a full assessment of the children's situation.

¹ For further information about Marac please refer to the 10 principles of an effective Marac: <http://www.safelives.org.uk/node/361>

Name of victim:

Date:

SafeLives Dash risk checklist for use by Idvas and other non-police agencies² for identification of risks when domestic abuse, 'honour'- based violence and/or stalking are disclosed

| <p>Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned.</p> <p>Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer.</p> <p>It is assumed that your main source of information is the victim. If this is <u>not the case</u>, please indicate in the right-hand column</p> | YES | NO | DON'T KNOW | State source of info if not the victim (e.g. police officer) |
|---|--------------------------|--------------------------|--------------------------|--|
| <p>1. Has the current incident resulted in injury? Please state what and whether this is the first injury.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>2. Are you very frightened? Comment:</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>3. What are you afraid of? Is it further injury or violence? Please give an indication of what you think [name of abuser(s)] might do and to whom, including children. Comment:</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>4. Do you feel isolated from family/friends? I.e., does [name of abuser(s)] try to stop you from seeing friends/family/doctor or others? Comment:</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>5. Are you feeling depressed or having suicidal thoughts?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>6. Have you separated or tried to separate from [name of abuser(s)] within the past year?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>7. Is there conflict over child contact?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>8. Does [name of abuser(s)] constantly text, call, contact, follow, stalk or harass you? Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>9. Are you pregnant or have you recently had a baby (within the last 18 months)?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>10. Is the abuse happening more often?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>11. Is the abuse getting worse?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>12. Does [name of abuser(s)] try to control everything you do and/or are they excessively jealous? For example: in terms of relationships; who you see; being 'policed' at home; telling you what to wear. Consider 'honour'-based violence (HBV) and specify behaviour.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>13. Has [name of abuser(s)] ever used weapons or objects to hurt you?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>14. Has [name of abuser(s)] ever threatened to kill you or someone else and you believed them? If yes, tick who:</p> <p>You <input type="checkbox"/></p> <p>Children <input type="checkbox"/></p> <p>Other (please specify) <input type="checkbox"/></p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

² Note: This checklist is consistent with the ACPO endorsed risk assessment model DASH 2009 for the police service.

Name of victim:

Date:

| Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer. | YES | NO | DON'T KNOW | State source of info |
|---|--------------------------|--------------------------|--------------------------|----------------------|
| 15. Has [name of abuser(s)] ever attempted to strangle / choke / suffocate / drown you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Does [name of abuser(s)] do or say things of a sexual nature that make you feel bad or that physically hurt you or someone else? If someone else, specify who. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Is there any other person who has threatened you or who you are afraid of? If yes, please specify whom and why. Consider extended family if HBV. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Do you know if [name of abuser(s)] has hurt anyone else? Consider HBV. Please specify whom, including the children, siblings or elderly relatives: Children <input type="checkbox"/> Another family member <input type="checkbox"/> Someone from a previous relationship <input type="checkbox"/> Other (please specify) <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. Has [name of abuser(s)] ever mistreated an animal or the family pet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. Are there any financial issues? For example, are you dependent on [name of abuser(s)] for money/have they recently lost their job/other financial issues? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. Has [name of abuser(s)] had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? If yes, please specify which and give relevant details if known. Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Mental health <input type="checkbox"/> | | | | |
| 22. Has [name of abuser(s)] ever threatened or attempted suicide? | | | | |
| 23. Has [name of abuser(s)] ever broken bail/an injunction and/or formal agreement for when they can see you and/or the children? You may wish to consider this in relation to an ex-partner of the perpetrator if relevant. Bail conditions <input type="checkbox"/> Non-Molestation/Occupation Order <input type="checkbox"/> Child contact arrangements <input type="checkbox"/> Forced Marriage Protection Order <input type="checkbox"/> Other <input type="checkbox"/> | | | | |
| 24. Do you know if [name of abuser(s)] has ever been in trouble with the police or has a criminal history? If yes, please specify: Domestic abuse <input type="checkbox"/> Sexual violence <input type="checkbox"/> Other violence <input type="checkbox"/> Other <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Total 'yes' responses | | | | |

For consideration by professional

| | |
|--|--|
| Is there any other relevant information (from victim or professional) which may increase risk levels? Consider victim's situation in relation to disability, substance misuse, mental health issues, cultural / language barriers, 'honour'-based systems, geographic isolation and minimisation. Are they willing to engage with your service? Describe. | |
| Consider abuser's occupation / interests. Could this give them unique access to weapons? Describe. | |
| What are the victim's greatest priorities to address their safety? | |

| | |
|--|---|
| Do you believe that there are reasonable grounds for referring this case to Marac? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, have you made a referral? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Signed | Date |
| Do you believe that there are risks facing the children in the family? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please confirm if you have made a referral to safeguard the children? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Signed | Date referral made |
| Name | Date |

Name of victim:

Page 48
Date:

Agenda Item 9.1
Restricted when complete

Practitioner's notes

This document reflects work undertaken by SafeLives in partnership with Laura Richards, Consultant Violence Adviser to ACPO. We would like to thank Advance, Blackburn with Darwen Women's Aid and Berkshire East Family Safety Unit and all the partners of the Blackpool Marac for their contribution in piloting the revised checklist without which we could not have amended the original SafeLives risk identification checklist. We are very grateful to Elizabeth Hall of CAF/CASS and Neil Blacklock of Respect for their advice and encouragement and for the expert input we received from Jan Pickles, Dr Amanda Robinson and Jasvinder Sanghera.

REDDITCH BOROUGH COUNCIL**Executive
Committee**8th December 2020**FEES AND CHARGES**

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor David Thain, Portfolio Holder for Corporate Management |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Chris Forrester, Head of Finance and Customer services |
| Wards Affected | All |
| Ward Councillor Consulted | No |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

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

2. RECOMMENDATIONS

- 1 It is recommended that Executive consider the fees and charges as included at Appendix 1 and;
- 2 **recommend to Council** to approve all of the fees and charges that are included in Appendix 1
- 3 **approve** all fees and charges that are included in Appendix 1 are charged commencing 1st April 2021.

3. KEY ISSUES**Financial Implications**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A process was followed for the review of income to be realised from 1st April 2021. This included an assessment of each fee to identify how it met the Councils strategic purposes and the level of increase that was proposed. The levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services.

Executive Committee

8th December 2020

- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council
 - Service to break even
 - Service to make a surplus to offset other overhead costs
- 3.3 Appendix 1 details all of the fees and charges for each area with a commentary against each block.

Legal Implications

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

- 4.1 There is a risk that if fees and charges are not increased that income levels will not be achieved and the cost of services will increase. This is mitigated by managers reviewing their fees and charges annually.

5. APPENDICES

Appendix 1 – Fees and Charges

**Executive
Committee**

8th December 2020

6. BACKGROUND PAPERS

None.

7. KEY

None

AUTHOR OF REPORT

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Business Transformation & Organisational Development

Rounded to the nearest 10p.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| <u>New & Existing Properties</u> | | | | |
| Naming a Street | 303.70 | 3.00% | 9.10 | 312.80 |
| Additional charge for each new premise on a street | 62.00 | 109.68% | 68.00 | 130.00 |
| Naming and numbering of an individual premise | 142.40 | 3.00% | 4.30 | 146.70 |
| Additional charge for each adjoining premise (eg Blocks of flats) | 24.10 | 219.50% | 52.90 | 77.00 |
| Confirmation of address to solicitor/conveyancer/ occupier or owner | 35.30 | 3.00% | 1.10 | 36.40 |
| Additional charge including naming of building | 70.20 | 3.00% | 2.10 | 72.30 |

Comments

A benchmark was taken from 8 councils that included Wyre Forest, Walsall, Worcester, Wychavon, Malvern Hills, Birmingham, Coventry and Solihull. The costs for 'Additional charge for each new premise on a street' and 'Additional charge for each adjoining premise' were increased to bring them in line with the average of the same charges from these councils. Where a 3% increase has been applied to an item, this is to enable our increase in annual costs to be recovered.

The income generated from Street Naming and Numbering is dependent on the number of new housing developments built in a given year. As the councils costs continue to rise irrespective of whether the number of building projects increases or not, the inclusion of a 3% increase is to try to ensure cost recovery where possible.

REDDITCH BOROUGH COUNCIL

Chief Executive

Roundings to the nearest 10p.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| Photocopying per copy | | | | |
| A4 (black & white) | 0.30 | 0.00% | 0.00 | 0.30 |
| A4 (colour) | 0.40 | 0.00% | 0.00 | 0.40 |
| A4 binding | 2.00 | | Variable rate | Variable rate |
| A4 plastic cover | 1.30 | | Variable rate | Variable rate |
| A3 (black & white) | 0.40 | 0.00% | 0.00 | 0.40 |
| A3 (colour) | 0.70 | 0.00% | 0.00 | 0.70 |
| A2 (black and white) | 0.60 | 733.33% | 4.40 | 5.00 |
| A2 (colour) | Variable rate | 0.00% | 5.00 | 5.00 |
| A1 (black and white) | 1.10 | 536.36% | 5.90 | 7.00 |
| A1 (colour) | Variable rate | 0.00% | 7.00 | 7.00 |
| A0 (black and white) | 2.10 | 376.19% | 7.90 | 10.00 |
| A0 (colour) | Variable rate | 0.00% | 10.00 | 10.00 |
| Other Corporate Charges | | | | |
| Copy P60 | 5.90 | 0.00% | 0.00 | 5.90 |
| Replacement ID badge | 5.90 | 0.00% | 0.00 | 5.90 |
| Attachment of Earnings per deduction | 1.10 | 0.00% | 0.00 | 1.10 |
| Venue hire additional services | | | | |
| Feature on official social media & website | Please contact us £30-£100 | | | Please contact us £30-£100 |
| Place your promotional material in reception | 10.00 | 0.00% | 0.00 | 10.00 |
| Print your materials | Request a quote | | | Request a quote |
| Full design & print services: | | | | |
| Luxury roll-up banner - Flat rate | 100.00 | 2.50% | 0.00 | 100.00 |
| - any additional | 50.00 | 2.50% | 0.00 | 50.00 |
| Vinyl banner | 50.00 | 2.50% | 0.00 | 50.00 |
| - any additional | 25.00 | 2.50% | 0.00 | 25.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|--|-----------------------------------|---------------------------------|--|
| <p>Posters (10) - any additional</p> <p>Leaflets (500) - any additional</p> <p>Your bespoke requirements</p> <p style="text-align: center;">PLUS</p> <p style="text-align: center;">Boost your event with our simple options.</p> <ul style="list-style-type: none"> • Promotional services <ul style="list-style-type: none"> o Reach the local community with our official social media o Show up on Google with our special website options o Promote your event in our busy public spaces • Design services <ul style="list-style-type: none"> o Stand out o Bespoke for you, from our professional design team • Printing services <ul style="list-style-type: none"> o All your printing needs in one place o Signs, flyers, agendas, welcome banners, and more <p style="text-align: center;">Packages available from as little as £30.</p> <p style="text-align: center;">To find out more contact 01527 881296 or venues@bromsgrove.gov.uk. www.bromsgrove.gov.uk/venues</p> <p style="text-align: center;">Beautiful wedding stationery to suit your budget</p> <p style="text-align: center;">The personal touch for all your guests, with bespoke packages from £25</p> <ul style="list-style-type: none"> • Choose beautiful invitations • Add table plans, place settings, & more • Photo displays & banners <ul style="list-style-type: none"> • Signs • Use your own designs, or our designers <p style="text-align: center;">To find out more just contact 01527 881296 or weddings@bromsgrove.gov.uk. www.bromsgrove.gov.uk/weddings</p> | <p>25.00 Request a quote</p> <p>50.00 Request a quote</p> <p>Request a quote</p> | <p>2.50%</p> <p>2.50%</p> <p></p> | <p>0.00</p> <p>0.00</p> <p></p> | <p>25.00 Request a quote</p> <p>50.00 Request a quote</p> <p>Request a quote</p> |

Comments

Photocopying: no general increase as cost base mostly fixed by contract. Finishing (binding/covers) now priced variably via cost matrix inc. specification, quantity required etc., as used in "Print your materials - request a quote". Large format printing (A2, A1, A0) is substantially updated to be priced against cost recovery plus a reasonable charge.

Full design and print services: cost recovery increase to track materials costs

| Roundings to the nearest 10p. | | | | |
|--|---------------------------------------|----------|-----------------------|---------------------------------------|
| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease | Proposed charge from 2021 £ |
| <u>Private Sector Housing</u> | | | | |
| House Fitness Inspections | 125.00 | 1.60% | 2.00 | 127.00 |
| Registration of housing in multiple occupation: per occupant | 122.00 | 2.46% | 3.00 | 125.00 |
| Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004, per hour | 34.00 | 2.94% | 1.00 | 35.00 |
| Enforcement of Statutory Notices, Supervision of Work in Default etc | Actual + officer p/hr + 10% admin | | | Actual + officer p/hr + 10% admin |
| <u>Comments</u> | | | | |
| Private Sector Housing charges based on costs exercises- adjusted to account for increase in officer costs + oncosts / overheads. | | | | |
| <u>Lifeline</u> | | | | |
| Installation Fee - New Charge (Private & HRA) | 52.00 | 0.00% | 0.00 | 52.00 |
| Lifeline (per week) | 4.15 | 2.50% | 0.10 | 4.25 |
| Alarms private user pre April 2004 x 52 weeks* | 2.60 | 0.00% | 0.00 | 2.60 |
| Replacement Pendant | Actual cost + 17% admin fee | | | Actual cost + 17% admin fee |
| - Key Safe | Manufacturers cost + 17% admin fee | | | Manufacturers cost + 17% admin fee |
| - GSM Alarm Hire | 5.90 | -6.78% | -0.40 | 5.50 |
| - GPS Tracker Hire | 7.00 | 0.00% | 0.00 | 7.00 |
| - Daily Living Activity Equipment | 7.00 | 0.00% | 0.00 | 7.00 |
| *This is a lifetime set price and cannot be increased | | | | |
| <u>Hire Products (Linked to Lifeline and activated in the monitoring centre)</u> | | | | |
| Hire of smoke alarm per week | 1.37 | 2.50% | 0.03 | 1.40 |
| CO2 Detector per week | 1.37 | 2.50% | 0.03 | 1.40 |
| Bogus Caller Panic Button (per week) | 1.37 | 2.50% | 0.03 | 1.40 |
| Flood Detector (per week) | 1.37 | 2.50% | 0.03 | 1.40 |

| | | | | |
|-------------------------------|------|-------|------|------|
| Falls Detector (per week) | 1.37 | 2.50% | 0.03 | 1.40 |
| Additional pendant (per week) | 1.37 | 2.50% | 0.03 | 1.40 |

Comments

All prices listed except for installation fee, replacement pendant and keysafe are a weekly fee. Installation fee has not been increased to remain competitive in the market place. Lifeline increase of 10p to £4.25 remains cheaper than other local providers and represents good value for money. GSM Alarm Hire has been reduced due to reduction in GSM costs. GPS Tracker and Daily Living Equipment to remain at the same price due to reduction in GSM charges and to remain competitive. Hire of products price increase is in line with manufacturers price increase.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease | Proposed charge from 2021 £ |
|---|----------------------------|----------|-----------------------|-----------------------------------|
| Dial a Ride Service | | | | |
| Minibus - single journey | 4.00 | 0.00% | 0.00 | 4.00 |
| Minibus - single journey with concessionary pass | 3.00 | 0.00% | 0.00 | 3.00 |
| Customers with a concessionary bus pass (per single medical journey) | 4.00 | 0.00% | 0.00 | 4.00 |
| Customers without a concessionary bus pass (per single medical journey) | 5.00 | 0.00% | 0.00 | 5.00 |
| Registration fee | 15.00 | 0.00% | 0.00 | 15.00 |
| *Promotional offer* for customers who register with both dial a ride and shopmobility (with the new charges it would normally be £30.00 - £15.00 per service) | 20.00 | 0.00% | 0.00 | 20.00 |
| Shopmobility | | | | |
| Annual registration fee | 15.00 | 0.00% | 0.00 | 15.00 |
| Daily Charge (Redditch resident) | 3.50 | 0.00% | 0.00 | 3.50 |
| Daily Charge (Non Redditch resident) | 5.00 | 0.00% | 0.00 | 5.00 |
| Daily Escort fee charge | 2.50 | 0.00% | 0.00 | 2.50 |
| Daily Pay as you go charge (no registration fee) | 6.50 | 0.00% | 0.00 | 6.50 |
| Manual Wheelchair (resident) | 2.00 | 0.00% | 0.00 | 2.00 |
| Manual Wheelchair (non-resident) | 3.00 | 0.00% | 0.00 | 3.00 |
| Wheelchair Hire - per day | 5.00 | 0.00% | 0.00 | 5.00 |
| Wheelchair Hire - per week | 20.00 | 0.00% | 0.00 | 20.00 |
| Wheelchair Hire - per month | 70.00 | 0.00% | 0.00 | 70.00 |

Comments

Due to reduced services due to Covid and the high potential that this will continue in to 21/22 due to users being generally vulnerable, no fare increases are proposed. In addition historically fees have been increased every other year due to a 10 p increasing being above inflation; the last increased was in 2020

REDDITCH BOROUGH COUNCIL

Environmental

Roundings to the nearest 10p.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|---|---|--|---|
| <p><u>Bulky Household Waste</u></p> <p>The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted seperately.</p> <p>Bulky collection - per single unit* *Dependant on size, these items charged for as a multiple of units. Items that are classed by WCC as non domestic waste</p> <p>Items not on the boundary of the property</p> <p>Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour Garden Waste Collection Service - new charge Garden Waste Set up fee - new charge Re-issue of service - new charge</p> <p><u>MOT</u></p> <p>Class 4 (car) Class 7 (van) Class 5 vl (minibus)</p> <p>VOSA have yet to set a revised charge. Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.</p> | <p>8.50</p> <p>Quotation</p> <p>Quotation</p> <p>50.00 45.00 20.00 40.00</p> <p>Set by VOSA Set by VOSA Set by VOSA</p> | <p>5.88% 0.00%</p> <p>0.00% 2.22% 0.00% 0.00%</p> | <p>0.50</p> <p>0.00 1.00 0.00 0.00</p> | <p>9.00</p> <p>Quotation</p> <p>Quotation</p> <p>50.00 46.00 20.00 40.00</p> <p>Set by VOSA Set by VOSA Set by VOSA</p> |

Comments

Bulky Waste - Electronic payments only

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| <u>Crematorium/Cemetery</u> | | | | |
| Interment | | | | |
| Full earth interment under 1 year (non resident only) | 0.00 | 0.00% | 0.00 | 0.00 |
| Full earth interment under 1 year (Redditch resident) | No Charge | | | No Charge |
| Interment 1 year to 17 (inc) years (non resident only) | 0.00 | 0.00% | 0.00 | 0.00 |
| Interment 1 year to 17 years (inc) (Redditch Resident) | No Charge | | | No Charge |
| Interment 18 years and over* | | | | |
| Single Depth | 649.00 | 0.00% | 0.00 | 649.00 |
| Double Depth | 649.00 | 0.00% | 0.00 | 649.00 |
| Interment of cremated remains * | 216.00 | 0.00% | 0.00 | 216.00 |
| Interment of cremated remains - non resident under 18 years | No Charge | | | No Charge |
| Interment of cremated remains (Redditch Resident under 18 years only) | No Charge | | | No Charge |
| Scattering cremated remains in grave or in rose/memorial garden (roll back turf) | 90.00 | 0.00% | 0.00 | 90.00 |
| <u>Charges for Burials</u> | | | | |
| Exclusive Right of Burial for 75 years | | | | |
| In adult size grave | 1,634.00 | 0.00% | 0.00 | 1,634.00 |
| In babies grave | 281.00 | 0.00% | 0.00 | 281.00 |
| In child's grave (4 x 2) | 299.00 | 0.00% | 0.00 | 299.00 |
| In ashes grave | 625.00 | 0.00% | 0.00 | 625.00 |
| <u>Extending Rights in existing grave for 25 years</u> | | | | |
| In existing full earth grave | 466.00 | 0.00% | 0.00 | 466.00 |
| In child's grave | 99.00 | 0.00% | 0.00 | 99.00 |
| In ashes grave | 182.00 | 0.00% | 0.00 | 182.00 |
| Assignment / Transfer of Exclusive Right | 106.00 | 0.00% | 0.00 | 106.00 |
| Certified copy of entry in Register of Burials | 23.00 | 0.00% | 0.00 | 23.00 |
| Disinterment of Remains - Cremated Remains | 568.00 | 0.00% | 0.00 | 568.00 |
| <u>Cemetery Memorials</u> | | | | |
| Memorial application administration fee | 106.00 | 0.00% | 0.00 | 106.00 |
| <u>Cremation related fees</u> | | | | |
| Direct Cremation 18+ years | 434.00 | 0.00% | 0.00 | 434.00 |
| Cremation 17 years and under | No Fee | | | No Fee |
| Cremation 18+ years 09:00am and 09:30am | 577.00 | 0.00% | 0.00 | 577.00 |
| Cremation 18+ years 10:15am onwards | 746.00 | 0.00% | 0.00 | 746.00 |
| None Resident Cremation Fees | | | | |
| Cremation 18+ years 9:00 am ans 09:30am | 677.00 | 0.00% | 0.00 | 677.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease/ £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|-----------------------------|-----------------------------------|
| Cremation 18+ years 10:30am onwards | 846.00 | 0.00% | 0.00 | 846.00 |
| Scattering of ashes from other Crematoria | 64.00 | 0.00% | 0.00 | 64.00 |
| Certified extract from Register of Cremations | 23.00 | 0.00% | 0.00 | 23.00 |
| Replacement certificate of cremation | 12.00 | 0.00% | 0.00 | 12.00 |
| Organist's fee | 58.00 | 0.00% | 0.00 | 58.00 |
| Extra Service Time in Chapel | 181.00 | 0.00% | 0.00 | 181.00 |
| Use of chapel for burial service of child 16 or under (not RBC Cemeteries) | 251.00 | 0.00% | 0.00 | 251.00 |
| Use of Chapel for burial service (RBC Cemeteries) | 181.00 | 0.00% | 0.00 | 181.00 |
| Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.00 am and 09:30am | 577.00 | 0.00% | 0.00 | 577.00 |
| Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards | 746.00 | 0.00% | 0.00 | 746.00 |
| Use of chapel for burial service of child 16 or under (RBC Cemeteries) | 84.00 | 0.00% | 0.00 | 84.00 |
| Late arrival at Crematorium (only if service runs into next time slot) | 181.00 | 0.00% | 0.00 | 181.00 |
| Cremation of a body part where the original cremation was elsewhere - | 168.00 | 0.00% | 0.00 | 168.00 |
| <u>Caskets</u> | | | | |
| Wooden cremated remains casket | 119.00 | 0.00% | 0.00 | 119.00 |
| <u>Wesley music additional options</u> | | | | |
| Administration for first visual tribute in a service - new charge | 24.00 | 0.00% | 0.00 | 24.00 |
| Administration for additional visual tributes in same service - new charge | 12.00 | 0.00% | 0.00 | 12.00 |
| Visual tribute cost per photograph - new charge | 3.00 | 0.00% | 0.00 | 3.00 |
| Visual tribute cost per minute of video - new charge | 6.00 | 0.00% | 0.00 | 6.00 |
| Visual tribute(s) only provided on USB - new charge | 30.00 | 0.00% | 0.00 | 30.00 |
| CD of Chapel Service | 61.00 | 0.00% | 0.00 | 61.00 |
| Additional copies of CD of chapel service - new charge | 38.00 | 0.00% | 0.00 | 38.00 |
| DVD of Chapel Service | 74.00 | 0.00% | 0.00 | 74.00 |
| Additional copies of DVD of chapel service - new charge | 44.00 | 0.00% | 0.00 | 44.00 |
| Visual tribute(s) added to DVD / USB recording of service - new charge | 24.00 | 0.00% | 0.00 | 24.00 |
| Webcast of Chapel Service | 88.00 | 0.00% | 0.00 | 88.00 |
| <u>Memorials</u> | | | | |
| Book of Remembrance - Name + 1 line | 94.00 | 0.00% | 0.00 | 94.00 |
| Each additional line in the Book | 35.00 | 0.00% | 0.00 | 35.00 |
| Miniature Book of Remembrance - Name + 1 line | 83.00 | 0.00% | 0.00 | 83.00 |
| Remembrance Card - Name + 1 line | 41.00 | 0.00% | 0.00 | 41.00 |
| Additional lines in miniature and cards | 29.00 | 0.00% | 0.00 | 29.00 |
| Crests - Floral depiction | 59.00 | 0.00% | 0.00 | 59.00 |
| - Badge or other | 71.00 | 0.00% | 0.00 | 71.00 |
| Bench with 10 year lease & top rail engraving (max 40 letters) - | 880.00 | 0.00% | 0.00 | 880.00 |
| Bench with 10 year lease & standard silver plaque (max 60 letters) - | 837.00 | 0.00% | 0.00 | 837.00 |
| Bench replacement plaque - £110.00 | 121.00 | 0.00% | 0.00 | 121.00 |
| <u>Wall Plaques – Internal</u> | | | | |
| Indoor single (12" x 3") - 5 year lease | 200.00 | 0.00% | 0.00 | 200.00 |
| Indoor single (12" x 3") - 10 year lease | 318.00 | 0.00% | 0.00 | 318.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| Indoor single (12" x 3") - 20 year lease | 436.00 | 0.00% | 0.00 | 436.00 |
| Indoor double (12" x 6") - 5 year lease | 318.00 | 0.00% | 0.00 | 318.00 |
| Indoor double (12" x 6") - 10 year lease | 436.00 | 0.00% | 0.00 | 436.00 |
| Indoor double (12" x 6") - 20 year lease | 554.00 | 0.00% | 0.00 | 554.00 |
| <u>Outdoor Wall Plaques</u> | | | | |
| 5 year lease | 224.00 | 0.00% | 0.00 | 224.00 |
| 10 year lease | 342.00 | 0.00% | 0.00 | 342.00 |
| 20 year lease | 459.00 | 0.00% | 0.00 | 459.00 |
| Photo or motif | 188.00 | 0.00% | 0.00 | 188.00 |
| <u>Bird Bath Memorial</u> | | | | |
| 5 year lease | | | | |
| Size 1 - small | 212.00 | 0.00% | 0.00 | 212.00 |
| Size 2 | 236.00 | 0.00% | 0.00 | 236.00 |
| Size 3 | 260.00 | 0.00% | 0.00 | 260.00 |
| Size 4 | 283.00 | 0.00% | 0.00 | 283.00 |
| Size 5 - large | 307.00 | 0.00% | 0.00 | 307.00 |
| 10 year lease | | | | |
| Size 1 - small | 330.00 | 0.00% | 0.00 | 330.00 |
| Size 2 | 354.00 | 0.00% | 0.00 | 354.00 |
| Size 3 | 378.00 | 0.00% | 0.00 | 378.00 |
| Size 4 | 401.00 | 0.00% | 0.00 | 401.00 |
| Size 5 - large | 423.00 | 0.00% | 0.00 | 423.00 |
| 20 year lease | | | | |
| Size 1 - small | 448.00 | 0.00% | 0.00 | 448.00 |
| Size 2 | 472.00 | 0.00% | 0.00 | 472.00 |
| Size 3 | 496.00 | 0.00% | 0.00 | 496.00 |
| Size 4 | 519.00 | 0.00% | 0.00 | 519.00 |
| Size 5 - large | 543.00 | 0.00% | 0.00 | 543.00 |
| Motif | 118.00 | 0.00% | 0.00 | 118.00 |
| Additional inscription on plaque | 147.00 | 0.00% | 0.00 | 147.00 |
| <u>Memorial Plaque extension fee 5 years ONLY</u> | 148.00 | 0.00% | 0.00 | 148.00 |
| Withdrawn option to extend for 10 and 20 years due to the lack of space and price people will pay | | | | |
| <u>Indoor Memorial Tree</u> | | | | |
| Standard Leaf - 3 year lease - new charge | 69.00 | 0.00% | 0.00 | 69.00 |
| Additional Leaves - new charge | 48.00 | 0.00% | 0.00 | 48.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|---------------------|----------------------------|-----------------------------------|
| Memorial Vaults | | | | |
| Double Unit - 20 year lease including first interment and casket | 1,324.00 | 0.00% | 0.00 | 1,324.00 |
| 2nd interment of remains including casket | 182.00 | 0.00% | 0.00 | 182.00 |
| Inscribed tablet upto 80 letters | 148.00 | 0.00% | 0.00 | 148.00 |
| Additional Letters (per letter) | 4.20 | 0.00% | 0.00 | 4.20 |
| Standard Motif | 106.00 | 0.00% | 0.00 | 106.00 |
| Photo of 1 person | 127.00 | 0.00% | 0.00 | 127.00 |
| Photo of 2 people | 201.00 | 0.00% | 0.00 | 201.00 |
| Photo of 3 people | 259.00 | 0.00% | 0.00 | 259.00 |
| Other items are available but will be quoted individually | QUOTED INDIVIDUALLY | QUOTED INDIVIDUALLY | QUOTED INDIVIDUALLY | QUOTED INDIVIDUALLY |
| Memorial Posts | | | | |
| Memorial plaque - 3 year lease | 254.00 | 0.00% | 0.00 | 254.00 |
| Motif | 48.00 | 0.00% | 0.00 | 48.00 |
| Replacement Plaque | 127.00 | 0.00% | 0.00 | 127.00 |
| Private Memorial Garden | | | | |
| Including memorial - 20 year lease | 1,694.00 | 0.00% | 0.00 | 1,694.00 |
| Purchase of memorial plaque (bronze) | | | | |
| Road Closures | 87.70 | 0.00% | 0.00 | 87.70 |
| Comments September CPI figure is 0.2% and equivalent RPI figure is 0.5% either of these measure would normally be used to apply a nominal inflationary increase but due to the historically low rates the recommendation is to not apply an increase to fees at this time. As per last year Bereavement Services would retain the option to vary fees by up to 25% should either the inflationary pressures change in the financial year 2021-22 or other costs increase such as utilities or other supplies | | | | |
| Parking Fines PCN's On Street - statutory | | | | |
| Set by Statute | | | | |
| Certain Contraventions | 70.00 | 0.00% | 0.00 | 70.00 |
| If paid within fourteen days | 35.00 | 0.00% | 0.00 | 35.00 |
| Other Contraventions | 50.00 | 0.00% | 0.00 | 50.00 |
| If paid within fourteen days | 25.00 | 0.00% | 0.00 | 25.00 |
| These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner) | | | | |
| Comments Parking fines set by statute | | | | |

REDDITCH BOROUGH COUNCIL

Finance and Customer Services

Roundings to the nearest 10p.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease | Proposed charge from 2021 £ |
|---|--|--|--|--|
| Revenues Court Costs Council Tax Summons Liability Order Magistrates Court Fee NDR Summons Liability Order Magistrates Court Fee | 54.50 29.00 0.50 54.50 29.00 0.50 | 2.50% 2.50% 0.00% 2.50% 2.50% 0.00% | 1.40 0.70 0.00 1.40 0.70 0.00 | 55.90 29.70 0.50 55.90 29.70 0.50 |

Comments

Fees increased in line with full cost recovery

REDDITCH BOROUGH COUNCIL

HRA Services

Roundings to the nearest 10p.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|---|----------------------------------|--------------------------------|--|
| <u>Service Charges</u> Three Storey Flats* Woodrow Estate Evesham Mews Communal Blocks | 7.80 4.00 6.70 Full cost recovery' | 0.00% 0.00% 0.00% 0.00% | 0.00 0.00 0.00 0.00 | Full cost recovery' Full cost recovery' Full cost recovery' Full cost recovery' |
| <u>Sheltered Scheme (VAT inclusive)</u> Use of washing machines - per load Use of drying machines Use of guest bedrooms per night Use of communal lounge - per hour | 3.00 2.30 30.00 15.00 | 0.00% 0.00% 0.00% 0.00% | 0.00 0.00 0.00 0.00 | 3.00 2.30 30.00 15.00 |
| <u>Bredon House, Mendip House and Malvern House</u> Heating - Bedsit Heating - 1 bedroom | 9.40 10.70 | 0.00% 0.00% | 0.00 0.00 | 9.40 10.70 |
| <u>Garage Rents</u> Garages Car Ports Non Council Tenants plus VAT | 9.50 3.50 above plus VAT | 2.00% 2.00% | 0.20 0.10 above plus VAT | 9.70 3.60 above plus VAT |

Comments

Due to the age of the washers/driers it is not possible to alter the charges.

Due to the closure of the guest bedroom and community lounges due to covid and the likelihood this will continue in to 2021, it is not proposed to increase these charges

| Service Category | Charge 1st April 2020 | % Change | increase/ decrease | Proposed charge from 2021 |
|--|-----------------------|----------|-----------------------|------------------------------|
| | £ | | £ | £ |
| General Repairs | | | | |
| Gain Entry or where a warrant is required | 20.00 | 20.00% | 4.00 | 24.00 |
| Call out charge or make safe + the repair work undertaken | 20.00 | 20.00% | 4.00 | 24.00 |
| Boarding up window or door - Small, Medium & Large | 50.00 | 0.00% | 0.00 | 50.00 |
| Glazing | | | | |
| Replace single glazed 6mm thick glass pane - Small, Medium & Large | 80.00 | 2.50% | 2.00 | 82.00 |
| Replace 28mm double glazed unit - window or door (all sizes) | 145.00 | 0.00% | 0.00 | 145.00 |
| Plumbing | | | | |
| Unblock sinks, wash basin, bath or WC | 30.00 | 6.67% | 2.00 | 32.00 |
| Replacing plugs and chains to baths, sinks and wash hand basins | 15.00 | 6.67% | 1.00 | 16.00 |
| Replace wash hand basin- Inc. fixtures & fittings | 145.00 | 0.00% | 0.00 | 145.00 |
| Replace WC pan & cistern - Inc. fixtures & fittings | 140.00 | 3.57% | 5.00 | 145.00 |
| Replace bath - Inc. fixtures & fittings (not Inc. bath panel) | 460.00 | 2.61% | 12.00 | 472.00 |
| Replace bath panel | 65.00 | 3.08% | 2.00 | 67.00 |
| Replace stainless steel sink Inc. F&F | 165.00 | 3.03% | 5.00 | 170.00 |
| Blocked drainage systems and soil stacks | By Quotation | | | By Quotation |
| Replace toilet seat | 30.00 | 6.67% | 2.00 | 32.00 |
| Carpentry | | | | |
| Replace keys and locks to doors, windows and garages if they are lost or stolen | 60.00 | 0.00% | 0.00 | 60.00 |
| Replace lost or stolen key fobs | 5.50 | 0.00% | 0.00 | 5.50 |
| Replace kitchen unit draw or door | 70.00 | 4.29% | 3.00 | 73.00 |
| Replace cupboard latches and handles | 30.00 | 0.00% | 0.00 | 30.00 |
| Repair kitchen unit draw or door | 70.00 | 4.29% | 3.00 | 73.00 |
| Replace internal doors - none fire door 110/door | 100.00 | 0.00% | 0.00 | 100.00 |
| Replace external doors (UVPC) - None Fire Door | 720.00 | 2.08% | 15.00 | 735.00 |
| Replace Wooden door - Fire door Inc. Intumescent strips | 500.00 | 3.00% | 15.00 | 515.00 |
| Replace door handles and latches (internal doors only) | 50.00 | 2.00% | 1.00 | 51.00 |
| Electrics | | | | |
| Replace florescent light fitting and tubes/starters | 45.00 | 4.44% | 2.00 | 47.00 |
| Re-fix or renew electrical accessories - switch, sockets, pendant | 50.00 | 4.00% | 2.00 | 52.00 |
| Replace damaged/broken 240v smoke alarm + new test certificate | 90.00 | 2.22% | 2.00 | 92.00 |
| Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests | 400.00 | 2.50% | 10.00 | 410.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| Carry out electrical test certificate | 120.00 | 2.50% | 3.00 | 123.00 |
| Gas | | | | |
| Turning gas on following capping | 50.00 | 4.00% | 2.00 | 52.00 |
| Rehang radiator | 80.00 | 1.25% | 1.00 | 81.00 |
| Replace TRV thermostat | 35.00 | 2.86% | 1.00 | 36.00 |
| Building | | | | |
| Repair Plastering | By Quotation | | | By Quotation |
| Repair of walls/patio's | By Quotation | | | By Quotation |
| <u>Comments</u> | | | | |
| This year's F&C's reflect the true costs of labour and materials identified with each task. | | | | |
| Environmental | | | | |
| Garden maintenance | By Quotation | | | By Quotation |
| Garden rubbish removal - small | By Quotation | | | By Quotation |
| Garden rubbish removal - large (skip load/van load) | By Quotation | | | By Quotation |
| Bulky Waste removal - per single unit | 8.50 | 0.00% | 0.00 | 8.50 |
| Loft clearances | By Quotation | | | By Quotation |
| Property Clean - Easy Clean | By Quotation | | | By Quotation |
| Property Clean - Deep clean | By Quotation | | | By Quotation |
| Pest control TBC | By Quotation | | | By Quotation |
| External | | | | |
| Fencing (other than privacy panels) | By Quotation | | | By Quotation |
| Gate and shed latches, bolts and catches | By Quotation | | | By Quotation |
| Replacement Key Fobs (each) | 5.50 | 0.00% | 0.00 | 5.50 |
| <u>Comments</u> | | | | |
| The replacement fob is based on actual cost and this has not increased | | | | |

| Service Category | Charge 1st April 2020 | % Change | increase/ decrease | Proposed charge from 2021 |
|---|-----------------------|----------|-----------------------|------------------------------|
| | £ | | £ | £ |
| <u>St Davids House Luncheon Club</u> | | | | |
| Residents | 4.70 | 2.00% | 0.10 | 4.80 |
| Non Residents | 5.60 | 2.00% | 0.10 | 5.70 |
| Christmas Day Dinner/New Years Day Dinner | 11.00 | 2.00% | 0.20 | 11.20 |
| Christmas Day Dinner/New Years Day Dinner (Guest) | 0.00 | 0.00% | 20.00 | 20.00 |
| <u>Home Support Service</u> | | | | |
| Weekly well being telephone call | 4.40 | 2.00% | 0.10 | 4.50 |
| Weekly well being home visit - per half hour | 8.30 | 2.00% | 0.20 | 8.50 |
| Weekly Individual Support visiting service - per hour | 16.60 | 2.00% | 0.30 | 16.90 |
| <u>Tenants' Support - St David's House/Queen's Cottages</u> | | | | |
| Full Charge | 40.70 | 2.00% | 0.80 | 41.50 |
| <u>Service Charges</u> | | | | |
| St David's House | 30.00 | 2.00% | 0.60 | 30.60 |
| Queen's Cottages | 30.00 | 2.00% | 0.60 | 30.60 |
| <u>St David's House</u> | | | | |
| Heating charge - per week | 9.30 | 2.00% | 0.20 | 9.50 |
| Water charge - per week | 4.70 | 2.00% | 0.10 | 4.80 |
| Laundry Charge - per load | 7.00 | 2.00% | 0.10 | 7.10 |
| Personal care package - to be deleted | 17.00 | 2.00% | -17.00 | 0.00 |
| Guest Bedroom per night | 0.00 | 0.00% | 25.00 | 25.00 |
| Guest Bedroom per night (benefit eligibility) | 0.00 | 0.00% | 15.80 | 15.80 |
| Hire of activity room per session | 0.00 | 0.00% | 10.00 | 10.00 |
| Extra Care costs (private funders) WCC charge plus 10% | | | | |
| <u>Landlords References</u> | | | | |
| Landlords References | 60.00 | 1.67% | 1.00 | 61.00 |
| <u>Comments</u> | | | | |
| The charges for St David's and Queens Cottages have been increased to reflect full cost recovery. | | | | |
| The additional 10% added to the extra care costs are in order to look towards full cost recovery. | | | | |

REDDITCH BOROUGH COUNCIL

Legal, Democratic and Property Services

Roundings to the nearest 10p.

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| Legal Costs | | | | |
| Legal work - General hourly rate | 142.90 | 2.75% | 3.90 | 146.80 |
| Legal Consent - Admin Fee | 25.40 | 2.75% | 0.70 | 26.10 |
| Mortgage Redemption Fee | 67.70 | 2.75% | 1.90 | 69.60 |
| Second Mortgage questionnaire | 46.50 | 2.75% | 1.30 | 47.80 |
| Surrender of Garage Lease | 77.40 | 2.75% | 2.10 | 79.50 |
| Discount questionnaire | 35.30 | 2.75% | 1.00 | 36.30 |
| Leasehold Questionnaire | 81.60 | 2.75% | 2.20 | 83.80 |
| Notice of Postponement during Right to Buy | 25.70 | 2.75% | 0.70 | 26.40 |
| Notice of Postponement post Right to Buy | 35.30 | 2.75% | 1.00 | 36.30 |
| Re-mortgage | 60.50 | 2.75% | 1.70 | 62.20 |
| Consent for alterations to former Council house/flat | 156.90 | 2.75% | 4.30 | 161.20 |
| Retrospective Consent for alterations to former Council house/flat | 196.20 | 2.75% | 5.40 | 201.60 |
| Garden licence - initial administration fee (plus annual fee) | 243.10 | 2.75% | 6.70 | 249.80 |
| WayLeave Agreement | 364.70 | 2.75% | 10.00 | 374.70 |
| Deed of Grant/Easement | 382.20 | 2.75% | 10.50 | 392.70 |
| * Licence to Assign | 382.20 | 2.75% | 10.50 | 392.70 |
| * Rent Deposit Deed | 382.20 | 2.75% | 10.50 | 392.70 |
| * Authorised Guarantee Agreement | 382.20 | 2.75% | 10.50 | 392.70 |
| * Licence for Alterations | 382.20 | 2.75% | 10.50 | 392.70 |
| * Licence to Sub-let | 382.20 | 2.75% | 10.50 | 392.70 |
| * Deed of Variation | 382.20 | 2.75% | 10.50 | 392.70 |
| * Grant of Lease | 516.90 | 2.75% | 14.20 | 531.10 |
| * Extended Lease | 516.90 | 2.75% | 14.20 | 531.10 |
| * Deed of Surrender | 382.20 | 2.75% | 10.50 | 392.70 |
| * Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00 | | | | |
| Tenancy at Will | 382.20 | 2.75% | 10.50 | 392.70 |
| Renewal of Lease | 382.20 | 2.75% | 10.50 | 392.70 |
| Minor land sales - legal fees upto the value of £1,000 | 501.90 | 2.75% | 13.80 | 515.70 |
| Major land sales - legal fees £10,000+ - 2.75% of the purchase price, with a minimum charge of £500 | Fixed fee | | | Fixed fee |
| Major land sales - legal fees £50,000+ - 2.75% of the purchase price, with a minimum charge of £750 | Fixed fee | | | Fixed fee |
| Deed of release of covenant - 1% of the release consideration with a minimum of £750 | Fixed fee | | | Fixed fee |
| Footpath Diversion Orders | 2,107.50 | 2.75% | 58.00 | 2,165.50 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| Freehold reversions - admin fee | 382.20 | 2.75% | 10.50 | 392.70 |
| Copy of lease (up to 25 pages) | | | | |
| Copies of RTB service charges (up to last three years) | | | | |
| Extra copies of valuation - S.125 Notice | | | | |
| Section 106 | | | | |
| Private Owner | 515.30 | 2.75% | 14.20 | 529.50 |
| Each additional unit added (up to a maximum of £1,500) * | 64.60 | 10.00% | 6.50 | 71.10 |
| 100% Affordable housing schemes | 957.80 | 2.75% | 26.30 | 984.10 |
| Deed of Variation ** | 364.00 | 2.75% | 10.00 | 374.00 |
| Fee for agreeing a unilateral undertaking | 364.00 | 2.75% | 10.00 | 374.00 |
| LOCAL LAND CHARGES | | | | |
| Search Type | | | | |
| Official Certificate of Search (LLC1) only | 28.40 | | 0.80 | 29.20 |
| CON29R Enquiries of Local Authority (2016) | | | | |
| - Residential | 106.30 | | 5.30 | 111.60 |
| - Commercial | 151.00 | | 5.30 | 156.30 |
| Standard Search Fee: LLC1 and CON 29R combined | | | | |
| - Residential | 134.70 | | 3.70 | 138.40 |
| - Commercial | 179.50 | | 4.90 | 184.40 |
| CON 29O Optional enquiries of Local Authority (2007) | | | | |
| (Questions 5,6,8,9,11,15) per question | 13.10 | | 0.40 | 13.50 |
| (Questions 7,10,12,13,14,16-21) per question | 6.60 | | 0.20 | 6.80 |
| (Question 22) | 26.70 | 12.36% | 3.30 | 30.00 |
| (Question 4) | 14.70 | | 0.40 | 15.10 |
| Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries) | 51.30 | | 1.40 | 52.70 |
| Each additional parcel of land (LLC1 and CON29R) | 24.00 | | 0.70 | 24.70 |
| Refresher Search - to be deleted | 41.40 | | -41.40 | 0.00 |
| Expedited (within 48 hrs) | 32.80 | | 0.90 | 33.70 |
| Comments | | | | |
| Costs increased by cost recovery basis. | | | | |
| Refresher search - to be deleted | | | | |
| Committee Room 1: | | | | |
| 4 hour minimum - Standard | 57.37 | 0.00% | 0.00 | 57.37 |
| Concession 25 | 43.05 | 0.00% | 0.00 | 43.05 |
| Concession 50 | 28.69 | 0.00% | 0.00 | 28.69 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| Concession 75 | 14.37 | 0.00% | 0.00 | 14.37 |
| 8 hour minimum - daytime and/or evening | 75.76 | 0.00% | 0.00 | 75.76 |
| Concession 25 | 56.80 | 0.00% | 0.00 | 56.80 |
| Concession 50 | 37.90 | 0.00% | 0.00 | 37.90 |
| Concession 75 | 18.95 | 0.00% | 0.00 | 18.95 |
| <u>CIVIC SUITE COMMERCIAL CHARGES</u> | | | | |
| <u>Committee Room 2/3:</u> | | | | |
| 4 hour minimum - daytime | 115.82 | 0.00% | 0.00 | 115.82 |
| Concession 25 | 86.88 | 0.00% | 0.00 | 86.88 |
| Concession 50 | 57.94 | 0.00% | 0.00 | 57.94 |
| Concession 75 | 28.94 | 0.00% | 0.00 | 28.94 |
| 8 hour minimum - daytime and/or evening | 164.34 | 0.00% | 0.00 | 164.34 |
| Concession 25 | 123.24 | 0.00% | 0.00 | 123.24 |
| Concession 50 | 82.14 | 0.00% | 0.00 | 82.14 |
| Concession 75 | 41.10 | 0.00% | 0.00 | 41.10 |
| <u>Council Chamber:</u> | | | | |
| 4 hour minimum - daytime | 159.55 | 0.00% | 0.00 | 159.55 |
| Concession 25 | 119.65 | 0.00% | 0.00 | 119.65 |
| Concession 50 | 79.75 | 0.00% | 0.00 | 79.75 |
| Concession 75 | 39.90 | 0.00% | 0.00 | 39.90 |
| 8 hour minimum - daytime and/or evening | 260.65 | 0.00% | 0.00 | 260.65 |
| Concession 25 | 195.50 | 0.00% | 0.00 | 195.50 |
| Concession 50 | 130.35 | 0.00% | 0.00 | 130.35 |
| Concession 75 | 65.15 | 0.00% | 0.00 | 65.15 |
| <u>Full Civic Suite: Monday to Saturday (including servery)</u> | | | | |
| 4 hour minimum - daytime | 260.65 | 0.00% | 0.00 | 260.65 |
| Concession 25 | 195.50 | 0.00% | 0.00 | 195.50 |
| Concession 50 | 130.35 | 0.00% | 0.00 | 130.35 |
| Concession 75 | | | | |
| 8 hour minimum - daytime and/or evening | 473.20 | 0.00% | 0.00 | 473.20 |
| Concession 25 | 354.90 | 0.00% | 0.00 | 354.90 |
| Concession 50 | 236.60 | 0.00% | 0.00 | 236.60 |
| Concession 75 | 118.30 | 0.00% | 0.00 | 118.30 |
| <u>Full Civic Suite: Sunday - exceptional (including servery)</u> | | | | |
| 4 hour minimum - daytime | 296.30 | 0.00% | 0.00 | 296.30 |
| Concession 25 | 222.25 | 0.00% | 0.00 | 222.25 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| Concession 50 | 148.15 | 0.00% | 0.00 | 148.15 |
| Concession 75 | 74.10 | 0.00% | 0.00 | 74.10 |
| 8 hour minimum - daytime and/or evening | 539.10 | 0.00% | 0.00 | 539.10 |
| Concession 25 | 404.35 | 0.00% | 0.00 | 404.35 |
| Concession 50 | 269.55 | 0.00% | 0.00 | 269.55 |
| Concession 75 | 134.80 | 0.00% | 0.00 | 134.80 |
| <p>Comments With the majority of commercial and regular bookings down due to Covid 19 - income has been severely impacted - as numbers and access is limited to 6 and regular cleaning required/refreshments unavailable we are not increasing the fees and charges for 20-21 - this will give us the ability to encourage our commercial and regular users back into the rooms once we are able to do so safely.</p> | | | | |
| <u>CIVIC SUITE COMMERCIAL CHARGES</u> | | | | |
| <u>Equipment Hire</u> | | | | |
| OHP/Screen | 23.35 | 0.00% | 0.00 | 23.35 |
| TV/Video | 23.35 | 0.00% | 0.00 | 23.35 |
| Conferencing Sound System | | | | |
| Flipchart stand | 7.75 | 0.00% | 0.00 | 7.75 |
| 4 hour minimum - daytime | 8.85 | 0.00% | 0.00 | 8.85 |
| 8 hour minimum - daytime and/or evening | | | | |
| <u>Other Fees</u> | | | | |
| Security | 245.60 | 0.00% | 0.00 | 245.60 |
| Retainer | | | | |
| <u>CIVIC SUITE - REFRESHMENT CHARGES</u> | | | | |
| Teas and Coffees | 1.10 | 0.00% | 0.00 | 1.10 |
| Commercial - per cup | | | | |
| <p>Comments With the majority of commercial and regular bookings down due to Covid 19 - income has been severely impacted - as numbers and access is limited to 6 and regular cleaning required/refreshments unavailable we are not increasing the fees and charges for 20-21 - this will give us the ability to encourage our commercial and regular users back into the rooms once we are able to do so safely.</p> | | | | |
| <u>Learning online</u> | | | | |
| Personal Development | | | | |
| <i>Unemployed</i> | | | | |
| Maths * | FREE | | | FREE |
| English * | FREE | | | FREE |
| *Must demonstrate a need after initial assessment. | | | | |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|-------------------------|----------------------------|-----------------------------------|
| Employed Maths * English * *Must demonstrate a need after initial assessment. | FREE FREE | | | FREE FREE |
| IA Eligibility IA Not Eligible ** *Must demonstrate a need after initial assessment. **When the IA shows you are working above Level 2 and therefore not eligible for government funding but wish to gain a recognised qualification. | 350.00 350.00 | 0.00% 0.00% | 0.00 0.00 | 350.00 350.00 |
| [Full course includes OCR registration, online materials, offline resources, practice papers, tests & certification] | | | | |
| Computer Courses Full Awards [Full course includes BCS registration, online materials, offline resources, practice papers, tests & certification] | | | | |
| Unemployed BCS IT Level 1 (ECDL) (3 units) BCS Level 2 (ECDL Extra) 4 units | 300.00 360.00 | 0.00% 0.00% | 0.00 0.00 | 300.00 360.00 |
| Employed BCS IT Level 1 (ECDL) (3 units) BCS Level 2 (ECDL Extra) 4 units | 300.00 360.00 | 0.00% 0.00% | 0.00 0.00 | 300.00 360.00 |
| Testing only option [Testing only option includes BCS Registration, 4 tests and certification] | | | | |
| Unemployed Tests only Practice papers & tests only Resits | n/a n/a n/a | | | n/a n/a n/a |
| Unemployed - no benefits not seeking work Tests only Practice papers & tests only Resits | 200.00 240.00 30.00 | 0.00% 0.00% 0.00% | 0.00 0.00 0.00 | 200.00 240.00 30.00 |
| Employed - Less than 16 hours Tests only Practice papers & tests only Resits | n/a n/a n/a | | | n/a n/a n/a |
| Employed Tests only Practice papers & tests only | 200.00 240.00 | 0.00% 0.00% | 0.00 0.00 | 200.00 240.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| Resits | 30.00 | 0.00% | 0.00 | 30.00 |
| Single Awards 1 unit only [includes BCS registration, online materials, offline resources, practice papers, test certification] | | | | |
| Unemployed | | | | |
| Word Processing | n/a | | | n/a |
| Spreadsheets | n/a | | | n/a |
| Presentations (PowerPoint) | n/a | | | n/a |
| Improving productivity | n/a | | | n/a |
| Unemployed - no benefits not seeking work | | | | |
| Word Processing | 80.00 | 0.00% | 0.00 | 80.00 |
| Spreadsheets | 80.00 | 0.00% | 0.00 | 80.00 |
| Presentations (PowerPoint) | 80.00 | 0.00% | 0.00 | 80.00 |
| Improving productivity | 80.00 | 0.00% | 0.00 | 80.00 |
| Employed | | | | |
| Word Processing | 80.00 | 0.00% | 0.00 | 80.00 |
| Spreadsheets | 80.00 | 0.00% | 0.00 | 80.00 |
| Presentations (PowerPoint) | 80.00 | 0.00% | 0.00 | 80.00 |
| Improving productivity | 80.00 | 0.00% | 0.00 | 80.00 |
| Testing only option Per module [Testing only option includes BCS Registration, 1 test and certification] | | | | |
| Unemployed | | | | |
| Tests only | n/a | | | n/a |
| Practice papers & tests only | n/a | | | n/a |
| Resits | n/a | | | n/a |
| Unemployed - no benefits not seeking work | | | | |
| Tests only | 50.00 | 0.00% | 0.00 | 50.00 |
| Practice papers & tests only | 60.00 | 0.00% | 0.00 | 60.00 |
| Resits | 30.00 | 0.00% | 0.00 | 30.00 |
| Employed | | | | |
| Tests only | 50.00 | 0.00% | 0.00 | 50.00 |
| Practice papers & tests only | 60.00 | 0.00% | 0.00 | 60.00 |
| Resits | 30.00 | 0.00% | 0.00 | 30.00 |

Enrolments and testing can only be carried out at our registered training centre (Greenlands Business Centre, Redditch, Worcestershire B98 7HD).

You must be able to provide proof of ID in the form of a current passport or driving licence or two forms of ID that show your current address. To be eligible for free courses you must show proof of eligibility if self-declaring.

To sign up for a course call or email us to arrange a date and time to meet and set up the initial assessments.

Enrolments need to be done in the Centre because of the need for I.D. checks, however the initial assessments and learning can take place from home.

Contact details for further information: Learningonline - Redditch 01527 524762

Email: learningonline@redditchbc.gov.uk

Comments

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| <u>Property Services</u> | | | | |
| Minor Land Sales Request for Information | 51.50 | 2.75% | 1.40 | 52.90 |
| Minor Land Sales Full Application | 377.00 | 2.75% | 10.40 | 387.35 |
| Advertising - Estimated Fee | 639.70 | 2.75% | 17.60 | 657.30 |
| Surveyors Fees - Estimated Fee | 514.10 | 2.75% | 14.20 | 528.25 |

Comments

Costs increased by cost recovery basis.

BUILDING CONTROL - VAT AT 20%

Explanatory notes:

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

2 The charges are as follows.

Category A: New domestic homes, flats or conversions etc

Category B: Extending or altering existing homes

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

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

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

3 Exemptions and reductions in charges.

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

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

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

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

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

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

Other information:

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

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

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

Redditch 01527 64252

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|--------------------------------|
| TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING | | | | |
| 1,2,3 or More Properties: | | | | |
| Application | Please Ring for Quote | | | Please Ring for Quote |
| Regularisation | Please Ring for Quote | | | Please Ring for Quote |
| TABLE B: Domestic Extensions and alterations to a Single Building (please contact us) | | | | |
| Application | Please Contact Us | | | Please Contact Us |
| Regularisation | Please Contact Us | | | Please Contact Us |
| Additional | Please Contact Us | | | Please Contact Us |
| Garage Conversion to habitable room | | | | |
| Application | 375.00 | 0.00% | 0.00 | 375.00 |
| Regularisation | 450.00 | 0.00% | 0.00 | 450.00 |
| Additional | Please Contact Us | | | Please Contact Us |
| Extension project Consolidated to just the Table B heading (delete) | | | | |
| Application | Please Contact Us | | | Please Contact Us |
| Regularisation | Please Contact Us | | | Please Contact Us |
| Additional | Please Contact Us | | | Please Contact Us |
| All other extensions Consolidated to just the Table B heading (delete) | | | | |
| Loft Conversions Consolidated to just the Table B heading (delete) | | | | |
| Detached garage over Consolidated to just the Table B heading (delete) | | | | |
| Electrical works by non-qualified electrician | | | | |
| Application | Please Contact Us | | | Please Contact Us |
| Regularisation | Please Contact Us | | | Please Contact Us |
| Renovation of thermal element | | | | |
| Application | Please Contact Us | | | Please Contact Us |
| Regularisation | Please Contact Us | | | Please Contact Us |
| Installing steel beam(s) within an existing house | | | | |
| Application | 225.00 | 0.00% | 0.00 | 225.00 |
| Regularisation | 270.00 | 0.00% | 0.00 | 270.00 |
| Window replacment | | | | |
| Application | 225.00 | 0.00% | 0.00 | 225.00 |
| Regularisation | 270.00 | 0.00% | 0.00 | 270.00 |
| Installing a new boiler or wood burner etc. | | | | |
| Application | 440.00 | 0.00% | 0.00 | 440.00 |
| Regularisation | 530.00 | 0.00% | 0.00 | 530.00 |
| TABLE C: All Other works - Alterations and new build | | | | |
| £0 + | Please Contact Us | | | Please Contact Us |
| For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote | | | | |
| These charges have been set on the following basis: | | | | |
| 1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months | | | | |
| 2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges. | | | | |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|-----------------------------------|----------|----------------------------|-----------------------------------|
| <p><u>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u> Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services</p> <p style="text-align: center;"><u>Charges note</u></p> <p>Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.</p> | 55.40 Please Contact Us | 0.00% | 0.00 | 55.40 Please Contact Us |
| <p><u>Comments</u> In accordance with the Local Authority (Building Regulations) Fees and Charges regulations 2010, the building control service is required to be cost neutral on a 1 year rolling balance. No significant profit is permitted. Last year Bromsgrove Council made a small surplus. It is proposed therefore to make no changes to fees and charges for 21/22 Individually determined fees will reflect any minor changes in the service hourly rate</p> | | | | |
| <p><u>DEVELOPMENT MANAGEMENT</u> High Hedge Complaints</p> <p><u>Pre Application Fee</u> <u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u> Householder Development 1* Dwelling 2 - 4 Dwellings 5 - 9 Dwellings 10 - 49 Dwellings 50 - 99 Dwellings 100 - 199 Dwellings 200+ Dwellings * includes one-for-one replacements</p> <p><u>Non-residential development (floor space)</u> <u>Floor area is measured externally</u> Less than 500sqm 500 - 999sqm 1000 - 1999sqm 2000 - 4999sqm 5000 - 9999sqm 10,000sqm or greater</p> | 237.60 | 0.00% | 0.00 | 237.60 |
| | 100.00 | 2.70% | 3.00 | 103.00 |
| | 216.00 | 2.70% | 6.00 | 222.00 |
| | 324.00 | 2.70% | 9.00 | 333.00 |
| | 649.00 | 2.70% | 17.00 | 666.00 |
| | 1,298.00 | 2.70% | 35.00 | 1,333.00 |
| | 2,379.00 | 2.70% | 64.00 | 2,443.00 |
| | 3,245.00 | 2.70% | 88.00 | 3,333.00 |
| | 4,326.00 | 2.70% | 117.00 | 4,443.00 |
| | 300.00 | 2.70% | 8.00 | 308.00 |
| | 541.00 | 2.70% | 15.00 | 556.00 |
| | 1,082.00 | 2.70% | 29.00 | 1,111.00 |
| | 2,163.00 | 2.70% | 58.00 | 2,221.00 |
| | 2,704.00 | 2.70% | 73.00 | 2,777.00 |
| | 3,245.00 | 2.70% | 88.00 | 3,333.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|-----------|----------------------------|--------------------------------|
| Non-residential development (site area) where no building operations are proposed | | | | |
| Less than 0.5ha | 325.00 | 2.70% | 9.00 | 334.00 |
| 0.5 - 0.99ha | 649.00 | 2.70% | 17.00 | 666.00 |
| 1 - 1.25ha | 1,082.00 | 2.70% | 29.00 | 1,111.00 |
| 1.26 - 2ha | 2,163.00 | 2.70% | 58.00 | 2,221.00 |
| 2ha or greater | 3,245.00 | 2.70% | 88.00 | 3,333.00 |
| Variation/removal of conditions and engineering operations (flat fee) | 200.00 | 2.70% | 5.00 | 205.00 |
| Recovering Costs for seeking specialist advice in connection with Planning proposals | Full recovery cost | No change | 0.00 | Full recovery cost |
| <u>Monitoring Fees to be applied to Planning Obligations</u> | | | | |
| Obligations where the Council is the recipient | | | | |
| All contributions (financial or non-monetary) - PER OBLIGATION | 290.00 | 2.70% | 8.00 | 298.00 |
| Pre-commencement trigger - PER OBLIGATION | 100.00 | 2.70% | 3.00 | 103.00 |
| Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT | 150.00 | 2.70% | 4.00 | 154.00 |
| Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE | 120.00 | 2.70% | 3.00 | 123.00 |
| Obligations for another signatory (eg. Worcestershire County Council) | | | | |
| All contributions (financial or non-monetary) - PER OBLIGATION | 175.00 | 2.70% | 5.00 | 180.00 |
| Pre-commencement trigger - PER OBLIGATION | 60.00 | 2.70% | 2.00 | 62.00 |
| Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT | 90.00 | 2.70% | 2.00 | 92.00 |
| Ongoing Monitoring of large sites | 400.00 | 2.70% | 10.00 | 410.00 |
| Fee Concessions | | | | |
| Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. | | | | |
| Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%. | | | | |
| <u>Comments -</u> | | | | |
| <p>Pre application advice; This is a discretionary service provided alongside the main focus of the Development Management Team, which is to determine planning applications in a timely matter with decisions that withstand scrutiny at appeal if required. Against the backdrop of reduced staff resources (because of recruitment difficulties), it is not always possible to meet the demand for pre application advice. In addition, even if fully resourced, demand for pre application advice is subject to variations outside of the control of the Council and thus income is always variable. It is not possible to have a cost neutral position related to pre application fees because the pre application fee can only be a proportion of the nationally set planning application fee, or applicants would just go straight to the submission of an application, which would lose this variable income stream and result in poorer quality applications. A balance is struck by applying a percentage increase across the development types.</p> <p>Monitoring of Legal agreements Development Management; 2010 CIL Regulations (as amended) Regulation 122 enables Fees to be collected for the monitoring of planning obligations. The fee needs to be fair and reasonably related in scale and kind to the development and not exceed the authority's estimate of its cost of the monitoring. This charge was introduced last year and a 2.7% increase across the relevant categories is proposed.</p> <p>Specialist Reports and advice in Development Management; Full recovery of these costs was introduced last year. This is proposed to remain as is.</p> | | | | |

| Service Category | Charge 1st April 2020 | % Change | increase/ decrease | Proposed charge from 2021 |
|--|-----------------------|----------|-----------------------|---------------------------|
| | £ | | £ | £ |
| Business Centres | | | | |
| Fax - Outgoing - to be deleted | | | | |
| UK | 0.90 | 0.00% | -0.90 | 0.00 |
| Europe & Eire | 1.80 | 0.00% | -1.80 | 0.00 |
| North America | 2.00 | 0.00% | -2.00 | 0.00 |
| Other | 2.90 | 0.00% | -2.90 | 0.00 |
| Fax - Incoming - to be deleted | | | | |
| | 0.60 | 0.00% | -0.60 | 0.00 |
| Secretarial | | | | |
| - minimum charge | 10.70 | 12.15% | 1.30 | 12.00 |
| - charge per hour | 13.10 | 9.92% | 1.30 | 14.40 |
| Postal Address Facility - per month | | | | |
| | 47.00 | 0.00% | 0.00 | 47.00 |
| Telephone Divert: | | | | |
| Normal - per quarter | 120.20 | 0.00% | 0.00 | 120.20 |
| Gold - per quarter | 227.30 | 0.00% | 0.00 | 227.30 |
| Photocopying: | | | | |
| A4 single side | 0.10 | 20.00% | 0.00 | 0.12 |
| A4 double side | 0.20 | 20.00% | 0.00 | 0.24 |
| A3 single side | 0.30 | 0.00% | 0.00 | 0.30 |
| A3 double side | 0.30 | 0.00% | 0.00 | 0.30 |
| Photocopying: | | | | |
| A4 single side - non tenants | 0.20 | 0.00% | 0.00 | 0.20 |
| Conference Room (per hour): | | | | |
| Rubicon Tenants - to be deleted | 10.70 | 0.00% | -10.70 | 0.00 |
| Rubicon Non Tenants - to be deleted | 21.30 | 0.00% | -21.30 | 0.00 |
| Greenlands Tenants | 12.10 | 0.00% | 0.00 | 12.10 |
| Greenlands Non Tenants | 24.00 | 0.00% | 0.00 | 24.00 |
| Heming Rd (monthly charge) : | | | | |
| Unit 1 | 0.00 | 0.00% | 288.60 | 288.60 |
| Unit 2 | 0.00 | 0.00% | 493.80 | 493.80 |
| Units 3-6 | 0.00 | 0.00% | 410.40 | 410.40 |
| Unit 7 | 0.00 | 0.00% | 435.40 | 435.40 |
| Units 8-19 | 0.00 | 0.00% | 278.10 | 278.10 |
| Units 20-28 | 0.00 | 0.00% | 410.40 | 410.40 |
| Unit 29a | 0.00 | 0.00% | 128.40 | 128.40 |
| Unit 29c | 0.00 | 0.00% | 196.10 | 196.10 |
| Unit 29b | 0.00 | 0.00% | 222.00 | 222.00 |
| Greenlands (monthly charge) : | | | | |
| Unit 1 Ground Floor Suited Office | 0.00 | 0.00% | 994.40 | 994.40 |
| Unit 2 First Office | 0.00 | 0.00% | 287.40 | 287.40 |
| Unit 3 Ground Floor Office | 0.00 | 0.00% | 1,272.40 | 1,272.40 |
| Unit 4 Ground Floor Office | 0.00 | 0.00% | 1,017.90 | 1,017.90 |
| Unit 5 First Floor Office | 0.00 | 0.00% | 278.00 | 278.00 |
| Unit 6 First Floor Office | 0.00 | 0.00% | 294.40 | 294.40 |
| Unit 7 Ground Floor Office | 0.00 | 0.00% | 701.90 | 701.90 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|--------------------------------|
| Unit 8 Ground Floor Office | 0.00 | 0.00% | 690.20 | 690.20 |
| Unit 9 Ground Floor Office | 0.00 | 0.00% | 1,270.30 | 1,270.30 |
| Unit 10 First Office | 0.00 | 0.00% | 353.30 | 353.30 |
| Units 11 & 12 First Floor Office | 0.00 | 0.00% | 313.30 | 313.30 |
| Unit 13 Ground Floor Office | 0.00 | 0.00% | 400.40 | 400.40 |
| Unit 14 First Floor Office | 0.00 | 0.00% | 765.50 | 765.50 |
| Unit 15 First Floor Office | 0.00 | 0.00% | 765.50 | 765.50 |
| Unit 16 First Floor Office | 0.00 | 0.00% | 683.10 | 683.10 |
| Unit 17 First Floor Office | 0.00 | 0.00% | 383.90 | 383.90 |
| Unit 18 First Floor Office | 0.00 | 0.00% | 383.90 | 383.90 |
| Unit 19 First Floor Office | 0.00 | 0.00% | 581.80 | 581.80 |
| Unit 20 First Floor Office | 0.00 | 0.00% | 567.70 | 567.70 |
| Unit 21 First Floor Office | 0.00 | 0.00% | 1,283.10 | 1,283.10 |
| Units 22 & 23 First Floor Office | 0.00 | 0.00% | 275.60 | 275.60 |
| Unit 24 First Floor Office | 0.00 | 0.00% | 294.40 | 294.40 |
| Unit 25 First Floor Office | 0.00 | 0.00% | 308.60 | 308.60 |
| Unit 26 First Floor Office | 0.00 | 0.00% | 381.60 | 381.60 |
| Unit 27 First Floor Office | 0.00 | 0.00% | 254.40 | 254.40 |
| Unit 28 First Floor Office | 0.00 | 0.00% | 713.70 | 713.70 |
| Unit 29 First Floor Office | 0.00 | 0.00% | 685.50 | 685.50 |
| Unit 30 First Floor Office | 0.00 | 0.00% | 1,263.90 | 1,263.90 |
| Unit 31 First Office | 0.00 | 0.00% | 351.00 | 351.00 |
| Unit 32 First Floor Suited Office | 0.00 | 0.00% | 1,024.60 | 1,024.60 |
| Unit 33 First Office | 0.00 | 0.00% | 360.40 | 360.40 |
| Comments | | | | |
| We are not proposing to increase any charges this year for Greenlands. Given the current economic conditions, we feel that it is inappropriate to increase licence fees this year. | | | | |
| Heming Road Enterprise Centre can achieve its budgeted income with current charges at 60% occupancy. It is currently 89% occupied. Given the current economic conditions, we feel that it is inappropriate to increase licence fees this year. | | | | |
| Fax fees and Rubicon Conference room charges to be deleted as they are no longer needed. | | | | |
| FOOTBALL | | | | |
| SENIOR 11 a side with changing | | | | |
| Match for multiple teams booking together eg a local league | 55.00 | 0.00% | 0.00 | 55.00 |
| Match for a season long booking for a single club | 75.00 | 0.00% | 0.00 | 75.00 |
| Match for a one off booking | 100.00 | 0.00% | 0.00 | 100.00 |
| SENIOR 11 a side without changing | | | | |
| Match games | 40.00 | 0.00% | 0.00 | 40.00 |
| JUNIOR 9 or 11 a side with changing | | | | |
| Match games | 30.00 | 0.00% | 0.00 | 30.00 |
| per season (x 12 games) | 360.00 | 0.00% | 0.00 | 360.00 |
| JUNIOR 9 or 11 a side without changing | | | | |
| Match games | 22.50 | 0.00% | 0.00 | 22.50 |
| per season (x 12 games) | 270.00 | 0.00% | 0.00 | 270.00 |
| MINI FOOTBALL 5 or 7 a side | | | | |
| Match games | 16.50 | 0.00% | 0.00 | 16.50 |
| per season (x 12 games) | 198.00 | 0.00% | 0.00 | 198.00 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|--------------------------------|
| <p>Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.</p> <p>After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p> | | | | |
| Comments | | | | |
| We are proposing no changes at all to football fees and charges for the coming year as we had a considerable increase last year. | | | | |
| <u>SPORTS DEVELOPMENT CHARGES</u> | | | | |
| Adult fitness Sessions | 3.50 | 0.00% | 0.00 | 3.50 |
| Community exercise class | 3.50 | 0.00% | 0.00 | 3.50 |
| Health & Well Being Sessions | 3.50 | 0.00% | 0.00 | 3.50 |
| Curriculum Cost | 30.00 | 0.00% | 0.00 | 30.00 |
| Schools Hire – lunchtime / after school sessions | 30.00 | 0.00% | 0.00 | 30.00 |
| Inclusive Activities | 3.30 | 0.00% | 0.00 | 3.30 |
| PSI Falls Prevention | 3.50 | 0.00% | 0.00 | 3.50 |
| Activity Referral | 17.00 | 0.00% | 0.00 | 17.00 |
| Junior Sports Sessions | 4.00 | 0.00% | 0.00 | 4.00 |
| Couch 2 5k - new charge | 1.00 | 0.00% | 0.00 | 1.00 |
| Comments | | | | |
| <p>We do not propose to increase any of our fees and charges this year. We made a like for like comparison between September 2019 and September 2020 participation levels and this shows an on average decrease in attendance of 27%. September was the first month that we can make a like for like comparison because this is the first month that the sessions have come back into operation in full since the beginning of the Covid 19 pandemic. To accompany this quantity based data we have consulted with our customer base and we know that this drop off in participation is due in the main to the public's concerns about safety during the Covid crisis. Alongside this we are aware of the importance of this physical activity work during this pandemic for health reasons in particular for residents with underlying health conditions. We do not recommend reducing our fees and charges because of the impact on our income however in order to safeguard the increase in participation during this difficult time for communities we recommend encouraging customers to participate via not increasing the fees.</p> <p>To further substantiate our recommendation we can explain that if the decision was made to increase fees and charges by 2.75% this would amount to only £435 extra income in Redditch during 2021/22 if we secure the same levels of income as was the case during 2019/20. On this basis, our recommendation is that the benefits of remaining at standstill outweigh the benefits of increasing the fees and charges.</p> | | | | |
| <u>Allotment Charges</u> | | | | |
| <u>Small (>177m2)</u> | | | | |
| Standard | 29.28 | 0.00% | 0.00 | 29.28 |
| Concession 25% | 21.97 | 0.00% | 0.00 | 21.97 |
| Concession 50% | 14.64 | 0.00% | 0.00 | 14.64 |
| Additional water charge | 23.77 | 0.00% | 0.00 | 23.77 |
| <u>Medium (>177<254m2))</u> | | | | |
| Standard | 50.35 | 0.00% | 0.00 | 50.35 |
| Concession 25% | 37.76 | 0.00% | 0.00 | 37.76 |
| Concession 50% | 25.17 | 0.00% | 0.00 | 25.17 |
| Additional water charge | 26.59 | 0.00% | 0.00 | 26.59 |

| Service Category | Charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|--------------------------------|
| <u>Large (<254m2)</u> | | | | |
| Standard | 73.74 | 0.00% | 0.00 | 73.74 |
| Concession 25% | 55.30 | 0.00% | 0.00 | 55.30 |
| Concession 50% | 36.87 | 0.00% | 0.00 | 36.87 |
| Additional water charge | 28.16 | 0.00% | 0.00 | 28.16 |
| Water charge is only applicable where water is present, and billed to Redditch Borough Council. | | | | |
| <u>Redditch Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces</u> | | | | |
| <u>Outdoor Event Space</u> | | | | |
| <u>Small Attendance = 0-100</u> | | | | |
| Commercial Rates | 51.50 | 0.00% | 0.00 | 51.50 |
| Concession 50 | 25.00 | 0.00% | 0.00 | 25.00 |
| Concession 75 | 12.50 | 0.00% | 0.00 | 12.50 |
| <u>Medium 101- 499</u> | | | | |
| Commercial Rates | 103.00 | 0.00% | 0.00 | 103.00 |
| Concession 50 | 50.00 | 0.00% | 0.00 | 50.00 |
| Concession 75 | 25.00 | 0.00% | 0.00 | 25.00 |
| <u>Large 500+</u> | | | | |
| Commercial Rates | 154.50 | 0.00% | 0.00 | 154.50 |
| Concession 50 | 75.00 | 0.00% | 0.00 | 75.00 |
| Concession 75 | 37.50 | 0.00% | 0.00 | 37.50 |
| <u>Outdoor Fitness Session - Commercial</u> | | | | |
| <u>Summer Fee (Apr to Sept)</u> | | | | |
| Commercial Rates Per Day | 401.85 | 0.00% | 0.00 | 401.85 |
| Concession 25 | 301.40 | 0.00% | 0.00 | 301.40 |
| Concession 50 | 200.90 | 0.00% | 0.00 | 200.90 |
| <u>Winter Fee (Oct to Mar)</u> | | | | |
| Commercial Rates Per Day | 172.00 | 0.00% | 0.00 | 172.00 |
| Concession 25 | 129.00 | 0.00% | 0.00 | 129.00 |
| Concession 50 | 86.00 | 0.00% | 0.00 | 86.00 |
| <u>Annual Fee</u> | | | | |
| Commercial Rates Per Day | 459.05 | 0.00% | 0.00 | 459.05 |
| Concession 25 | 344.30 | 0.00% | 0.00 | 344.30 |
| Concession 50 | 229.55 | 0.00% | 0.00 | 229.55 |
| <u>Parks and Open Spaces Hire</u> | | | | |
| <u>Summer Fee (Apr to Sept) One day maximum usage per week</u> | | | | |
| Commercial Rates | 420.00 | 0.00% | 0.00 | 420.00 |
| Concession 25 | 315.00 | 0.00% | 0.00 | 315.00 |
| Concession 50 | 210.00 | 0.00% | 0.00 | 210.00 |
| Concession 75 | 682.50 | 0.00% | 0.00 | 682.50 |
| <u>Summer Fee (Apr to Sept) Two days maximum usage per week</u> | | | | |
| Commercial Rates | 511.90 | 0.00% | 0.00 | 511.90 |
| Concession 25 | 341.25 | 0.00% | 0.00 | 341.25 |
| Concession 50 | 735.00 | 0.00% | 0.00 | 735.00 |
| <u>Summer Fee (Apr to Sept) Three days maximum usage per week</u> | | | | |
| Commercial Rates | 551.25 | 0.00% | 0.00 | 551.25 |
| Concession 25 | 367.50 | 0.00% | 0.00 | 367.50 |
| Concession 50 | | | | |

| Service Category | Charge 1st April 2020 | % Change | increase/ decrease | Proposed charge from 2021 |
|---|---|----------|-----------------------|-----------------------------|
| | £ | | £ | £ |
| <u>Winter Fee (Oct to Mar) One day maximum usage per week</u> | 210.00 | 0.00% | 0.00 | 210.00 |
| Concession 25 | 157.50 | 0.00% | 0.00 | 157.50 |
| Concession 50 | 105.00 | 0.00% | 0.00 | 105.00 |
| <u>Winter Fee (Oct to Mar) Two days maximum usage per week</u> | 420.00 | 0.00% | 0.00 | 420.00 |
| Concession 25 | 315.00 | 0.00% | 0.00 | 315.00 |
| Concession 50 | 210.00 | 0.00% | 0.00 | 210.00 |
| <u>Winter Fee (Oct to Mar) Three days maximum usage per week</u> | 630.00 | 0.00% | 0.00 | 630.00 |
| Concession 25 | 472.50 | 0.00% | 0.00 | 472.50 |
| Concession 50 | 315.00 | 0.00% | 0.00 | 315.00 |
| | 546.00 | 0.00% | 0.00 | 546.00 |
| <u>Annual Fee One day maximum usage per week</u> | 409.50 | 0.00% | 0.00 | 409.50 |
| Concession 25 | 273.00 | 0.00% | 0.00 | 273.00 |
| Concession 50 | 892.50 | 0.00% | 0.00 | 892.50 |
| <u>Annual Fee Two days maximum usage per week</u> | 669.40 | 0.00% | 0.00 | 669.40 |
| Concession 25 | 446.25 | 0.00% | 0.00 | 446.25 |
| Concession 50 | 1,050.00 | 0.00% | 0.00 | 1,050.00 |
| <u>Annual Fee Three days maximum usage per week</u> | 787.50 | 0.00% | 0.00 | 787.50 |
| Concession 25 | 525.00 | 0.00% | 0.00 | 525.00 |
| Concession 50 | | | | |
| <u>Bandstand Hire T/centre</u> | | | | |
| Commercial Rates per day | Price on application | | | Price on application |
| Community Rates per day | 27.60 | 0.00% | 0.00 | 27.60 |
| Charities / Not for Profit Organisations per day | 27.60 | 0.00% | 0.00 | 27.60 |
| <u>Band Stand</u> | | | | |
| <u>Criteria and eligibility guidance notes attached in events toolkit</u> | | | | |
| <u>Undercover Market</u> (Street trading licence required) - New Charge - Trading hours to be agreed by Events team. | | | | |
| Electricity (per hour) | 0.00 | 0.00% | 1.60 | 1.60 |
| <u>Additional Costs for Outdoor Event Space:</u> | | | | |
| 1 Set up and Clearance charged @ 50% of applicable rate | | | | |
| 2 Any event in excess of 1999 attendees is STN | | | | |
| <u>Additional Costs for Outdoor Fitness Space:</u> | | | | |
| 1 Set up and Clearance charged @ 50% of applicable rate | | | | |
| <u>Comments</u> | No increase proposed for 2021 due to impact on Leisure Industry and additional COVID measures that business, charities and community groups have to provide | | | |

REDDITCH BOROUGH COUNCIL

Regulatory Services

Roundings are to the nearest 5/10p.

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| <u>TAXI LICENSING</u> | | | | |
| - Hackney Carriage Vehicle Licence per annum (charge excludes vehicle testing) | 264.00 | 0.00% | 0.00 | 264.00 |
| - Hackney Carriage Driver's Licence - 1 Year | 61.00 | 0.00% | 0.00 | 61.00 |
| - Hackney Carriage Driver's Licence - 3 Year | 150.00 | 0.00% | 0.00 | 150.00 |
| - Private Hire Vehicle Licence per annum (charge excludes vehicle testing) | 264.00 | 0.00% | 0.00 | 264.00 |
| - Private Hire Operator Licence - (1 year) (1 vehicle) | 167.00 | 0.00% | 0.00 | 167.00 |
| - Private Hire Operator Licence - (3 year) (1 vehicle) | 402.00 | 0.00% | 0.00 | 402.00 |
| - Private Hire Operator Licence - (5 year) (1 vehicle) | 637.00 | 0.00% | 0.00 | 637.00 |
| - Private hire operator licence (all durations) per additional vehicle | 17.00 | 0.00% | 0.00 | 17.00 |
| - Hackney carriage driver licence - (1 year) | 61.00 | 0.00% | 0.00 | 61.00 |
| - Hackney carriage driver licence - (3 years) | 150.00 | 0.00% | 0.00 | 150.00 |
| - Private hire driver licence - (1 year) | 61.00 | 0.00% | 0.00 | 61.00 |
| - Private hire driver licence - (3 years) | 150.00 | 0.00% | 0.00 | 150.00 |
| - Dual Hackney Carriage and Private Hire Driver's Licence - (1 Year) | 87.00 | 0.00% | 0.00 | 87.00 |
| - Dual Hackney Carriage and Private Hire Driver's Licence - (3 Year) | 208.00 | 0.00% | 0.00 | 208.00 |
| - Knowledge test | 23.00 | 0.00% | 0.00 | 23.00 |
| - Administration Charge - new applications | 37.00 | 0.00% | 0.00 | 37.00 |
| - Transfer of plate - per transfer | 51.00 | 0.00% | 0.00 | 51.00 |
| - Replacement Vehicle Plates | 23.00 | 0.00% | 0.00 | 23.00 |
| - Replacement Driver's Badge (card) | 13.00 | 0.00% | 0.00 | 13.00 |
| - Amendment to paper licence - eg change of address | 12.00 | 0.00% | 0.00 | 12.00 |
| - DVLA Enquiry - Electronic | 7.00 | 0.00% | 0.00 | 7.00 |
| - DVLA Enquiry - Paper | 12.00 | 0.00% | 0.00 | 12.00 |
| - CRB Disclosure | 56.00 | 0.00% | 0.00 | 56.00 |
| <u>GENERAL LICENSING</u> | | | | |
| - Annual Street Trading Consent - Food - Initial - per annum | 1,447.00 | 0.00% | 0.00 | 1,447.00 |
| - Annual Street Trading Consent - Food - Renewal - per annum | 1,327.00 | 0.00% | 0.00 | 1,327.00 |
| - Annual Street Trading Consent - Non Food - Initial - per annum | 1,207.00 | 0.00% | 0.00 | 1,207.00 |
| - Annual Street Trading Consent - Non Food - Renewal - per annum | 1,085.00 | 0.00% | 0.00 | 1,085.00 |

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| Animal Activity Licences | | | | |
| Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets | | | | |
| - Application Fee | 329.00 | 0.00% | 329.00 | 329.00 |
| - Application to vary a licence | 240.00 | 0.00% | 240.00 | 240.00 |
| - Inspection Fee | 164.00 | 0.00% | 164.00 | 164.00 |
| - Licence Fee - 1 Year | 184.00 | 0.00% | 184.00 | 184.00 |
| - Licence Fee - 2 Year | 364.00 | 0.00% | 364.00 | 364.00 |
| - Licence Fee - 3 Year | 546.00 | 0.00% | 546.00 | 546.00 |
| - Vet fee recharge - if applicable | Full Cost Recovery | | | Full Cost Recovery |
| Keeping or training animals for exhibition (only) | | | | |
| Application Fee | 219.00 | 0.00% | 219.00 | 219.00 |
| Application to vary a licence | 158.00 | 0.00% | 158.00 | 158.00 |
| Inspection Fee | 163.00 | 0.00% | 163.00 | 163.00 |
| Licence Fee - 3 Years | 300.00 | 0.00% | 300.00 | 300.00 |
| Veterinary Fees - if applicable | Full Cost Recovery | | | Full Cost Recovery |
| Dangerous wild animals | | | | |
| Application for grant or renewal of a licence | 235.00 | 0.00% | 0.00 | 235.00 |
| Veterinary inspection fees | Recharged at cost | | | Full Cost Recovery |
| Zoo Licences | | | | |
| Application for grant or renewal of a licence | 131.00 | 0.00% | 0.00 | 131.00 |
| Secretary of state inspector and veterinary fees | Recharged at cost | | | Recharged at cost |
| Sex Establishments | | | | |
| Application for grant or renewal of a licence | 1,020.00 | 0.00% | 0.00 | 1,020.00 |
| Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis | | | | |
| Fee to register a premises | 136.00 | 0.00% | 0.00 | 136.00 |
| Fee to register a practitioner | 89.00 | 0.00% | 0.00 | 89.00 |
| Scrap Metal Dealers Act 2013 | | | | |
| - Application for a new site licence | 296.00 | 0.00% | 0.00 | 296.00 |
| Fee per additional site | 153.00 | 0.00% | 0.00 | 153.00 |
| - Application for a new collectors licence | 148.00 | 0.00% | 0.00 | 148.00 |
| - Application for a renewal of a site licence | 245.00 | 0.00% | 0.00 | 245.00 |
| Fee per additional site | 153.00 | 0.00% | 0.00 | 153.00 |
| - Application for a renewal of a collectors licence | 97.00 | 0.00% | 0.00 | 97.00 |
| - Variation of licence | 67.00 | 0.00% | 0.00 | 67.00 |
| - Request for a copy of a licence (if lost or stolen) | 26.00 | 0.00% | 0.00 | 26.00 |

Comments

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| ENVIRONMENTAL HEALTH | | | | |
| <u>Dog Warden</u> | | | | |
| - Penalty (statutory fee) | 25.00 | 0.00% | 0.00 | 25.00 |
| - Kennelling Fee £15 per day or part day | 15.00 | 0.00% | 0.00 | 15.00 |
| - Kennelling Fee for dangerous dog by breed or behaviour- £25 per day | 25.00 | 0.00% | 0.00 | 25.00 |
| - Admin charge | 15.00 | 0.00% | 0.00 | 15.00 |
| - Levy for out of hours | 40.00 | 0.00% | 0.00 | 40.00 |
| - Repeat offence levy | 30.00 | 33.33% | 10.00 | 40.00 |
| - Treatment Costs (Wormer, Flea) - Per treatment | 10.00 | 0.00% | 0.00 | 10.00 |
| - Veterinary Charges | Recharged at cost | | | Recharged at cost |
| Private Water Supplies | | | | |
| Risk Assessment per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Investigation per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Granting an Authorisation per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Sampling Visit per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Sample analysis per sample taken | 55.00 | 0.00% | 0.00 | 55.00 |
| + <i>Laboratory Costs</i> | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Sample taken during check monitoring | 55.00 | 0.00% | 0.00 | 55.00 |
| + <i>Laboratory Costs</i> | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Sample taken during audit monitoring | 55.00 | 0.00% | 0.00 | 55.00 |
| + <i>Laboratory Costs</i> | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Other Environmental Health Fees | | | | |
| Trading Certificates - WRS Income | | | | |
| Health/Export | | | | |
| - Annual Specific export inspections | 474.00 | 0.00% | 0.00 | 474.00 |
| - Certificate | 104.40 | 0.00% | 0.00 | 104.40 |
| - Per Hour | 46.00 | 2.17% | 1.00 | 47.00 |
| FHRS re-rating - WRS Income | 165.00 | 1.82% | 3.00 | 168.00 |
| ISS Certs Condemned Food - WRS Income | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Food Hygiene Basic Course fee - WRS Income | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Contaminated Land Enquiries - charge per hour - WRS Income | 0.00 | | 45.00 | 45.00 |
| <u>GAMBLING FEES</u> | | | | |
| <u>Premises Licence Fees - Discretionary</u> | | | | |
| <u>Bingo Premises</u> | | | | |
| - Grant | 2,171.00 | 0.00% | 0.00 | 2,171.00 |
| - Annual Fee | 639.00 | 0.00% | 0.00 | 639.00 |
| - Variation | 1,085.00 | 0.00% | 0.00 | 1,085.00 |
| - Transfer | 745.00 | 0.00% | 0.00 | 745.00 |
| - Application for Provisional Statement | 2,171.00 | 0.00% | 0.00 | 2,171.00 |
| - Licence Application (Provisional Statement Holders) | 745.00 | 0.00% | 0.00 | 745.00 |
| - Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| - Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| - Re-instatement Fee | 745.00 | 0.00% | 0.00 | 745.00 |
| <u>Adult Gaming Centre</u> | | | | |
| - Grant | 1,240.00 | 0.00% | 0.00 | 1,240.00 |
| - Annual Fee | 639.00 | 0.00% | 0.00 | 639.00 |
| - Variation | 639.00 | 0.00% | 0.00 | 639.00 |
| - Transfer | 1,240.00 | 0.00% | 0.00 | 1,240.00 |
| - Application for Provisional Statement | 1,240.00 | 0.00% | 0.00 | 1,240.00 |
| - Licence Application (Provisional Statement Holders) | 745.00 | 0.00% | 0.00 | 745.00 |
| - Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| - Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| - Application by Re-instatement | 745.00 | 0.00% | 0.00 | 745.00 |
| <u>Family Entertainment Centre</u> | | | | |
| - Grant | 1,240.00 | 0.00% | 0.00 | 1,240.00 |
| - Annual Fee | 590.00 | 0.00% | 0.00 | 590.00 |
| - Variation | 639.00 | 0.00% | 0.00 | 639.00 |
| - Transfer | 620.00 | 0.00% | 0.00 | 620.00 |
| - Application for Provisional Statement | 1,240.00 | 0.00% | 0.00 | 1,240.00 |
| - Licence Application (Provisional Statement Holders) | 620.00 | 0.00% | 0.00 | 620.00 |
| - Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| - Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| - Application by Re-instatement | 608.00 | 0.00% | 0.00 | 608.00 |
| <u>Betting Premises (excluding tracks)</u> | | | | |
| - Grant | 1,853.00 | 0.00% | 0.00 | 1,853.00 |
| - Annual Fee | 371.00 | 0.00% | 0.00 | 371.00 |
| - Variation | 926.00 | 0.00% | 0.00 | 926.00 |
| - Transfer | 742.00 | 0.00% | 0.00 | 742.00 |
| - Application for Provisional Statement | 1,853.00 | 0.00% | 0.00 | 1,853.00 |
| - Licence Application (Provisional Statement Holders) | 742.00 | 0.00% | 0.00 | 742.00 |
| - Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| - Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| - Application by Re-instatement | 745.00 | 0.00% | 0.00 | 745.00 |
| <u>Betting Premises (Including Tracks)</u> | | | | |
| - Grant | 1,853.00 | 0.00% | 0.00 | 1,853.00 |
| - Annual Fee | 371.00 | 0.00% | 0.00 | 371.00 |
| - Variation | 926.00 | 0.00% | 0.00 | 926.00 |
| - Transfer | 742.00 | 0.00% | 0.00 | 742.00 |
| - Application for Provisional Statement | 1,853.00 | 0.00% | 0.00 | 1,853.00 |
| - Licence Application (Provisional Statement Holders) | 742.00 | 0.00% | 0.00 | 742.00 |
| - Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| - Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| - Application by Re-instatement | 745.00 | 0.00% | 0.00 | 745.00 |

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| <u>Temporary Event Use Notice</u> | | | | |
| - New Applications | 310.00 | 0.00% | 0.00 | 310.00 |
| - Copy of Licence | 16.00 | 0.00% | 0.00 | 16.00 |
| <u>GAMBLING ACT PERMIT FEES - STATUTORY</u> | | | | |
| <u>Licensed Premises Gaming Machine Permit</u> | | 0.00% | | |
| - Grant | 150.00 | 0.00% | 0.00 | 150.00 |
| - Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| - Variation | 100.00 | 0.00% | 0.00 | 100.00 |
| - Transfer | 25.00 | 0.00% | 0.00 | 25.00 |
| - Annual Fee | 50.00 | 0.00% | 0.00 | 50.00 |
| - Change of name | 25.00 | 0.00% | 0.00 | 25.00 |
| - Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| <u>Licensed Premises Automatic Notification Process</u> | | | | |
| - Grant | 50.00 | 0.00% | 0.00 | 50.00 |
| <u>Club Gaming Permits</u> | | | | |
| - Grant | 200.00 | 0.00% | 0.00 | 200.00 |
| - Grant (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| - Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| - Variation | 100.00 | 0.00% | 0.00 | 100.00 |
| - Renewal | 200.00 | 0.00% | 0.00 | 200.00 |
| - Renewal (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| - Annual Fee | 50.00 | 0.00% | 0.00 | 50.00 |
| - Change of Name | 100.00 | 0.00% | 0.00 | 100.00 |
| - Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| <u>Club Machine Permits</u> | | | | |
| - Grant | 200.00 | 0.00% | 0.00 | 200.00 |
| - Grant (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| - Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| - Variation | 100.00 | 0.00% | 0.00 | 100.00 |
| - Renewal | 200.00 | 0.00% | 0.00 | 200.00 |
| - Renewal (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| - Annual Fee | 50.00 | 0.00% | 0.00 | 50.00 |
| - Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| - Change of Name | 25.00 | 0.00% | 0.00 | 25.00 |
| - Transfer of Permit | 25.00 | 0.00% | 0.00 | 25.00 |
| <u>Family Entertainment Centre Gaming Machine Permit</u> | | | | |
| - Grant | 300.00 | 0.00% | 0.00 | 300.00 |
| - Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| - Change of name | 25.00 | 0.00% | 0.00 | 25.00 |
| - Renewal | 300.00 | 0.00% | 0.00 | 300.00 |
| - Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|--|----------------------------|----------|----------------------------|-----------------------------------|
| <u>Prize Gaming Permits</u> | | | | |
| - Grant | 300.00 | 0.00% | 0.00 | 300.00 |
| - Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| - Change of name | 25.00 | 0.00% | 0.00 | 25.00 |
| - Renewal | 300.00 | 0.00% | 0.00 | 300.00 |
| - Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| - Transitional Application Fee | 100.00 | 0.00% | 0.00 | 100.00 |
| <u>Small Lottery Registration (statutory)</u> | | | | |
| - Fee to register a small society lottery | 40.00 | 0.00% | 0.00 | 40.00 |
| - Small society lottery annual maintenance fee | 20.00 | 0.00% | 0.00 | 20.00 |
| <u>Premises Licences & Club Premises Certificates Fees - Statutory Licensing Act 2003</u> | | | | |
| The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed | | | | |
| <u>Band:</u> | | | | |
| A (0 - 4,300) | | | | |
| Initial Fee | 100.00 | 0.00% | 0.00 | 100.00 |
| Annual Charge | 70.00 | 0.00% | 0.00 | 70.00 |
| B (4,301 - 33,000) | | | | |
| Initial Fee | 190.00 | 0.00% | 0.00 | 190.00 |
| Annual Charge | 180.00 | 0.00% | 0.00 | 180.00 |
| C (33,001 - 87,000) | | | | |
| Initial Fee | 315.00 | 0.00% | 0.00 | 315.00 |
| Annual Charge | 295.00 | 0.00% | 0.00 | 295.00 |
| D (87,001 - 125,000) | | | | |
| Initial Fee | 450.00 | 0.00% | 0.00 | 450.00 |
| Annual Charge | 320.00 | 0.00% | 0.00 | 320.00 |
| E (125,001 & over) | | | | |
| Initial Fee | 635.00 | 0.00% | 0.00 | 635.00 |
| Annual Charge | 350.00 | 0.00% | 0.00 | 350.00 |
| Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C. | | | | |
| For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows | | | | |
| D(x2) (87,001 - 125,000) | | | | |
| Initial Fee | 900.00 | 0.00% | 0.00 | 900.00 |
| Annual Charge | 640.00 | 0.00% | 0.00 | 640.00 |
| E(x2) (125,001 & over) | | | | |
| Initial Fee | 1,905.00 | 0.00% | 0.00 | 1,905.00 |
| Annual Charge | 1,050.00 | 0.00% | 0.00 | 1,050.00 |

| Service Category | charge 1st April 2020 £ | % Change | increase/ decrease £ | Proposed charge from 2021 £ |
|---|----------------------------|----------|----------------------------|-----------------------------------|
| Large Events | | | | |
| An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details. | | | | |
| Personal Licence | 37.00 | 0.00% | 0.00 | 37.00 |
| Temporary Event Notice (Per Notice) | 21.00 | 0.00% | 0.00 | 21.00 |
| Pavement Licence - Every 6 months - new charge | 0.00 | 0.00% | 100.00 | 100.00 |
| Exemptions | | | | |
| Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above. | | | | |
| No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution. | | | | |
| Application for copy of licence or summary on theft, loss etc. | 10.50 | 0.00% | 0.00 | 10.50 |
| Notification of change of name or address (holder of premises licence) | 10.50 | 0.00% | 0.00 | 10.50 |
| Application to vary the Designated Premises Supervisor | 23.00 | 0.00% | 0.00 | 23.00 |
| Application to transfer a premises licence | 23.00 | 0.00% | 0.00 | 23.00 |
| Interim authority notice following death etc. of licence holder | 23.00 | 0.00% | 0.00 | 23.00 |
| Application for making of a provisional statement | 315.00 | 0.00% | 0.00 | 315.00 |
| Application for copy of certificate or summary on theft, loss etc. | 10.50 | 0.00% | 0.00 | 10.50 |
| Notification of change of name or alteration of club rules | 10.50 | 0.00% | 0.00 | 10.50 |
| Change of relevant registered address of club | 10.50 | 0.00% | 0.00 | 10.50 |
| Temporary Event Notices | 21.00 | 0.00% | 0.00 | 21.00 |
| Application for copy of licence on theft, loss etc. of temporary event notice | 10.50 | 0.00% | 0.00 | 10.50 |
| Application for copy of licence on theft, loss etc. of personal licence | 10.50 | 0.00% | 0.00 | 10.50 |
| Notification of change of name or address (Personal Licence) | 10.50 | 0.00% | 0.00 | 10.50 |
| Notice of interest in any premises | 21.00 | 0.00% | 0.00 | 21.00 |
| Minor variation application | 89.00 | 0.00% | 0.00 | 89.00 |
| Should you need assistance in determining which level of fee you are required to pay, please contact the Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email -wrsenquiries@wrcsregservices.gov.uk In all cases, cheques must be made payable to 'Redditch Borough Council' | | | | |
| Comments | | | | |
| Taking into account the impact of Covid, many licensed premises have not been able to trade or even when they have they have had many restrictions placed upon them that it would seem particularly difficult to justify any type of increase. | | | | |
| Pricing structures for vehicle testing are dictated by the DVLA, at this time Environmental have not been made aware of any forthcoming changes to these charges. With the current climate being what it is, we would not expect to see a change in any of the charges in the near future | | | | |

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EXECUTIVE COMMITTEE8th December 2020**Finance Monitoring Quarter 2 2020/21**

| | |
|----------------------------------|---|
| Relevant Portfolio Holder | Councillor David Thain, Portfolio Holder for Corporate Management |
| Relevant Head of Service | Chris Forrester, Head of Finance and Customer Services |
| 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 – September 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 financial period April 2020 – September 2020.

That Executive recommend to Council

- 2.2 Approval of an increase in the 2020/21 Capital Programme of £15k for Digital screens including installation at Arrow Valley Country Park. (see 6.1)
- 2.3 Approval of an increase in the 2020/21 Capital Programme of £6k for an additional passing bay along the main access to the Arrow Valley Country Park. (see 6.2)
- 2.4 Approval of an increase in the 2020/21 Capital Programme of £19.5k for resurfacing of pathway at Arrow Valley Country Park. (see 6.3)

EXECUTIVE COMMITTEE8th December 2020

- 2.5 Approval of an increase in the 2020/21 Capital Programme of £10k for the already approved capital Scheme Café and infrastructure Morton Stanley Park towards ensuring all relevant carbon reduction measures are incorporated. (see 6.4)
- 2.6 Approval to increase the management fee payment to Rubicon Leisure by £373k for the second quarter of 2020 only from the COVID-19 funding received from the central government along with confirming the first quarter increase (£170k) also being funded from this same funding stream. This is to offset the shortfalls in income that the company is facing in 2020/21

3. Revenue budgets

- 3.1 This report provides details of the financial performance of the Council for 2020/21. The report reflects the finances across the new strategic purposes to enable Members to be aware of the level of income and expenditure attributed to each area and how this compares to budget. The summary below shows the financial revenue position for the Council for the period April to September 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.
- 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 £10.181m includes transfers from reserves of £479k which is shown in appendix 2.

EXECUTIVE COMMITTEE8th December 2020

**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 | Projected outturn 2020/21 £'000 | Projected Variance 2020/21 £'000 |
|--|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|--|
| Aspiration, work & Financial independence | 663 | 679 | 608 | 655 | 47 | 912 | 233 |
| Communities which are safe, well maintained and green | 4,203 | 4,534 | 1,994 | 1,925 | -69 | 4,489 | -45 |
| Enabling the Authority | 2,674 | 2,595 | 850 | 940 | 91 | 2,875 | 281 |
| Finding somewhere to live | 1,055 | 1,060 | 535 | 398 | -137 | 916 | -144 |
| Living independent, active & healthy lives | 664 | 717 | 92 | 82 | -10 | 778 | 62 |
| Run and grow a successful business | 444 | 598 | 388 | 937 | 549 | 1,299 | 701 |
| Totals | 9,702 | 10,181 | 4,466 | 4,937 | 471 | 11,269 | 1,088 |
| Corporate Financing | -9,702 | -10,181 | -6,704 | -6,714 | -9 | -10,041 | 140 |
| Grand Total | 0 | 0 | -2,238 | -1,776 | 461 | 1,228 | 1,228 |

Financial Commentary:

It is important to note that the council has received £1,456k in COVID-19 grants in four tranches from central government to date of which £355k has been spent. This means that there is £1,101k remaining which can be used to mitigate some of the overspends/losses as shown above and explained in more detail below as appropriate. The Council has also filled in returns to central government with the expectation that a proportion of the losses the council has experienced detailed on the returns due to COVID-19 will be met by government which should reduce the deficit position detailed above.

There are a number of variances across the strategic purposes. The summary above shows the 2020/21 revenue position for the Council to the end of quarter 2 and the main variations are as a result of the below.

EXECUTIVE COMMITTEE8th December 2020**Aspiration, work & Financial independence (£233k overspend)**

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-19 pandemic. There have also not been any court recoveries taking place and none have been projected by the year end to take place. **£323k.**
- Benefits and Revenues have some salary savings due to a pending service review **£89k.**

Communities which are safe, well maintained and green (£45k 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 **£135k.**
- Bereavement services have received less income than expected from burial fees going in to the second quarter of **£51k** due to the pandemic restrictions that have been in force stopping some service items such as cremated remains burials. It is therefore projected this will continue for the foreseeable future and projected shortfall in income will be **£121k** by the end of the financial year 2020/21.
- Building Control have seen an increase in activity in the local construction sector after the initial lockdown in quarter 1 with a significant upturn in demand once matters normalised. This appears to have plateaued and introduced a false peak. Some concern is felt regarding the negative effect of any future local lock down. Whilst the sector is expected to continue the winter months often see a decrease in demand. The forecasted shortfall in income is projected therefore at **£20k.**
- Core Environmental operations have an underspend in quarter 2 due the strategic routes teams having low vehicle costs as a result of restricted work due to COVID-19 **£60k.**

Enable others to work/do what they need to do (to meet their purpose) (£281k 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 overspend within Accounts and Financial Management due to additional resources required due to the pressures of Covid on projects like the implementation of the new ERP system of conducting the council audits remotely. These require greater resources than would have been the case if officers were still on site. **£50k.**
- There is an underspend within Asset & Property Management due to sites being closed as a result of COVID-19 and therefore savings are materialising on utility budgets and small operational budgets **£84k**

EXECUTIVE COMMITTEE8th December 2020

- There is a variance in Corporate services which is mainly due to a vacancy management factor target to be met. This will be reallocated from other services by quarter 3. See savings monitoring at point 4 to this report **£250k.**
- Corporate services also have an overspend due to higher than originally budgeted for pension costs. Officers are currently looking into how this deficit can be mitigated **£313k.**
- Customer Services have savings on salaries and secondments, and this is currently being reviewed **£91k.**
- Election & Electoral Services have one off saving due to the local election not taking place **£66k.**
- Human resources also have underspends on salaries which will be reviewed going into the third quarter of 2020/21 **£76k.**
- Training and organisational development have underspend on the corporate training budget due COVID-19 having had a direct impact on the ability to continue with all training, some training was paused and we are currently reviewing how we will continue to provide the necessary training in light of the pandemic, including moving to remote training as appropriate **£25k**

Finding somewhere to live (£144k 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

- Within Homelessness Services there has been a review of the budget and grant received which has resulted in a projected saving that will also be factored into next years budgets **£144k.**

Living independent, active & healthy lives (£62k 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 shop mobility due to the impact of COVID-19 **£112k.**
- Parks and events have savings as events have not taken place also due to COVID-19 along with some temporary salary savings **£59k.**

Run and grow a successful business (£719k overspend)

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

- Business development have seen reduced income from their learning online services and Civic suite hire which is a due to the Impact of COVID-19 **£57k**
- In Economic & Tourism development there is a projected overspend by year end due to some additional costs following the closure of the Rubicon Business centre. There is also a shortfall in income at the other business centres projected **£69k.**

EXECUTIVE COMMITTEE8th December 2020

- Licences has a shortfall of income in the first and second quarter of 2020/21 **£63k**.
- There is currently a variance within the client payment to Rubicon Leisure of **£373k** to quarter 2. 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. Weekly reviews of the cash flow position are undertaken by Rubicon Leisure and the request from the Council is the most up to date and timely figure that can be assessed. The Company requires the funding to enable it to continue to pay its suppliers and employers and therefore ensure sufficient funds are available.

Corporate Financing (£140k overspend)

- It is expected that additional costs will be incurred for a Levy payment to the Worcestershire Pool due to the growth of Business Rates in the area from what we had predicted in the initial Government Return at the start of the year. Some of this will be re-distributed back to the Council which would not have been the case if we weren't part of a pooling arrangement.

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 2 £169k identified savings have been realised against the budgeted April to September savings of £234k.

In addition to the above officers have been required to find further savings throughout the financial year 2020/21 to meet the vacancy factor (£205k) and the enabling services (£45k) targets. At quarter 2 additional savings (above those identified) have been realised of £159k.

5. Cash Management**5.1 Borrowing**

As at the 30th September 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

As of the 30th September 2020 we had placed £9.250m in investment accounts to generate an income for the Council.

EXECUTIVE COMMITTEE8th December 2020

An interest receivable budget has been set of £209k for 2020/21 for any investments we make.

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 | Projected outturn 2020/21 £'000 | Projected Variance 2020/21 £'000 |
|--|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|--|
| Communities which are safe, well maintained and green | 3,447 | 8,796 | 4,637 | 3,110 | -1,527 | 7,555 | -1,241 |
| Enabling the Authority | 55 | 392 | 210 | 123 | -87 | 392 | 0 |
| Living independent, active & healthy lives | 40 | 1,837 | 947 | 200 | -747 | 741 | -1,096 |
| Run and grow a successful business | 250 | 500 | 112 | 75 | -37 | 426 | -74 |
| Totals | 3,775 | 11,508 | 5,897 | 3,508 | -2,389 | 9,907 | -2,411 |

Financial Commentary:**Communities which are safe, well maintained and green**

These budgets include those relating mainly to Environmental services – Fleet replacement, Finance and Customer Services – Regeneration fund and Planning, Regeneration and Leisure Services to deliver against the purpose ensuring an area is both safe and attractive for the community.

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.
- The capital budget for the removal of 5 weirs through Arrow Valley Park has been delayed due to Covid-19 and it is therefore expected this will not commence until the early part of 2021/22.
- There are number of S106 schemes that are also unspent mainly due to the delay from the impact of Covid-19 along with not being able to appoint contractors. It is projected and hoped that these

EXECUTIVE COMMITTEE8th December 2020

schemes will now commence in the third and fourth quarter of 2020/21 and it maybe also requested carry the budgets forward into the New financial year.

Enabling the Authority

These budgets include those relating mainly to Environmental services – Computer Systems and Finance and Customer Services – New Enterprise systems to deliver robust and efficient enabling services.

- The variance for this quarter relates to the Fleet management computer system and the Environmental Services Computer system. Suitable systems are being finalised prior to procurement taking place via a Framework.

Living independent, active & healthy lives

There are a number of budgets relating to the delivery of the strategic purpose including Funding for Disabled Facilities Grants, CCTV and Home repairs Assistance.

- The main underspend relates to the Disabled Facilities grant budget (DFG's) there has been little activity on this project in the first quarter and Second quarter of 2020/21 due to the COVID-19 pandemic.

Run and grow a successful business

- This capital budget is for the public buildings project which has commenced in the first and second quarter of 2020/21. This is projected to be spent by year end however, it will be reviewed at quarter three to ensure the planned works are on track due to buildings being on limited openings.

6.1 Digital Screens – Arrow Valley Country Park

The request for the approval of an increased budget at 2.1 is to provide two digital screens for Arrow Valley Country Park to promote integral activity and facilities for RBC (Events/Facilities/location). Also to offer digital advertising, marketing and promotion opportunities to local businesses and Rubicon.

The importance of parks has never been more evident than during 2020 with the beneficial impact and opportunity that our parks and open spaces have offered during the pandemic. This digital media will provide key information to those visiting the 900-acre park highlighting and promoting facilities, accessibility through the park, cycling and walking routes, annual and regular events and activities. This will also offer instant information what can be visited within the park and encourage interest from a wider audience to improve and increase outdoor activity and therefore mental health and wellbeing.

This will link in with the Community Priority to improve health and wellbeing by providing a high quality service which will enable increased engagement with the community and encourage the use

EXECUTIVE COMMITTEE8th December 2020

of the parks by promoting its assets, activities and events using digital technology. This also links with the Communities which are Safe, Well Maintained and Green by providing the opportunity for visitors both within the Borough and outside the Borough to understand what the park has to offer within a safe and well maintained environment. The use of new digital technology would also provide a platform for advertising local business as well as promoting key information for other services within the Council.

6.2 Passing bay – Arrow Valley Country Park

The request for the approval of an increased budget at **2.2** is to add a second passing bay to the main access road to the Arrow Valley Country Park. Unfortunately, damage has been caused to the grass verges as cars have to mount this to pass each other. Hardcore has had to be purchased and compacted down to prevent cars "bottoming out". The park is getting increasing use, this would remove the need for regular topping up of the hardcore as it gets dispersed and improve the flow of traffic in and out of the park.

As one of the towns premier leisure facilities improved access and an enhanced user experience encourages people to revisit. A better flow of traffic will help ease access and egress problems that can occur at busy times

6.3 Resurfacing pathway – Arrow Valley Country Park

The request for the approval of an increased budget at **2.3** is to resurface pathways at Arrow Valley Country Park (Lake). The footpath known as 'Shakespears Bank' at Arrow Valley Country Park (Lake) requires resurfacing along its length as it has become a medium risk in a high footfall area. This pathway is the narrowest path route around the lake and with increase in numbers exercising and using the park through the Pandemic and likelihood of increase usage in the future this is a high priority.

Evidence is available on the Parks Public Sector Software system which is used to record digital risk assessment and inspections of our parks and open spaces. This includes photographs and risk scores over a 5-year period. This location has been patch repaired throughout this period and now is at a point where it requires complete resurfacing.

This provides a link into Clean and Green strategic purpose to encourage the community to use our parks that are safe and minimise risk within a natural setting to encourage mental and physical health and wellbeing. This will enhance the aesthetic surroundings of the lake and country park and improve accessibility and user experience for wheelchairs and buggies and those with mobility issues. This will be monitored by the parks inspection team to continue to ensure safety within the park.

6.4 Café and infrastructure works Morton Stanley – Green element.

The request for the approval of an increased budget at **2.4** is due to the Parks team are working closely with the Climate Change Officer and the BEIS funded Midlands Energy Hub in the design of the new Morton Stanley Café, to reduce carbon emissions associated with the development. This includes considering embodied energy in the materials used, minimising the energy and water usage and maximising onsite renewable generation on site where appropriate. The final design is in

EXECUTIVE COMMITTEE8th December 2020

the process of being produced and will be agreed in consultation with both the Portfolio Holder for Leisure and the Portfolio Holder for Climate Change.

The procured costs of delivering the café are very close to the total budget predicted by the feasibility study and the Parks team would like to increase the budget by £10k as contingency spend, to ensure that all relevant carbon reduction measures can be incorporated.

For example, incorporation of an air-source heat pump (ASHP) as the heating source (cost to be confirmed but estimated £6k) with roughly 60% savings in both carbon emissions and energy costs. ASHP use electricity, but unlike electric heating, well-designed systems get around two-thirds of the required heat energy from the air. If the electricity is supplied from renewable sources, then the carbon emissions decrease to zero.

The additional 4K would support the contingency cost of the total project and subject to the final design and build agreed with all parties (Engineering, Leisure, Climate Change, Planning) and contractors.

(The most cost effective way for the electricity to the café to be supplied by renewable electricity is for the operators of the café to be required to contract directly with a renewable energy supplier, enabling the development of renewable energy at scale in the most appropriate places, as opposed to onsite solar which would be at risk of vandalism and of the council being held liable for electrocution of trespassers climbing on the single storey roof.

7. Housing Revenue Account

Appendix 1 details the financial position for the Housing Revenue Account (HRA) for the period April 2020 – September 2020.

8. Earmarked Reserves

The position as at 30th September 2020/21 is shown in Appendix 2.

9. General Fund Balances

The General Fund Balance as at the 31st March 2020 was £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.

EXECUTIVE COMMITTEE8th December 2020

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 April – September 2020/21

Appendix 2 - Earmarked Reserves 2020/21

Appendix 3 - Savings Monitoring 2020/21

Author of the report

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HOUSING REVENUE ACCOUNT (HRA)**REVENUE 2020/21 Quarter 2**

| | 2020/21 Full Year Budget £'000 | 2020/21 Budget to Date Apr - Sep £'000 | 2020/21 Actuals Apr - Sep £'000 | 2020/21 Variance Apr - Sep £'000 | 2020/21 Projected Outturn £'000 | 2020/21 Projected Variance £'000 |
|--|---|---|--|---|--|---|
| INCOME | | | | | | |
| Dwelling Rents | -23,083 | -12,023 | -11,925 | 98 | -22,925 | 158 |
| Non-Dwelling Rents | -537 | -455 | -453 | 2 | -537 | 0 |
| Tenants' Charges for Services & Facilities | -667 | -357 | -312 | 45 | -598 | 69 |
| Contributions towards Expenditure | -44 | -22 | -32 | -10 | -54 | -10 |
| Total Income | -24,331 | -12,857 | -12,722 | 135 | -24,114 | 217 |
| EXPENDITURE | | | | | | |
| Repairs & Maintenance | 6,038 | 2,984 | 2,335 | -649 | 5,768 | -270 |
| Supervision & Management | 8,249 | 1,680 | 1,355 | -325 | 7,969 | -280 |
| Rent, Rates, Taxes & Other Charges | 294 | 147 | 2 | -145 | 215 | -79 |
| Provision for Bad Debts | 182 | 0 | 0 | 0 | 182 | 0 |
| Depreciation & Impairment of Fixed Assets | 5,715 | 0 | 0 | 0 | 5,715 | 0 |
| Interest Payable & Debt Management Costs | 4,179 | 0 | 0 | 0 | 4,179 | 0 |
| Total Expenditure | 24,657 | 4,811 | 3,692 | -1,119 | 24,028 | -629 |
| Net cost of Services | 326 | -8,046 | -9,030 | -984 | -86 | -412 |
| Net Operating Expenditure | 326 | -8,046 | -9,030 | -984 | -86 | -412 |
| Interest Receivable | -118 | -59 | -59 | 0 | -118 | 0 |
| Revenue Contribution to Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Planned use of Balances | -208 | -104 | 0 | 104 | 0 | 208 |
| Transfer to Earmarked Reserves | 0 | 0 | 0 | 0 | 0 | 0 |
| (Surplus)/Deficit on Services | 0 | -8,209 | -9,089 | -880 | -204 | -204 |

Financial Commentary:

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

NB: 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 2**Strategic Purpose****Help Me to Find Somewhere to Live in my Locality**

| | 2020/21 Full Year Budget £'000 | 2020/21 Budget to Date Apr - Sep £'000 | 2020/21 Actuals Apr - Sep £'000 | 2020/21 Variance YTD £'000 | 2020/21 Projected Outturn £'000 | 2020/21 Projected Variance £'000 |
|---------------------------------------|---|---|--|-------------------------------------|--|---|
| 1-4-1 Housing Replacement | 3,200 | 1,356 | 760 | -596 | | |
| Bathroom Renewals | 105 | 53 | 0 | -53 | | |
| Kitchen Renewals | 180 | 90 | 1 | -89 | | |
| Catch Up Repairs | 0 | 0 | 4 | 4 | | |
| Asbestos Removal | 400 | 200 | 64 | -136 | | |
| Structural | 30 | 15 | 20 | 5 | | |
| Roofing | 270 | 135 | 0 | -135 | | |
| Electrics | 888 | 444 | 77 | -367 | | |
| Gas Central Heating | 416 | 208 | 66 | -142 | | |
| Windows | 100 | 50 | 5 | -45 | | |
| Balcony Replacements | 150 | 75 | 0 | -75 | | |
| disabled adaptations | 700 | 350 | 8 | -342 | | |
| Water Supply | 50 | 25 | 0 | -25 | | |
| Excellent Estates | 350 | 175 | 14 | -161 | | |
| FRA Works | 0 | 0 | 0 | 0 | | |
| Stock Condition Survey | 0 | 0 | 42 | 42 | | |
| Fencing Replacements | 90 | 45 | 0 | -45 | | |
| New Housing System | 469 | 234 | 140 | -94 | | |
| Door Access Systems | 72 | 36 | 0 | -36 | | |
| Electric Heating | 42 | 21 | 0 | -21 | | |
| Electrics - Catch up works | 624 | 312 | 0 | -312 | | |
| Door Renewals | 20 | 10 | 0 | -10 | | |
| Hard Wire Smoke Detector Installation | 378 | 189 | 0 | -189 | | |
| Damp & Mould | 38 | 19 | 0 | -19 | | |
| Fire Safety | 82 | 41 | 0 | -41 | | |
| HRA Property Purchase Capital Works | 270 | 135 | 0 | -135 | | |
| Compartmentation Works | 1,800 | 900 | 108 | -792 | | |
| Bin Stores | 200 | 100 | 0 | -100 | | |
| Design & Supervision | 300 | 0 | 0 | 0 | | |
| | 11,224 | 5,218 | 1,309 | -3,909 | 0 | 0 |

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 1/4/2020 | Budgeted Release 2020/21 | Revised Balance b/fwd 1/4/2020 | Transfers in existing reserve 2020/21 | Transfers out existing reserve 2020/21 | New Reserve 2020/21 | C/fwd 31/3/2021 | Planned use for 2021/22 Budget | Comment |
|---------------------------------|---------------------------|--------------------------------|--------------------------------------|--|---|------------------------|--------------------|--------------------------------------|---|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | | |
| GF Earmarked Reserves | | | | | | | | | |
| 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) | (5) | 0 | 0 | (49) | 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) | 50 | (696) | 0 | 0 | 0 | (696) | 0 | 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 Improvement district grant and Town deals grant. |
| Sports Development | (68) | 0 | (68) | 0 | 59 | 0 | (9) | 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) | 50 | (4,931) | (5) | 484 | 0 | (4,452) | 0 | |
| HRA Capital Reserve | | | | | | | | | |
| Capital Reserve-HRA | (15,259) | 0 | (15,259) | 0 | 0 | 0 | (15,259) | 0 | Reserve to enable the debt repayment on HRA, and future repairs and maintenance along with support for the Housing Growth Programme. |
| Totals | (15,259) | 0 | (15,259) | 0 | 0 | 0 | (15,259) | 0 | |

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SAVINGS & ADDITIONAL INCOME - RBC

APPENDIX 3

| Department | Service | Strategic Purpose | Description of saving | 2020-21 £'000 | 2020-21 Apr - Sept £'000 | Quarter 2 | | | |
|-----------------------------|--|---|---|------------------|--------------------------------|------------------|---|---------------------|-------------------|
| | | | | | | 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 | -1 | Y | | | |
| Community Services | Lifeline | Living independent, active & healthy lives | Additional income for digitalised systems | -17 | -8 | N | | Y | 8 |
| Community Services | Community Services - Shopmobility | Living independent, active & healthy lives | Savings arising from a new model of working the shopmobility service | -1 | -1 | N | | Y | 16 |
| Community Services | Community Transport | Living independent, active & healthy lives | Dial - a Ride savings | -90 | -45 | N | | Y | 25 |
| Corporate Services | Communications & Print | Enabling | Additional Saving from New Print Contract | -10 | -5 | Y | | | |
| Corporate Services | Corporate Services | Enabling | Management Review | -54 | -27 | Y | | | |
| Corporate Services | Corporate Services | Enabling | Reduction in enabling costs - 1% per annum | -45 | -23 | Y | | | |
| CAFS | Customer Access & Financial Support | Aspiration, work & financial independence | Service restructure | -30 | -15 | N | | Y | 8 |
| Environmental Services | Core Environmental Operations | Communities which are safe, well maintained & green | Inflation on income from WCC for underpass maintenance | -2 | -1 | Y | | | |
| Environmental Services | Engineering | Communities which are safe, well maintained & green | Inflation on income from WCC for land drainage | -2 | -1 | Y | | | |
| Environmental Services | Transport | Enabling | Additional income from MOTs. | -3 | -2 | 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 | -6 | N | | Y | 3 |
| Finance & Resources | Finance | Enabling | Insurance contract saving | -80 | -40 | Y | | | |
| Family support | 0-19 Prevention and Early Intervention Service | Enabling | Income for new contract for Prevention and Early Intervention service | -32 | -16 | Y | | | |
| Legal & Democratic Services | Democratic Services | Enabling | Budget no longer required | -3 | -2 | Y | | | |
| Legal & Democratic Services | Democratic Services | Enabling | Budget no longer required | -10 | -5 | Y | | | |
| Legal & Democratic Services | Legal Services | Enabling | Additional income from HRA recharge | -34 | -17 | 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 | -1 | N | | Y | 1 |
| Leisure & Cultural | Business Development - Cultural | Communities which are safe, well maintained & green | Reduction in advertising budget civic suite | -1 | -1 | Y | | | |
| Leisure & Cultural | CMT | Enabling | Professional fees budget saving | -17 | -9 | Y | | | |
| Planning & Regeneration | Development Management | Communities which are safe, well maintained & green | Savings on car mileage budgets | -2 | -1 | Y | | | |

| Department | Service | Strategic Purpose | Description of saving | 2020-21 £'000 | 2020-21 Apr - Sept £'000 | On target Y/N | Additional (add to to in yr savings) £'000 | below target Y/N | Pressure £'000 |
|-------------------------|------------------|---|--|------------------|--------------------------------|------------------|---|---------------------|-------------------|
| Planning & Regeneration | Planning Policy | Communities which are safe, well maintained & green | General supplies and services budget savings | -5 | -3 | Y | | | |
| Planning & Regeneration | Building Control | Communities which are safe, well maintained & green | General supplies and services budget savings | -1 | -1 | Y | | | |
| RBC Reg Client | Licensing | Run and grow successful business | Inflationary increase on income | -1 | -1 | N | | Y | 1 |
| RBC Reg Client | Licensing | Run and grow successful business | Inflationary increase on income | -3 | -2 | N | | Y | 1 |
| Rubicon Client | Rubicon Client | Run and grow successful business | Saving due to AVVC being run by Rubicon | -4 | -2 | Y | | | |
| TOTAL | | | | -467 | -234 | | 0 | | 65 |

WORCESTERSHIRE DISTRICT COUNCILS

VIRTUAL MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD

THURSDAY, 1ST OCTOBER 2020, AT 4.30 P.M.

PRESENT: Councillors H. Dyke (Chairman), J. Squires (Vice-Chairman), A. D. Kent, H. J. Jones, J. Raine, T. Wells, N. Nazir, M. Johnson, E. Stokes, D. Morris and P. Dyke

Officers: Mr. S. Wilkes, Ms. C. Flanagan, Mr. C. Forrester, Ms. K. Goldey, Ms. K. Lahel, Mr. M. Cox, Mr. D. Mellors, Mrs. P. Ross and J. Gresham

Partner Officers: Mr. L. Griffiths, Worcester City Council and Ms. M. Patel, Malvern Hills District Council and Wychavon District Council.

11/20

APOLOGIES

An apology for absence was received from Councillor W. King, Redditch Borough Council.

12/20

DECLARATIONS OF INTEREST

There were no declarations of interest.

13/20

MINUTES

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 18th June 2020, were submitted.

Councillor Kent, Bromsgrove District Council (BDC) referred to page 3 of the minutes and in doing so, commented that Members had been expecting an update report at the meeting held on 18th June 2020, however, it was agreed that officers would provide an update on the ICT system including timescales, at the next meeting of the Board.

Councillor Kent expressed his disappointment that Agenda Item 5, Information Report – IT Update being presented to Members today, did not include timescales as agreed.

In response the Head of Finance & Customer Services informed the Board that the implementation of the new Bromsgrove District Council and Redditch Borough Council Finance system was due to go live in October 2020. However, there had been delays due to Covid 19; with rolling out the necessary training, testing the system and not being able to get officers on site. Officers were looking at the schedule to see if an

extension was needed, but currently the revised implementation 'go-live' date was the end of November 2020.

RESOLVED that subject to the comments, as detailed in the preamble above; the minutes of the Worcestershire Regulatory Services Board meeting held on 18th June 2020, be approved as a correct record.

14/20

WORCESTERSHIRE REGULATORY SERVICES BUDGETS 2020/21

The Head of Finance & Customer Services, Bromsgrove District Council, introduced the report and in doing so highlighted that the Worcestershire Regulatory Services budget for 2020/2021 as agreed by the Board at the meeting held on 28th November 2019, had had to be adjusted due to late changes, as follows:-

- The late changes in the Worcestershire Regulatory Services (WRS) forward pension funding rate from 16.9% to 20.5%;
- The Pay Award of 2.75% (budgeted at 2%);
- The increase in charges from Wyre Forest for accommodation and ICT hosting; and
- A change in the pest control service at Wyre Forest in March 2020.

As detailed on pages 17 to 21 of the main agenda report.

Councillor Kent, BDC queried the refund of £7k to Wyre Forest District Council with regards to their Pest Control Services; and the increase of £13k in accommodation charges and ICT hosting from Wyre Forest District Council in March 2020.

The Head of Regulatory Services responded and informed the Board that Wyre Forest District Council had ceased offering subsidised Pest Control Services for residents in receipt of specific benefits in February / March 2020.

With regards to the increase in accommodation charges and ICT hosting, following discussions with the Chief Finance Officer and the Head of IT, Wyre Forest District Council, the overall cost of inflation was discussed and it was agreed that, since the contract was initially entered into in 2015, an adjustment was made upwards, which was simply a reflection of the increase over that 5 year period. It was not just to cover the ICT provision it also included a proportion for the increase in rent for the space occupied by WRS officers at Wyre Forest House. The initial agreement was a fixed annual charge over a 5-year period. A Consumer Price Index was used.

The Head of Regulatory Services agreed to provide Members with further details on the discussion that took place in respect of the £13k increase in accommodation charges and ICT hosting.

Councillor J. Raine, Malvern Hills District Council commented that after getting his authority views on the pay award, which was more than expected, it was agreed that it was well deserved, particularly in these difficult times.

Further discussion followed, whereby Councillor E. Stokes, Wychavon District Council also expressed her concerns with regards to Recommendation 1.4 and if calculations were based on a Consumer Price Index, was that not compounding it.

The Council's Legal Advisor clarified that each Recommendation could be decided on individually.

RESOLVED that

- a) Recommendation 1.4, as detailed on page 18 of the main agenda report, be deferred; and
- b) the Head of Regulatory Services be tasked to provide further information in relation to the increase in accommodation charges and ICT hosting from Wyre Forest District Council, at the next meeting of the Board.

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

- 1.1 the additional partner liabilities for 2020/21 in relation to increase in WRS pension forward funding rate and recommend the increase to individual partner councils:-

| | |
|--------------------------------|------|
| Bromsgrove District Council | £11k |
| Malvern Hills District Council | £10k |
| Redditch Borough Council | £13k |
| Worcester City Council | £13k |
| Wychavon District Council | £18k |
| Wyre Forest District Council | £12k |
| Total | £77k |

- 1.2 the additional partner liabilities for 2020/21 in relation to the additional increase in pay award of 0.75% from the original estimated 2% and recommend the increase to individual partner councils:-

| | |
|--------------------------------|-----|
| Bromsgrove District Council | £3k |
| Malvern Hills District Council | £3k |
| Redditch Borough Council | £4k |
| Worcester City | £3k |

| | |
|------------------------------|-------------|
| Council | |
| Wychavon District Council | £5k |
| Wyre Forest District Council | £3k |
| Total | £21k |

- 1.3 the refund to Wyre Forest in relation to the change of Pest Control Services and recommend the refund to individual partner councils:-

| | |
|------------------------------|-----|
| Wyre Forest District Council | £7k |
|------------------------------|-----|

- 1.5 the revised budget for 2020/21 and partner percentage allocations for 2020/21 onwards, due to the change in pest control service at Wyre Forest:-

| | £'000 | Revised % |
|--------------------------------|--------------|-----------|
| Bromsgrove District Council | 468 | 14.59 |
| Malvern Hills District Council | 412 | 12.82 |
| Redditch Borough Council | 564 | 17.57 |
| Worcester City Council | 532 | 16.58 |
| Wychavon District | 748 | 23.29 |
| Wyre Forest District Council | 486 | 15.15 |
| Total | 3,210 | |

15/20

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL - JUNE 2020

Members were asked to consider the Worcestershire Regulatory Services Revenue Monitoring for April to June 2020.

The Head of Finance & Customer Services, Bromsgrove District Council, introduced the report and in doing so drew Members' attention to the Recommendations as detailed on pages 27 and 28 of the main agenda report.

Members were asked to note that the budget may need to be adjusted slightly following the deferment of Recommendation 1.4, Agenda Item 4.

Members were further informed that the report showed a projected outturn 2020/2021 of £26k deficit. This was an estimation to the year-end based on the following assumptions:-

- There were two vacant posts within the service, we have assumed no recruitment to the Business & Relationship Manager for the current year to assist in reducing the projected outturn deficit. This would need to be reviewed at the end of quarter 3. The other vacant post was a Regulatory Apprentice which we hoped to recruit to in the near future.
- If April to June 20 spend on pest control continued on the same trend for the rest of year, there would be an overspend on this service of £20k. WRS officers would continue to monitor and analyse this spend and advise of final recharges for 2020/21 as soon as possible. The projected outturn figure to be funded by partners was:-

Redditch Borough Council £6k
Wychavon District Council £4k

Members' attention was drawn to the figures detailed in Appendix 1 to the report, which detailed a -£60k variance, due to a reduction in dogs straying, the out of hours dog warden had been taken in house. This could peak though when lockdown started to be lifted. Also, the variance of £19k due to additional costs relating to Gull Control & Pest Control that was charged to relevant partners.

Councillor J. Squires, Worcester City Council raised the following question "WRS was in receipt of a grant from government around Covid-19, but this was not included in any of the finance papers before Members tonight. Where / when would this feature; and what work had been carried out."

The Head of Regulatory Services informed the Board that Worcestershire County Council (WCC) has received a sum of money from government for the disease control activity that was required to manage the Covid-19 outbreak. WRS were asked to provide Environmental Health Officer cover for the local outbreak response team; to work with the Public Health Consultants. Environmental Health Officers time had been costed in order to help manage this and the work needed to address the outbreak. The estimated bill to WCC was £168k, which had not yet been drawn down, however WCC were aware that they would be billed. All of the funds would be spent, if not more, in order to continue to carry out the normal WRS business activities.

The Head of Regulatory Services further informed Members that he was not aware of any additional funding for Covid-19 related work. He had not approached the partner Chief Executives / Managing Directors yet to request further funding, but it was something he was considering given the significant draw on WRS resources with Covid-19.

In response to Councillor J. Squires, Worcester City Council, the Head of Regulatory Services explained that the financial impact of Covid-19 and any impact on WRS income would be seen in quarter 2. The Technical Services Managers team were working on income generation, with some difficult projects that would generate some income. His best guess estimate would be potentially £30/40k reduction in income.

Work with the Public Health Consultants local outbreak response team did not commence until after quarter 1, the cost of that work and the monies drawn down from WCC would be included in the quarter 2 financial monitoring report.

RESOLVED that

- a) the final financial position for the period April – June 2020 be noted;
- b) partner councils are informed of their liabilities for 2020-21 in relation to Bereavements as follows:

| Council | Apr–June 20 Actual for Bereavements £000 |
|-----------------------------------|---|
| Redditch Borough Council | 3 |
| Malvern Hills District Council | 2 |
| Worcester City Council | 3 |
| Bromsgrove District Council | 2 |
| Total | 10 |

- c) partner councils are informed of their liabilities for 2020-21 in relation to Pest Control as follows:

| Council | Estimated Projected Outturn Recharge in Relation to Pest Control 2020/21 £000 |
|------------------------------|--|
| Redditch Borough Council | 6 |
| Wychavon District Council | 4 |
| Total | 10 |

- d) partner councils are informed of their liabilities for 2020-21 in relation to three

additional Technical Officers

| Council | Estimated Projected Outturn 2020/21 Tech Officer Income Generation £000 | Estimated Projected Outturn 2020/21 Tech Officer Animal Activity £000 | Estimated Projected Outturn 2020/21 Gull Control £000 |
|--------------------------------|--|--|--|
| Redditch Borough Council | 4 | 1 | |
| Malvern Hills District Council | 3 | 9 | |
| Worcester City Council | 4 | 4 | 35 |
| Bromsgrove District Council | 3 | 6 | |
| Wychavon District Council | 5 | 9 | |
| Wyre Forest District Council | 3 | 5 | |
| Total | 22 | 34 | 35 |

16/20

INFORMATION REPORT - FORECAST IMPACT OF FUTURE SALARY SETTLEMENTS

Members received an Information Report - Forecast impact of future salary settlements.

The Head of Regulatory Services reminded Members that they had previously asked for information regarding the potential impacts of future salary increases on the overall Worcestershire Regulatory Services budget. Some Members of the Board had expressed their concern at the host authority's normal policy of only forecasting 1% salary increases each year beyond the current.

Members raised their concerns when it started to become clear that the salary settlement for 2020-21 was likely to be 2% or more and, as we have been told in recent weeks, 2.75% had been agreed between employers and unions. The forecast increase in forward pension funding also exceeded the 16.9% originally indicated by the Pension Scheme

and WRS partners had had to contribute 20.5% for its members of staff in the shared service.

In order to give the Board a clear understanding of the financial information looking forward, the host authority accountant who supported the WRS Management Team had provided the figures that informed the budget setting process that the Board undertook in November 2019 in Table 1 of the Appendix. At this time the pay increase was being anticipated as 2%, with a 1% per annum increase following on from that.

2020/21 was also to be a re-calculation year for pensions funding by the Pension Fund and it was assumed that WRS would follow the host authority with an increase in forward funding of 16.9%. The impacts of this were illustrated in Table 1 of the Appendix; and Members may recall that they agreed to increase the base budget by £90,106 collectively to cover off a salary increase of 2% and the predicted increase to pension forward funding.

The Head of Finance & Customer Services, Bromsgrove District Council clarified that the projection was an underfunding and that this was based on The Actuary assumptions.

RESOLVED that the Information Report – Forecast impact on future salary requirement be noted.

17/20

ACTIVITY & PERFORMANCE DATA - QUARTER 1 2020/21

The Licensing and support Services Manager, Worcestershire Regulatory Services (WRS) presented the Activity and Performance Data for Quarter 1 2020/2021.

Members were informed that the report focused on quarter 1, but the actual data allowed a comparison with previous quarters and years.

At the last Board meeting in June, Members received an update on the work the service had undertaken in relation to Covid-19 since the beginning of lockdown. The report focused on the other work carried out during quarter 1, on what was often referred to as our 'business as usual' activities rather than the disease response work that featured in the June report.

The first quarter of 2020/2021 commenced with the economy in lockdown and with many of the businesses WRS would normally deal with either closed or operating on a different trading model (by takeaway for food or delivery for non-food products). This made this quarter unlike any other in the 10-year history of WRS.

The Food Standards Agency suspended the Food Hygiene inspection programme at the beginning on lockdown in March and this continued throughout the first quarter. This explained the low number of inspections, reflecting that the service was mainly engaging with new entrants to the sector or those wanting re-rating. Any allegations of serious misconduct were followed up.

Stray dog numbers continued to follow their downward trend. Officers were concerned that the economic difficulties might lead to a spike in dog abandonment as people decided that they could not afford to feed their pets, however it appeared that the government's financial measures, whilst not having this in mind, may have had a spin off in preventing this.

Numbers of license applications were also down in quarter 1. Usually there would be an increase in applications for temporary event notices during this period but with pubs shut and music festivals off the menu for much of the summer, these applications were not received

Planning application numbers fell during quarter 1, again linked to the lockdown. However, numbers started to rise again sharply subsequent to this. Environmental Information Requests often associated with the planning and development process were also down for this period.

One area that didn't fall was nuisance/ pollution complaints. With many more people working from home and encountering situations they would not normally encounter.

Members were often reminded that the reportable performance indicators were more limited in quarter 1, but the year appears to have started reasonably well from a customer satisfaction perspective, with the non-business customer measure at 74.6% and business customers at 99.3%. Given the pressure on the service during quarter 1 this was seen as positive.

Compliments outnumbered complaints by 3:1 (18:6) and staff sickness was looking reasonably good at 0.61 days per FTE. This was on a par with previous years at quarter 1 (0.75).

Councillor J, Raine, Malvern Hills District Council commented that it would be useful to have the previous year's figures included as a benchmark.

RESOLVED that the Activity and Performance Data report for Quarter 1, be noted; and that Board Members use the contents of the report in their own reporting back to fellow Members of each partner authority.

18/20

INFORMATION REPORT - IT UPDATE

Members received an Information Report – IT update, which Members had requested at the last meeting of the Board.

The Technical Services Manager informed the Board that the current work programme listed 18 projects. The four significant key elements being: -

Reliable and secure digital management systems and infrastructure

WRS records were cleansed in line with the WRS retention and disposal policy every quarter with the actual policy itself being reviewed every six months for appropriateness. In May 2019, the Electronic Document Management System (EDRMS) system was included in this process.

A programme for updating IT equipment commenced in late 2019. At that time a large number of laptops were from 2013 with the remainder from 2015. Therefore, the proposed programme for the replacement of 2013 laptops was a mixture of migrating 2013 laptops to UDC mode or a new laptop depending on officer need, and for the 2015 ones.

Remote working capabilities

Prior to March, the majority of the workforce were able to work remotely, but there was a proportion who were not able to do so without changes to processes and equipment. The IT equipment updating programme was suspended in March to enable the IT Host to focus on enabling remote working (from home) for the remaining officers.

In 2019 Bromsgrove District Council (BDC) and Redditch Borough Council (RBC) upgraded their Microsoft licence to include Microsoft Office 365 and to enable access to Microsoft Teams. WRS had remained on BDC and RBC Microsoft Office licence even after the move to the Wyre Forest network. Unfortunately, BDC and RBC did not include WRS in this licence upgrade. This was further complicated by BDC Corporate Management Team indicating that internal meetings should only be conducted by Skype or Microsoft Teams without WRS staff necessarily having access to either these platforms.

Website Development

The WRS website was currently built on an older version of the Umbraco software platform. A decision was taken last year to upgrade to Umbraco version 8, which would enable significantly more functionality.

An outline of our agreed requirements was drawn up and provided to Wyre Forest IT who agreed to assist with the initial set up. A background structure to the new web site in Umbraco 8 was completed with training notes and an agreed WRS style guide. Unfortunately, Umbraco 8 was significantly different to the current version and with Covid-19 it meant that familiarisation/training had been slow and difficult for the two Officers leading on developing the first few pages.

Lead Officers from within WRS were invited to attend a training session on Umbraco 8 to formulate a detailed project plan. Following this, a decision would be taken by managers as to whether outside support was necessary to make the new website as good as it can be.

Integration with BDC Finance project

WRS were notified in 2019 of the intention by BDC and RBC to change their finance system. As BDC hosted WRS, WRS used their HR, procurement and finance system. Unfortunately, direct access to the current system was not possible for WRS staff from their Wyre Forest Citrix working environment.

Where necessary, officers accessed the internet based system either from their laptop desktop or one of two dedicated PCs in Wyre Forest House.

As reported at the Board meeting in June, the new Finance Project was due to go-live in October 2020, this was pushed back to November.

WRS Managers were invited to participate and be involved with the project working group in September to ensure that WRS requirements were satisfied by the new set up and to enable WRS officers to continue working in their Wyre Forest Citrix environment but still take payments, approve requisitions and authorise invoices.

Members were reassured WRS would continue to contribute to the development of the project to ensure their processes were included and could be used effectively.

Councillor Kent, Bromsgrove District Council stated that he found the report deeply unsatisfactory. It appeared that there was poor communication, no dates for delivery and that the same update had been provided at previous Board meetings about the WRS website and being able to take payments.

Councillor Kent further referred to the trial of UDC laptops and the upgraded Microsoft licence to include Microsoft Office 365 and access to Microsoft Teams; as detailed on pages 73 and 74 of the main agenda report.

In his opinion there appeared to be a total communication breakdown and a myriad of excuses and in his opinion, it should be escalated to a much higher level and that a Gantt chart be produced with delivery timescales.

In response the Head of Regulatory Services commented that clearly the UDC laptops did not work for accessing video conferencing platforms like Skype for Business, so that decision had had to be reversed, however at the time the decision was made, before Covid-19, it was thought to be a sensible decision.

Whilst he appreciated Councillor Kent's comments it was very difficult at this moment in time to move things forward and to keep their own side of the business running. The service had moved forward with using Zoom as a platform.

The decision taken to trial UDC laptops was a cost effective way of continuing to manage mobile and flexible working before the pandemic.

It had now been identified that Umbraco 8 was much more complicated. Currently WRS may not have the capacity, in house, to carry out a full migration of the WRS website from the current system into this new platform. If that was the case then he would have to draw up the kind of project plan that Councillor Kent had suggested, because an external person would have to be brought in to deliver that.

The Head of Service informed the Board that currently the focus of the service had to be on maintaining the response to the pandemic and to also maintaining the general business of WRS.

There was a huge strain on the management team and officers that was stretching the budget considerably, it was not easy to try and juggle everything that both he and his officers were currently dealing with.

The taking of payments had been moved forward as much as possible. He understood that Members were keen to see additional payment facilities being made available on the WRS website. But this was a much larger step which the Director of Finance & Resources, BDC, had been working on and that required the buy in of all s151 officers from all partner authorities; to make that decision that WRS would take payment on behalf all partner authorities. In the past some partners were not keen on this approach, so there was a lot of work that needed to be put in on this; at a time when the service was very stretched making it difficult to achieve.

Should Members be in agreement he was happy to provide a more detailed update at the next meeting of the Board. He would also ask Members to note that the service was under huge pressure responding to Covid-19.

Councillor J. Raine Malvern Hills District Council also commented that Councillor Kent was correct and it was important that WRS had the best technology, however Board Members had to take some responsibility. In his opinion WRS had been famously underfunded from the start. Members must be part of the solution and not just be seen to be criticising unfilled ambitions.

Councillor H. Jones, BDC, stated that it would be nice to have an upgraded website. However, having worked with WRS officers these past few months and seeing how they were practically on their knees dealing with Covid-19 issues, whilst maintaining their normal workload; it was important that frontline services were protected and Members

needed to support WRS officers responding to the demands of Covid-19.

Councillor H. Jones then took the opportunity to congratulate all WRS officers on the amazing work they were carrying out.

RESOLVED that the Information report – IT Update be noted.

19/20

INFORMATION REPORT - JOINT WORKING WITH PUBLIC HEALTH TO CONTROL COVID-19 OUTBREAKS IN WORK SETTINGS

Members received an Information Report on the joint working with Public Health to control Covid-19 outbreaks in work settings.

The Community Environmental Health and Trading Standards Manager introduced the report and in doing so, stated that as Members were aware Covid-19 posed a serious and imminent risk to public health and had been declared a global pandemic. On 5th March 2020 the first death from coronavirus in the UK was confirmed.

Local Authorities, with key NHS partners, worked alongside Public Health England (PHE) on the reactive response to outbreaks, following the usual arrangements in place for any outbreak situation.

National contact tracers followed up most non-complex, routine positive cases and their contacts and would escalate any complex cases, clusters and outbreaks to the West Midlands Public Health England team, who worked with the Local Authority to rapidly prevent and control transmission.

WRS Environmental Health expertise and resources were focussed on outbreak investigation, proactive advice and enforcement to supplement the National contact tracing programme. This was a key role in effective disease control and prevention and WRS officers had the essential experience, professional and legislative tools required to manage and control any outbreaks that occurred.

The report also contained information on the 3 outbreak investigations and the responses that WRS has delivered. 70 Covid-19 related service requests had been dealt with in the last week and the total number of requests for advice and investigations into non-compliance had crept up to 1600 in Worcestershire.

In addition to this officers had had to keep up with an unprecedented amount of legislation and amendments.

Officers had also worked with colleagues at West Mercia Police and had secured the closure and penalty fines in relation to a public house in Redditch that had carried on operating as a nightclub.

Officers were also working with colleagues in Public Health looking at the issue of local contact tracing arrangements, where national contact tracing had not been successful.

Councillor J. Raine, Malvern Hills District Council, highlighted that it was a most important report and Members should take the opportunity to recognise how hard WRS officers had been working in supporting Public Health colleagues as well as carrying out their normal workload. He expressed his thanks to all WRS officers.

Councillor E. Stokes, Wychavon District Council, commented that she was happy to endorse Councillor Raine's thanks and agreed that it was an amazing report.

In response to Councillor Stokes with regard to the £168k to be drawn down from WCC, the Head of Regulatory Services informed the Board that the calculation of the full costs was for the 3 officers working as part of the Covid-19 direct response team.

A lot of the work that the Community Environmental Health and Trading Standards Manager had referred to, was work that WRS was delivering, because Council's collectively across the country had been designated by the Secretary of State as the enforcement arm for all of the new regulations that were coming in; in particular business controls, none of which was funded. The £168k to be received from WCC was purely for local outbreak response teams. All of the other duties that government had dropped onto WRS, to regulate the local economy, were having to be addressed currently from within the WRS existing budget.

Senior officers were looking at what WRS needed going forward to bring that extra resource in and he had primed the Chief Executives / Managing Directors across all partner authorities.

The Chairman took the opportunity to echo everything that Members had said and stated that all Members were aware of the brilliant job that WRS officers were doing.

RESOLVED that the Information Report – Joint working with Public Health to control Covid-19 outbreaks in work settings, be noted; and that Board Members use the contents of the report in their own reporting back to fellow Members of each partner authority.

The meeting closed at 5.51 p.m.

Chairman



Executive Committee

Tuesday, 12th January,
2021

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

Officers:

Matthew Bough, Kevin Dicks, Clare Flanagan, Chris Forrester, Kate Goldey, Sue Hanley, David Riley and Darren Whitney

Senior Democratic Services Officer:

Jess Bayley Democratic Services

51. APOLOGIES

There were no apologies for absence.

52. DECLARATIONS OF INTEREST

Councillors Brandon Clayton and Bill Hartnett declared other disclosable interests in respect of Minute Item No. 57 – Flexible Homelessness Support Grant and Homelessness Reduction Grant 2021/22. These declarations were made because it was proposed that Fry Accord, which was part of the Accord Housing Group, should receive some grant funding. The Committee was advised that both Councillor Clayton and Councillor Hartnett had been appointed to Redditch Co-operative Homes, which was part of the Accord Group, by Council. Members were advised that neither Councillor had any involvement with Fry Accord, although it was also part of the Accord Group. Therefore, they remained in the meeting to participate in the debate and vote for this item.

53. LEADER'S ANNOUNCEMENTS

The Leader explained that, in respect of Minute Item No. 57 – Flexible Homelessness Support Grant and Homelessness Reduction Grant 2021 – the Budget Scrutiny Working Group had pre-scrutinised the report at a meeting held on 5th January 2021. However, as no recommendations had been made on the subject there were no referrals from the group for Members' consideration.

Chair

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| Executive Committee | Tuesday, 12th January, 2021 |
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During consideration of the Leader's Announcements Members were reminded that there was due to be an extra meeting of the Executive Committee on Tuesday, 19th January 2021. During this meeting Members would have an opportunity to consider the Redditch Town's Deal Investment Plan.

54. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 8th December be approved as a true and correct record and signed by the Chair.

55. INDEPENDENT REMUNERATION PANEL REPORT 2021/22

The Electoral Services Manager presented the Independent Remuneration Panel (IRP's) report in respect of Members' allowances for 2021/22. The Committee was informed that the IRP reported on an annual basis regarding Members' allowances for the following financial year. Council needed to give due regard to the IRP's proposals, though was not obliged to approve the recommendations detailed within the report.

Members discussed the report and in so doing noted that the report was being considered at a time when many residents were being made redundant or living on reduced incomes whilst on furlough. In these circumstances, Members expressed the view that an increase in their allowances could not be justified.

During consideration of this item, it was noted that, whilst the IRP was proposing a 2.75 per cent increase to Members' allowances, this figure reflected an increase on a level of allowances not yet in place in Redditch. In Redditch, in the 2020/21 municipal year, there had been no increase to Members' allowances and so the basic allowance for Redditch Members would be closer to five per cent lower than the basic allowance that was in place for other Councillors in Worcestershire where the recommended increase had been agreed.

RECOMMENDED that

- 1) travel allowances for 2021-22 continue to be paid in accordance with the HMRC mileage allowance;**
- 2) subsistence allowances for 2021-22 remain unchanged;**
- 3) the Dependent Carer's Allowance remains unchanged; and**

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| Executive Committee | Tuesday, 12th January, 2021 |
|--------------------------------|-----------------------------|

- 4) for Parish Councils in the District, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by Redditch Borough Council and in accordance with the relevant Regulations.

56. DECLARATION OF LAND SURPLUS TO REQUIREMENT AT BADGER CLOSE AND BERKELEY CLOSE, WINYATES AND LEDBURY CLOSE, MATCHBOROUGH

The Principle Solicitor presented a reported which requested that Members consider declaring land at Badger Close and Berkeley Close, Winyates and Ledbury Close, Matchborough, as surplus. The report focused on four sites at these locations, two of which had already secured planning permission.

During consideration of this item an additional recommendation was proposed by Councillor Bill Hartnett. This additional recommendation was seconded by Councillor Greg Chance.

The additional recommendation was:

“That the four sites identified in the report as surplus be retained by the Council and used to build dwellings to increase the number of dwellings in the Council’s own housing stock which will help the Housing Revenue Account (HRA) and add to the much needed affordable rented social housing in Redditch.”

In proposing the additional recommendation, Councillor Hartnett commented that there was a need for more social housing in Redditch and the disposal of this land provided an opportunity to invest in more Council houses.

Members discussed the additional recommendation that had been proposed and in so doing referred to the following points:

- There was a lot of land owned by the Council.
- Some of the Council’s land assets were suitable for housing development but other sections of land were not suitable.
- Where land could be developed, sometimes it would be suitable for the Council to develop as Council houses and sometimes it would be more appropriate to sell the land to a private developer.
- The Council would potentially struggle to secure a good rate of return from Council housing in cases where only a single property could be developed on the site concerned.
- The Council was aiming to build Council houses over the following months.
- In previous years, the Council had invested in the mortgage buy back scheme and had provided support to Redditch Co-

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| Executive Committee | Tuesday, 12th January, 2021 |
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operative Homes in the development of hundreds of social housing units.

On being put to the vote the additional recommendation was lost.

RESOLVED that

the land adjacent to No. 29 Berkeley Close, Winyates Green, land adjacent No. 34 Badger Close, Winyates West, land adjacent No. 46 Badger Close, Winyates West and land adjacent No. 54 Ledbury Close, Matchborough East, be declared surplus to Council requirements and disposed of at market value.

57. FLEXIBLE HOMELESSNESS SUPPORT GRANT AND HOMELESSNESS REDUCTION GRANT 2021/22

The Housing Development and Enabling Manager presented a report in respect of the Homelessness Prevention Grant Allocation for 2021/22. Members were advised that the grant was ring fenced by the Government for use in respect of homelessness prevention and support services. The grant included a contribution previously received from the Department for Work and Pensions (DWP), which was allocated to costs involved with the management of temporary accommodation. Officers were proposing the allocation of grant funding to various organisations that provided support to people who were homeless or at risk of becoming homeless, with a total of £293,209 of the grant having been allocated. It was proposed that authority should be delegated to the Head of Community and Housing Services, following consultation with the Portfolio Holder for Housing and Procurement, to determine how the remaining £21,000 in unallocated grant funding should be spent.

The Committee discussed the report and welcomed the services provided by the various organisations that supported people who were homeless or at risk of becoming homeless.

RESOLVED that

- 1) the Homelessness Prevention Grant is allocated to the following initiatives which meet the criteria for grant allocation:**

| Initiatives | £ (up to) |
|---|--------------|
| Redditch Nightstop - Outreach Worker to support 21 to 35 year olds and prevent homelessness or work towards planned moves into suitable and sustainable | 31,500 |

**Executive
Committee**

Tuesday, 12th January, 2021

| | |
|--|-----------------|
| accommodation. | |
| CCP Rough Sleeper Outreach Service - 2.8 FTE posts across Bromsgrove and Redditch | 53,537 |
| Fry Accord – 18 units of supported accommodation for Ex Offenders or those likely to offend | Up to £15,000 |
| St Basils – Provide 23 units of accommodation for young people aged 16- 23 years of age additional funding to provide 24 hour cover following a reduction in funding from County Council | 14,200 |
| Newstarts - Furniture Project to provide furniture for homeless households. | 5,000 |
| Homelessness Prevention - Spend to Save budget for use by Housing Options Officers | 17,060 |
| Temporary Accommodation Management – as 3.1 above | 66,380 |
| CCP Rapid Response Winter Weather Team – rapid outreach for any rough sleepers during the coldest months | 3,500 |
| St Basils Smallwood Almshouses - Progression Coach to offer additional support that can operate outside of normal office hours to fit around a young persons education, training and employment. | 25,700 |
| Housing Options - Tenancy Ready Officers providing training and support to housing applicants to obtain and sustain accommodation. | 61,332 |
| Total | £293,209 |

- 2) **delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Housing to award any unallocated Grant during the year or make further adjustments to current initiatives in line with Government priorities in 1.2 as necessary to ensure full utilisation of the Grant for 2021/22.**

58. FINAL COUNCIL TAX SUPPORT SCHEME

The Financial Support Manager presented the Final Council Tax Support Scheme for Members' consideration and in so doing highlighted the following for Members' consideration:

**Executive
Committee**

Tuesday, 12th January, 2021

- The new proposed scheme was income banded.
- Should the scheme be approved, there would be an increase in costs for the Council. However, this would be lower than the costs involved in administering the scheme when it was localised in 2014/15.
- The new scheme was designed to streamline the administration involved and to simplify the process to the benefit of both the Council and the customer.
- The new scheme would enable closer integration to occur with Universal Credit. When the DWP notified the Council that a resident was in receipt of Universal Credit this would automatically be taken into account in relation to that customer's Council tax liabilities.
- The links to Universal Credit would make the costs involved with the scheme more predictable for both the Council and residents and would help customers to manage their personal budgets. By contrast, the current scheme was more volatile.
- A total of 100 per cent support would be provided to residents on the lowest incomes. By contrast, the existing scheme required all residents to pay at least 20 per cent of their Council tax.
- A Hardship Scheme would be retained so that financial support could be provided to any residents who were negatively impacted by the changes.
- The Council had undertaken a consultation exercise in respect of the proposed changes. There had been 43 responses to this consultation process, the majority of which had been broadly in favour of the proposed changes.

Members subsequently discussed the proposed changes to the scheme and noted that the new scheme would help to support some of the most vulnerable people in the community. Questions were raised about how the Council's proposed scheme compared to other local authorities' Council Tax Support Schemes. The Committee was informed that a number of Councils, including Wyre Forest District Council, had already introduced an income banded scheme and other authorities were considering doing so. Officers confirmed that there would remain sufficient flexibility within the scheme to make changes where necessary.

RECOMMENDED that

the introduction of a new income banded / grid scheme for working age applicants with effect from 1st April 2021 to implement a modern, future proofed scheme and reduce the administrative burden placed on the Council by the introduction of Universal Credit.

| | |
|--------------------------------|-----------------------------|
| Executive Committee | Tuesday, 12th January, 2021 |
|--------------------------------|-----------------------------|

59. HOUSING REVENUE ACCOUNT - RENT SETTING 2021/22

The Head of Financial and Customer Services presented a report proposing an increase to the rent that tenants living in Council housing would be charged in 2021/22. The proposal was to increase rents by 1.5 per cent. This was permitted by the Government, which had set out that rents could be increased by CPI plus 1 per cent.

Members noted that the increase in rent was relatively small and would help the Council to start to address gaps in the HRA.

RECOMMENDED that

the actual average rent increase for 2021/22 be set as September 2020 CPI, 0.5%, plus 1% resulting in an increase of 1.5%.

60. MEDIUM TERM FINANCIAL PLAN 2021/22 TO 2024/25 - UPDATE - PRESENTATION

The Head of Financial and Customer Services delivered a presentation on the subject of the Medium Term Financial Plan 2021/22 to 2023/24. During the delivery of this presentation the following matters were highlighted for Members' consideration:

- Officers were undertaking a lot of work in respect of the Council's Medium Term Financial Plan, though this remained a work in progress.
- Some additional contributions had been received unexpectedly in the form of New Homes Bonus (NHB) funding, though this was for a one year period only.
- There would be a reduction in the costs of borrowing for the Council as Officers were not anticipating that a number of capital projects would be delivered during the Covid-19 pandemic.
- The Government had announced that district Councils could increase Council tax by 1.99 per cent or by £5. The Council had opted to increase Council tax by £5 as this would result in a slightly greater level of return.
- The Lower Tier Services Grant would provide some additional financial support moving forward. This represented top slicing in respect of the previous NHB scheme.
- On the date of the meeting Officers were proposing to use funding from balances and reserves to balance the budget. However, this was not a sustainable position and therefore Officers were aiming to identify alternative measures in order to balance the budget moving forward.

**Executive
Committee**

Tuesday, 12th January, 2021

- Should the Council use funding from reserves to balance the budget there was a risk that this would result in the Council's reserves being below the minimum level that had been set for the Council.
- The budget gap was £242,000 for 2021/22 rising to £1.3 million in 2023/24. Therefore, difficult decisions would need to be taken in order to balance the budget.
- Pressures arising from the Covid-19 pandemic had been taken into account when reviewing the budget position.
- Officers had identified some potential savings. However, many of these were very small and more ambitious ideas were needed moving forward.
- The main pressures included footpath maintenance costs, street lighting, Members' allowances and Members' National Insurance contributions.
- In respect of the HRA, a key assumption was that there would be an improvement in the turnaround times for void properties.
- Officers were anticipating that funding would be returned to balances in the HRA.

The Committee subsequently discussed the report and reference was made to the level of grant funding that the Council had received from the Government to help address the costs arising from the Covid-19 pandemic. Officers clarified that in total, £1,952 million had been received by the Council in five tranches from the Government. In addition, the Council had recently received £157,000 to make up for lost income from fees and charges.

Reference was also made to bad debts and the impact that this could have on the Council's budget. Officers explained that the Medium Term Financial Plan took into account anticipated returns from Council tax and non domestic rates. Any deficit in the collection fund was taken into account as part of these calculations.

The position of Rubicon Leisure Limited and the financial support that the Council was providing to the company was also discussed during the meeting. The Committee was informed that the management fee for the company had been incorporated into the Medium Term Financial Plan. However, there was an ongoing review of the company taking place and the management fee would be taken into account as part of that process.

The Financial Services team were thanked for their hard work in respect of the budget. The Chief Executive explained that this was an incredibly challenging time for local government finances. The work on this budget was taking place during a global pandemic, which had impacted on the Council's finances and ability to deliver savings. During the pandemic, new ways of working had been identified and this could potentially create opportunities for the

**Executive
Committee**

Tuesday, 12th January, 2021

Council to achieve further savings moving forward. The Committee was informed that Redditch Borough Council had received less financial support from the Government than many other lower tier authorities. As the Borough had many areas with high levels of deprivation it was suggested that there was particular need for further assistance to be provided to Redditch Borough Council in order to assist the local population.

Members noted that additional financial assistance was available to the community from other sources of funding that did not involve the Council. This included financial support available from the Cultural Recovery Fund and the Worcestershire Community Foundation. Furthermore, residents could apply for a £500 payment if they were required to self-isolate having tested positive for Covid-19. The Council had distributed £14.5 million of grant funding to businesses impacted by the pandemic and it was hoped that this would help businesses to remain sustainable moving forward.

RESOLVED that**the report be noted.**

(During consideration of this item there was a brief pause in the meeting, from 7.35 – 7.47 pm, due to problems with the live stream. The Committee did not discuss any business during this period and the final slide of the presentation was revisited in order to provide the information for the consideration of the public.)

61. COUNCIL TAX BASE 2021/22

The Head of Financial and Customer Services presented the Council Tax Base report 2021/22 for Members' consideration. The Committee was advised that the report provided a technical calculation of the Council tax base, in line with Government legislation and national guidance. The calculation took into account the potential for there to be up to two per cent non-payment of Council tax. The anticipated reduction to the Council tax base was driven by the proposed changes to the Council Tax Support Scheme, as the Council was forecasting that less income would be received from Council tax as a result of changes to the scheme.

RECOMMENDED that

- 1) **the calculation of the Council's Tax Base for the whole and parts of the area for 2021/22, be approved; and**
- 2) **in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole**

| | |
|--------------------------------|-----------------------------|
| Executive Committee | Tuesday, 12th January, 2021 |
|--------------------------------|-----------------------------|

area for the year 2020/21 be 26,158.13 and for the parts of the area listed below be:

| | |
|--------------------------|-------------------------|
| Parish of Feckenham | 367.22 |
| Rest of Redditch | <u>25,790.91</u> |
| Total for Borough | <u>26,158.13</u> |

62. WORCESTERSHIRE REGULATORY SERVICES (WRS) BOARD - RECOMMENDATIONS

The Head of Financial and Customer Services presented recommendations that had been agreed at a recent meeting of the Worcestershire Regulatory Services (WRS) Board. The recommendations focused primarily on the budget for WRS in 2021/22 and Redditch Borough Council was being asked to make a 17.5 per cent contribution.

During consideration of this item Members thanked WRS staff for their hard work during the Covid-19 pandemic. It was noted that WRS had recruited Covid Advisors who were providing advice to residents and businesses about Covid compliance issues.

Concerns were raised about the increase to the fee for the accommodation that was provided to WRS by Wyre Forest District Council and Members expressed disappointment about the way that this proposed increase had been handled. However, it was noted that the contract between WRS and Wyre Forest District Council was due to expire in spring 2021 so alternative and more affordable options could be investigated further. Members were also advised that the Leader had raised his concerns about this matter with the Leader and Chief Executive of Wyre Forest District Council and they had indicated that they would be reviewing the matter.

RECOMMENDED that

- 1) **that the additional partner liabilities for 2020/2021 in relation to the increase in accommodation charges and ICT hosting from Wyre Forest District Council, be approved as follows:-**

| | |
|--------------------------|-----|
| Redditch Borough Council | £2k |
|--------------------------|-----|

- 2) **the 2021/2022 gross expenditure budget of £3,739k be approved;**
- 3) **the 2021/2022 income budget of £529k be approved;**

Executive Committee

Tuesday, 12th January, 2021

- 4) the revenue budget and partner percentage allocations for 2021/2022 onwards:

| Council | £'000 | Revised % |
|--------------------------|-------|-----------|
| Redditch Borough Council | 564 | 17.57 |

- 5) the additional partner liabilities for 2021/2022 in relation to unavoidable salary pressure be approved.

| | |
|--------------------------|------|
| Redditch Borough Council | £10k |
|--------------------------|------|

- 6) the additional partner liabilities for 2021/2022 in relation to three Technical Officers be approved.

| Council | Tech Officer Income Generation £000 | Tech Officer Animal Activity £000 | Tech Officer Gull Control £000 |
|--------------------------|--|---|--|
| Redditch Borough Council | 6 | 2 | |

63. OVERVIEW AND SCRUTINY COMMITTEE

Members were advised that the recommendations arising from the meeting of the Overview and Scrutiny Committee held on Thursday, 3rd December 2020 had been considered at the previous meeting of the Executive Committee.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on Thursday, 3rd December 2020 be noted.

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

Members were advised that there were no referrals for consideration on this occasion.

65. ADVISORY PANELS - UPDATE REPORT

The following updates were provided in respect of the Council's Executive Advisory Panels and other bodies:

| | |
|--------------------------------|------------------------------------|
| Executive Committee | Tuesday, 12th January, 2021 |
|--------------------------------|------------------------------------|

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

Councillor Lovell confirmed that there had been no further meetings of the Climate Change Cross Party Working Group since the previous meeting of the Executive Committee.

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

Councillor Dormer explained that the meeting of the Constitutional Review Working Party that had been scheduled to take place on 2nd February 2021 had been cancelled due to lack of business.

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

Councillor Nazir advised that a meeting of the Corporate Parenting Board was not due to take place until later in January 2021.

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

The Committee was advised that a meeting of the Member Support Steering Group was due to take place on 16th February 2021.

- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Councillor Dormer confirmed that there were no meetings of the Planning Advisory Panel scheduled to take place.

The Meeting commenced at 6.30 pm
and closed at 8.01 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12 January 2021

**REPORT OF THE INDEPENDENT REMUNERATION PANEL –
RECOMMENDATIONS FOR MEMBERS' ALLOWANCES FOR 2021-22 AND THE
MEMBERS ALLOWANCES SCHEME**

| | |
|------------------------------|--|
| Relevant Portfolio Holder | Councillor , M Dormer Leader and Portfolio Holder for Corporate Management |
| Portfolio Holder Consulted | |
| Relevant Head of Service | Claire Felton |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | N/A |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

Each Council is required by law to have an Independent Remuneration Panel (IRP) which recommends the level of allowances for Councillors. The Panel is made up of suitably skilled members of the public who are completely independent of the Borough Council. It also makes recommendations to four other District Councils in Worcestershire. The Panel's report is enclosed for consideration by the Executive Committee and ultimately by the Council.

2. RECOMMENDATIONS

The Committee is asked to consider the report and recommendations and RECOMMEND to Council

2.1 whether or not to accept all, some or none of the recommendations of the Independent Remuneration Panel for 2021-22;

2.2 having considered the Panel's report and recommendations, whether or not changes are required to the Council's scheme of allowances for Members arising from this.

3. KEY ISSUES**Financial Implications**

- 3.1 If the Council makes changes to the current amounts of allowances there may be additional savings or costs. If the Council implements all the recommendations of the IRP, using their current scheme, costs would be decreased in the region of £12,500. It should be noted that the scheme recommended by the IRP only allows for one Special Responsibility Allowance per Councillor and does not include a payment for Executive Members without Portfolio.

EXECUTIVE COMMITTEE12 January 2021

Legal Implications

- 3.2 The Council is required to “have regard” to the recommendations of the Panel. However, it is not obliged to agree to them. It can choose to implement them in full or in part, or not to accept them.
- 3.3 If the Council decides to review its scheme of allowances for Councillors, it is also required to take into account recommendations from the Panel before doing so.

Service/Operational Implications

- 3.4 There are no direct service or operational implications arising from this report. Once the Council has agreed the allowances for 2021-22 Officers will update and publish the Members' Allowances Scheme as appropriate.

Customer/Equalities and Diversity Implications

- 3.5 None arising from this report.

4. RISK MANAGEMENT

Payments to Councillors can be a high profile issue. The main risks are reputational. However, the Council is transparent about the decisions made on allowances. The Allowances scheme and sums paid to Councillors each year are published on the Council's website.

5. APPENDICES

Report and recommendations from the Independent Remuneration Panel for 2021-22.

6. BACKGROUND PAPERS

Members Allowances Scheme – in the Council Constitution at part 18:

<http://moderngovwebpublic.redditchbc.gov.uk/ieListDocuments.aspx?CId=379&MId=2511&Ver=4>

AUTHOR OF REPORT

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**Independent Remuneration Panel
for Worcestershire District Councils**

Annual Report and Recommendations for 2021-22

Redditch Borough Council

December 2020

| Contents | Page |
|---|-------------|
| Recommendations to Council | 1 |
| Introduction and Context | 2 |
| Background Evidence and Research Undertaken | 2 |
| Basic Allowance 2021/22 | 4 |
| Special Responsibility Allowances 2021/22 | 5 |
| Mileage and Expenses 2021/22 | 5 |
| Allowances to Parish Councils | 5 |
| The Independent Remuneration Panel | 5 |
| Appendix 1 – Current and Recommended Allowances | 8 |
| Appendix 2 – Summary of Research | 10 |

Recommendations

The Independent Remuneration Panel recommends to Redditch Borough Council the following:

- 1. That the Basic Allowance for 2021-22 is £4,650 representing a 2.75% increase**
- 2. That the Special Responsibility Allowances are set out in Appendix 1**
- 3. That travel allowances for 2021-22 continue to be paid in accordance with the HMRC mileage allowance**
- 4. That subsistence allowances for 2021-22 remain unchanged**
- 5. That the Dependent Carer's Allowance remains unchanged**
- 6. That for Parish Councils in the District, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by Redditch Borough Council and in accordance with the relevant Regulations**

Introduction

The Independent Remuneration Panel (IRP) has been appointed by the Council to carry out reviews of the allowances paid to Councillors, as required by the Local Government Act 2000 and subsequent legislation. The Panel has carried out its work in accordance with the legislation and statutory guidance.

The purpose of such allowances is to enable people from all walks of life to become involved in local politics if they choose.

The law requires each Council to 'have regard' to the recommendations of the Panel and we noted that Redditch Borough Council rejected the Panel's recommendation for 2020/21 due to the financial status of the Council.

The work of the Panel in the current year has been significantly influenced by the ongoing effects of the COVID-19 pandemic and the subsequent demands it has placed on individual Councils. As important as the work of the Panel is, it was clearly recognised that there were greater priorities for Council Leaders and a need to be realistic about what was required and what could be achieved during 2020.

In view of the above, and in consultation with all constituent authorities it was decided that the report for 2021/22 would focus solely on recommendations in relation to the Basic Award and any consequential change to the value of existing Special Responsibility Allowances (SRAs). The evidence base for the recommended changes is set out below.

This report reflects the above position and contains no new recommendations in relation to the range of wider SRAs (i.e. the multiplier values) for 2021/22. Such recommendations would need to have been supported by research within individual authorities and demanded the time and contribution from officers and members. Given the restrictions presented by Covid it was agreed that this would not be a useful use of resources. The Panel is hopeful, however of being able to undertake a review of SRAs during the reporting cycle leading to the 2022/23 report and in accordance with any previously published commitments.

The Panel acknowledges that in the current challenging times and financial climate there are difficult choices to be made. Whilst ultimately it is for the Council to decide how or whether to adopt the recommendations set out in this report, it is hoped that such recommendations serve as useful.

Background Evidence and Research Undertaken

There is a rich and varied choice of market indicators on pay which can be used for comparison purposes. These include:

- National survey data on a national, regional or local level
- Focussed surveys on a particular public sector
- Regular or specific surveys
- Use of specific indices to indicate movement in rewards or cost of living

As background for the decisions taken by the Panel this year we have:

- Analysed and considered the Annual Survey of Hours and Earnings (ASHE) statistics for 2020 which gives the mean hourly wage rate for Worcestershire at £14.78.
- Benchmarked the Basic Allowance against allowances for comparable roles paid by the Chartered Institute of Public Finance and Accountancy (CIPFA) "Nearest Neighbour" Councils for each authority
- Taken account of the National Pay Award (2.75%) for the majority of Local Government employees
- Considered the Consumer Price Index information as at November 2020

We give more details about these areas of research at the end of the report.

In 2015, Worcester City Councillors recorded time spent on Council business for a number of weeks. This enabled the Panel to confirm the number of hours per week for front line councillors, which is used to calculate the recommended basic allowance. More detail is given about this under the Basic Allowance heading later in the Report.

The figure being recommended by the Panel of £4,650 for the Basic Allowance appears reasonable and appropriate when compared to other Local Authorities.

Arising from our research, in **Table 1** we have included information showing the Members' allowances budget for Basic and Special Responsibility Allowances paid for 2019-20 as a cost per head of population for each Council. To give context, we have included details of the proportion of net revenue budget spent by each Council on basic and Special Responsibility allowances.

Table 1 - Total spend on Basic and Special Responsibility Allowances (SRA) as a cost per head of population 2019-20 figures

| Authority, population¹ and number of Councillors | Total spend Basic Allowances | Total spend on SRA | SRA as a percentage of total Basic Allowance | Cost of total basic and SRA per head of population | Total of basic and SRA as a percentage of Net General Revenue Fund expenditure |
|--|-------------------------------------|---------------------------|---|---|---|
| | £ | £ | % | £ | % |
| Bromsgrove DC (31) 94,744 | 139,656 | 64,823 | 46.42 | 2.05 | 1.759 |
| Malvern Hills DC (38) 75,339 | 164,717 | 56,054 | 34 | 2.81 | 2.6 |
| Redditch Borough (29) 84,521 | 126,046 | 88,189 | 69.96 | 2.51 | 2.523 |

¹ONS population figures mid 2019. Totals for Basic and Special Responsibility allowances paid are as published by each authority for the 2019-20 financial year.

| | | | | | |
|--------------------------------|---------|--------|-------|------|------|
| Worcester City (35) 100,405 | 152,807 | 69,441 | 45.44 | 2.21 | 1.36 |
| Wychavon (45) 118,738 | 198,782 | 85,594 | 43.06 | 2.23 | 1.77 |

In **Table 2** we show the average payment per member of each authority of the Basic and Special Responsibility Allowances, which illustrates the balance between the level of Special Responsibility Allowances paid and the Basic Allowance.

Table 2 - Average allowance per Member of each authority (Basic and Special Responsibility Allowances, 2019 – 20 figures)

| Authority (number of Councillors) | Amount £ |
|--|-----------------|
| Bromsgrove District (31) | 6,596 |
| Malvern Hills District (38) | 5,810 |
| Redditch Borough (29) | 7,387 |
| Worcester City (35) | 6,349 |
| Wychavon District (45) | 6,319 |

Basic Allowance 2021 - 22

Calculation of Basic Allowance

The Basic Allowance is based on:

- The roles and responsibilities of Members
- Their time commitments – including the total average number of hours worked per week on Council business
- A public service discount of 40% to reflect that Councillors volunteer their time
- The Basic Allowance is paid to all Members of the Council

Whilst each Council may set out role descriptions for Councillors, the Panel accepts that each councillor will carry out that role differently, reflecting personal circumstances and local requirements. However, we consider the Basic Allowance to include Councillors' roles in Overview and Scrutiny, as any non-Executive member of the Council is able to contribute to this aspect of the Council's work. It is for this reason that we do not recommend any Special Responsibility Allowance for members of the Overview and Scrutiny Committee. We also consider that ICT could be included in the Basic Allowance as it is generally more readily available to individuals than in previous years. However, we are comfortable that specific local decisions may be made about how ICT support is provided.

As mentioned earlier, in 2015 Worcester City Councillors recorded the time spent per week on Council business for a number of weeks during the early autumn. This was considered to reflect an appropriate "average" period of time for meetings and other commitments. The results from this survey showed that the average input was 10 hours and 50 minutes

per week. This figure matches the one used for a number of years by the Panel, based on previous research with constituent councils, to calculate the basic allowance.

We reviewed the levels of wage rates for Worcestershire as set out in the ASHE data (details in appendix 2) and the benchmark information available to us from the Chartered Institute of Public Finance and Accountancy (CIPFA) "nearest neighbours" authorities as part of our research into the level of basic allowance recommended. We are also aware that the majority of local government employees received an average of 2.75% increase in pay in April 2020 (dependent on scale).

The research information used in the consideration of the Basic allowance is set out at appendix 2.

Special Responsibility Allowances (SRA) 2021/22

The basis for the calculation of SRAs is a multiplier of the Basic Allowance as advocated in the published Guidance.

For the reasons as set out in the introduction to the report, no recommendations have been made to change the SRA multiplier rates for 2021/22. As such the recommended rates remain as they were in the 2020/21 report and as detailed in Appendix 2.

Mileage and Expenses 2021-22

The Panel notes that the Council has used the HMRC flat rate for payment of mileage for Councillors and recommends that this continues. It should also be noted that HMRC recommends a 4p per mile payment for electric business vehicles.

The Panel is satisfied that the current levels of subsistence allowances are set at an appropriate level and recommends that these continue.

The Panel notes that the Council's Scheme of Members' Allowances provides that Dependant Carer Allowances are payable to cover reasonable and legitimate costs incurred in attending approved duties and recommends that this provision continues.

Allowances to Parish Councils 2021-22

The Independent Remuneration Panel for Worcestershire District Councils acts as the Remuneration Panel for the Parish Councils in each District.

This year the Panel has not been asked to make recommendations on any matters by any Parish in Bromsgrove/Malvern Hills/Redditch/Worcester City/ Wychavon.

The Independent Remuneration Panel

The Members' Allowances Regulations require Local Authorities to establish and maintain an Independent Remuneration Panel. The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members and Local Authorities must have regard to this advice. This Council's Independent Remuneration Panel is set up on a joint basis with 4 of the other 5 District Councils in Worcestershire. Separate Annual Reports have been prepared for each Council.

The members of the Panel are:

Caroline Murphy – Caroline has over 20 years' experience of working in public and voluntary sector organisations, including three West Midlands Local Authorities and the Civil Service. She was a senior Education Manager at Wolverhampton City Council until 2011 developing and delivering a large part of the 14-19 Pathfinder, during which time her department was recognised as achieving Beacon Council Status. She has a wealth of experience at building partnerships. Caroline now works as freelance Education, Skills and Development Adviser supporting individuals and organisations with strategic management, quality assurance and improvement, safeguarding, regulation compliance, research and evaluation, data protection and developing policies and procedures. She has worked in a consultancy capacity for a number of organisations, specialising in those who support vulnerable young people. She also spent 14 years as the Vice Chair of Governors of a primary school in Birmingham.

Jonathan Glover – Jonathan has over 30 years experience working in central and local government. He has worked mostly in central government, in a range of departments and disciplines. These include: regional finance and accounts; building management; personnel management; contract management. At a local level he specialised in employment support for people with disabilities. Returning to a regional role, he ensured projects throughout the West Midlands region, which were receiving European Commission grants, complied with EC financial and regulatory compliance. Since leaving the civil service he has worked in both the public and private sector. Jonathan was a governor at his local junior school for eight years. He was vice chair of the full governing body, representing the school at Ofsted inspection and appeal panels; chair of its curriculum sub committee; and a member of personal and finance sub committees. He was a member of several recruitment and interview panels, including for a new headteacher.

Reuben Bergman – Reuben is a Fellow of the CIPD with significant senior HR leadership experience across a range of public sector organisations in both England and Wales. He currently runs a HR Consultancy Business in Worcestershire providing advice and support on managing change, employment law, HR policy development, mediation, management coaching and employee relations. Reuben has led successful equal pay reviews in three separate local authorities and is known for his successful work in managing change and developing effective employee relations. He is a qualified coach, mediator and a Shared Service architect. He has won national awards for his work on employee engagement and the development of an innovative Café style leadership development programme.

Matthew Davies – Matthew qualified as a Social Worker in 2008 and subsequently worked with children and young people in Worcestershire, Jersey and Manchester. Latterly he is employed as a Registered Manager of an independent fostering agency, supporting and supervising approved foster carers to care for children and young people in care.

The Panel has been advised and assisted by:

- Claire Chaplin and Margaret Johnson from Worcester City Council
- Darren Whitney, Amanda Scarce, Jess Bayley and Sarah Sellers from Bromsgrove & Redditch Councils
- Mel Harris from Wychavon District Council

- Lisa Perks from Malvern Hills District Council

The Panel wishes to acknowledge its gratitude to these officers who have provided advice and guidance in a professional and dedicated manner.

Reuben Bergman , Chair of Independent Remuneration Panel

Appendix 1

**Independent Remuneration Panel for District Councils in Worcestershire
Recommendations for 2021/22**

Redditch Borough Council

| Role | Rec Multiplier 2020/21 (IRP) | Current Multiplier 2020/21 (Council approved) | Rec Allowance (£) 2020/21 (IRP) | Current Allowance (£) 2020/21 (Council approved) | Rec Multiplier 2021/22 (IRP) | Rec Allowance (£) 2021/22 (IRP) |
|--|-------------------------------------|--|--|---|--|--|
| Basic Allowance for all Councillors | 1 | 1 | 4,526 | 4,437 | 1 | 4,650 |
| Special Responsibility Allowances: | | | | | | |
| Leader | 3 | 3 | 13,578 | 13,311, plus 6,656 as portfolio holder | No change from recommendation in 2020/21 | 13,950 |
| Deputy Leader | 1.75 | 1.75 | 7,920.50 | 7,765, plus 6,656 as portfolio holder | No change from recommendation in 2020/21 | 8,137.50 |
| Cabinet Portfolio Holders | 1.5 | 1.5 | 6,789 | 6,656 | No change from recommendation in 2020/21 | 6,975 |
| Executive Members without portfolio | **** | 1 | **** | 4,437 | **** | **** |
| Chair of Overview and Scrutiny Committee | 1.5 | 1.5 | 6,789 | 6,656 | No change from recommendation in 2020/21 | 6,975 |

| | | | | | | |
|--|------|------|----------|-------|--|----------|
| Chairs of Overview and Scrutiny Task Groups | 0.25 | 0.25 | 1,131.50 | 1,109 | No change from recommendation in 2020/21 | 1,162.50 |
| Chair of Audit, Standards and Governance Committee | 0.25 | 0.25 | 1,131.50 | 1,109 | No change from recommendation in 2020/21 | 1,162.50 |
| Chair of Planning Committee | 1 | 1 | 4,526 | 4,437 | No change from recommendation in 2020/21 | 4,650 |
| Chair of Licensing Committee | 0.75 | 0.75 | 3,394.50 | 3,328 | No change from recommendation in 2020/21 | 3,487.50 |
| Political Group Leaders | 0.25 | 0.25 | 1,131.50 | 1,109 | No change from recommendation in 2020/21 | 1,162.50 |

Appendix 2**Summary of Research**

Chartered Institute of Public Finance and Accountancy (CIPFA) "Nearest Neighbour" authorities tool.

No two Councils or sets of Councillors are the same. Developed to aid local authorities in comparative and benchmarking exercises, the CIPFA Nearest Neighbours Model adopts a scientific approach to measuring the similarity between authorities. Using the data, Redditch Borough Council "nearest neighbours" are:

- Tamworth Borough Council
- Gloucester City Council
- Stevenage Borough Council
- Kettering Borough Council
- Worcester City Council
- Cannock Chase District Council

Information on the level of Basic and Special Responsibility Allowances was obtained to benchmark the levels of allowances recommended to the Council. The average basic award across all the "nearest neighbour" authorities was £5,377 as at November 2020.

Annual Survey of Hours and Earnings (ASHE) Data on Pay

<https://www.nomisweb.co.uk/reports/lmp/la/contents.aspx>

<https://www.nomisweb.co.uk/query/construct/summary.asp?reset=yes&mode=construct&dataset=30&version=0&anal=1&initse1=>

Published by the Office for National Statistics, the Annual Survey of Hours and Earnings (ASHE) shows detailed information at District level about rates of pay. For benchmarking purposes, the Panel uses the levels for hourly rates of pay excluding overtime (currently £14.78 as at December 2020). This is multiplied by 11 to give a weekly rate, which is then multiplied by 44.4 weeks to allow for holidays. This was the number of hours spent on Council business by frontline Councillors which had been reported in previous surveys and substantiated by a survey with Worcester City Councillors in the autumn of 2015. The rate is then discounted by 40% to reflect the element of volunteering that each Councillor undertakes in the role. As a benchmark indicator this would produce a figure of £4,331 per annum

CPI (Consumer Price Inflation)

In arriving at its recommendations the Panel has taken into account the latest reported CPI figure available to it, published by the Office for National Statistics. This was 0.9% in November 2020.

Local Government Pay Award

The Panel was mindful of the latest Local Government pay award implemented from 1st April 2020. For the majority of Local Government employees this resulted in a pay increase of 2.75%.

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020**CONSULTATION ON CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
WITH EFFECT FROM 1ST APRIL 2021**

| | |
|------------------------------|------------------|
| Relevant Portfolio Holder | Cllr David Thain |
| Portfolio Holder Consulted | Cllr David Thain |
| Relevant Head of Service | Chris Forrester |
| Ward(s) Affected | All wards |
| Ward Councillor(s) Consulted | |
| Key Decision / | |

1. SUMMARY OF PROPOSALS

- 1.1 Each year the council is required to review its Council Tax Reduction Scheme in accordance with the requirements of the schedule 1A of the Local Government Finance Act 1992 and to either maintain the scheme or replace it.
- 1.2 Council Tax Reduction (CTR) was introduced from 1 April 2013 when it replaced the central government funded Council Tax Benefit regime. From its inception, the funding available to the council from government has reduced year on year.
- 1.3 As with the majority of authorities within England, the council has changed its scheme each year to for a number of reasons including:
- Adjust the level of support in line with the funding available from central government; and
 - To aid administration.
- 1.4 This report details the changes and makes recommendation to members for the 2021/22 scheme.

2. RECOMMENDATIONS

- 2.1 The Executive Committee is asked to RECOMMEND the introduction of a new income banded / grid scheme for working age applicants with effect from 1st April 2021 to implement a modern, future proofed scheme and reduce the administrative burden placed on the council by the introduction of Universal Credit

REDDITCH BOROUGH COUNCIL

CHANGES TO THE COUNCIL TAX REDUCTION SCHEME 2021/22 EXECUTIVE COMMITTEE

Date 30th November 2020**3. KEY ISSUES****Financial Implications**

- 3.1 The current Council Tax Reduction scheme costs approximately £5.396m which is borne by the Council's Collection Fund. Costs are shared between the Council and the Major Precepting Authorities in proportion to the share of Council Tax.
- 3.2 The approach and 'shape' of the scheme is changing, and the overall approach will be to provide additional support to those households on the very lowest incomes. There is no intention to reduce the level of support available to other households. Based on current modelling, were the new scheme to be in place at the current time, the costs would be £5.717m.
- 3.3 Financial modelling has been undertaken and will continue to be undertaken throughout the project and this will be particularly important given the effect of the COVID-19 crisis on the incomes of households within the Borough Council's area.
- 3.4 Whilst the expected costs of the scheme for 2021/22 are slightly higher, the overall level of Council Tax Reduction as a proportion to Council Tax Base has reduced significantly year on year since 2013 as shown below. The overall proposed costs level for 2021/22 is considerably lower in terms of the percentage of the taxbase than when Council Tax Reduction was introduced in 2013.

| Tax Year | Maximum % Reduction | Gross Council Tax £000s | Total CTR awarded £000s | CTR as % Gross CTax |
|----------|---------------------|-------------------------|-------------------------|---------------------|
| 2013/14 | 100 | 42,374 | 6,166 | 14.55 |
| 2014/15 | 80 | 43,571 | 5,272 | 12.10 |
| 2015/16 | 80 | 44,735 | 5,138 | 11.49 |
| 2016/17 | 80 | 46,487 | 5,088 | 10.94 |
| 2017/18 | 80 | 47,777 | 4,969 | 10.40 |
| 2018/19 | 80 | 50,312 | 4,913 | 9.77 |
| 2019/20 | 80 | 53,088 | 4,974 | 9.37 |
| 2020/21 | 80 | 55,418 | 5,396 | 9.74 |

Legal Implications

- 3.5 Schedule 1A (3) of the Local Government Finance Act 1992, states:

Before making a scheme, the authority must:

- (a) consult any major precepting authority which has power to issue a precept to it,

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

- (b) publish a draft scheme in such manner as it thinks fit, and
- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.

- 3.6 In addition, in order to set a new scheme, the Council is obliged to make a resolution by 11th March of the year prior to the scheme coming into place.
- 3.7 The purpose of this report is to recommend that the new scheme be implemented with effect from 1st April 2021

Background / Service Implications

- 3.8 Council Tax Reduction (CTR) was introduced by Central Government in April 2013 as a replacement for the Council Tax Benefit scheme administered on behalf of the Department for Work and Pensions (DWP). As part of the introduction, the Government:
- Placed the duty to create a local scheme for **Working Age** applicants with billing authorities.
 - Reduced initial funding by the equivalent of ten per cent from the levels paid through benefit subsidy to authorities under the previous Council Tax Benefit scheme; and
 - Prescribed that persons of **Pension age** would be dealt with under regulations set by Central Government and not the authorities' local scheme.
- 3.9 Since that time, funding for the Council Tax Reduction scheme has been amalgamated into other Central Government grants paid to Local Authorities and also within the Business Rates Retention regime. It is now generally accepted that it is not possible to identify the amount of funding actually provided from Central Government sources.
- 3.10 The current Council Tax Reduction scheme administered by the Council is divided into two schemes, with pension age applicants receiving support under the rules prescribed by Central Government, and the scheme for working age applicants being determined solely by the local authority.

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

- 3.11 Pensioners, subject to their income, can receive up to 100 per cent support towards their council tax. The Council has no power to change the level of support provided to pensioners and therefore any changes to the level of CTR can only be made to the working age scheme.
- 3.12 When Council Tax Reduction was introduced in 2013, for working age applicants, the Council broadly adopted the previous means tested Council Tax Benefit scheme as the basis of awarding support. Due to the reduction in funding from Central Government, the Council also required all working age applicants, even those on the lowest income, to pay a minimum payment of 20%.
- 3.13 Since that time, other slight changes have been made to bring the scheme into line with either Housing Benefit or Universal Credit.

The main issues with the current scheme

- 3.14 There are a number of issues with the current scheme that will need addressing if the system is to continue to provide effective support to low income taxpayers and also if the Council is able to provide the service in an efficient manner. The main issues are as follows:
- The need to assist low income households and assist in the collection of Council Tax
 - The introduction of Universal Credit for working age applicants; and
 - The need for a simplification of the scheme;
- 3.15 Each of the above are examined in detail below.

The need to assist low income households and assist in the collection of Council Tax

- 3.16 Since 2013, the introduction of Council Tax Reduction, the majority of authorities, including the Borough Council have required all working age applicants to pay a minimum payment. Under the previous scheme (Council Tax Benefit) almost 75% of working age applicants would not have been required to pay any Council Tax and would have received full (100%) support.
- 3.17 As with a large number of authorities, there is a strong view that there should be an increase in the level of support to those households on the lowest of incomes. This view has gained momentum over the past few years but has been reinforced since the COVID-19 crisis which has had a major effect on incomes generally.
- 3.18 Whilst the principle of all working age households paying 'something' was initially thought to be an approach that would be central to the design of Council Tax

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

Reduction, the reality is that, since it's introduction, low income taxpayers, the poorest households, have been unable to pay the balance leading to additional costs, court and enforcement action and, in some cases, the amounts demanded have been written off as uncollectable. For information, in 2019, Council Tax of £1.094m has been demanded from working age CTR claimants and an amount of £0.412m 37% of the amount demanded remained unpaid.

- 3.19 The costs of administration of these cases has increased significantly over the time. These costs are borne solely by the Borough Council. With the difficulties experienced, the relatively low level of payment and the high administration costs incurred, it no longer makes the amounts economically viable to collect. Notwithstanding the negative effects to those poorest households.

Council Tax Reduction and the roll out of Universal Credit

- 3.20 The introduction of Universal Credit within the area has, as experienced in all other areas, brought a number of significant challenges to both the administration of Council Tax Reduction and also the collection of Council Tax generally. All Councils have experienced the following:

- The reluctance of Universal Credit claimants to make a prompt claim for Council Tax Reduction leading to a loss in entitlement;
- A high number of changes to Universal Credit cases are received from the Department for Work and Pensions requiring a change to Council Tax Reduction entitlement. On average 40% of Universal Credit claimants have between eight and twelve changes in entitlement per annum. These changes result in amendments to Council Tax liability, the re-calculation of instalments, delays and the demonstrable loss in collection; and
- The increased costs of administration through multiple changes with significant additional staff and staff time being needed.

- 3.21 It is clear that the existing means tested Council Tax Reduction scheme, which is too reactive to change, will not be viable in the longer term now that Universal Credit has been rolled out fully within the area and with the massive increase in Universal Credit claimants due to the COVID-19 crisis. The move to a new more efficient scheme from 2021 is now imperative.

The need for a simplified approach to the Council Tax Reduction Scheme.

- 3.22 The existing scheme is based on an 'old fashioned;' means tested benefit scheme. It has major defects namely:
- It is complex for customers to understand and is based on a complex calculation of entitlement;
 - The administration for staff is complex, with staff having to request significant amounts of information from applicants;
 - Staff have to undergo significant training to be proficient in processing claims;

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

- The timescales for processing applications is lengthy, mainly due to the complexity and evidence required to support the applications; and
- The administration of the scheme is costly when compared to other discounts for Council Tax.

3.23 Clearly there is a need now to simplify the scheme, not only to mitigate the effects of Universal Credit, but also make it easier for customers to make a claim and to significantly reduce the costs of administration.

The recommended approach for the 2021/22 Council Tax Reduction Scheme

3.24 In view of the problems being experienced with the current scheme, it is proposed that an alternative approach be taken from 2021/22. The approach has been to fundamentally redesign the scheme to address all of the issues with the current scheme and in particular;

(a) The level of support available to the poorest households:

(b) The problems with the introduction of full-service Universal Credit; and

(c) The significant increase in administration costs due to the high level of changes received in respect of Universal Credit;

3.25 Work has been ongoing throughout this year on a new scheme which is now complete. Consultation now needs to be undertaken with the public and the precepting authorities. If accepted by the Council, the new scheme will take effect from 1st April 2021.

3.26 The proposed new scheme has a number of features as follows:

- More support shall be given to those households on the lowest of incomes than in the current scheme ;
- The changes can **only be made to the working age schemes** as the current schemes for pensioners is prescribed by Central Government;
- The current means - tested schemes will be replaced by a simple income grid model as shown below:

REDDITCH BOROUGH COUNCIL

CHANGES TO THE COUNCIL TAX REDUCTION SCHEME 2021/22 EXECUTIVE COMMITTEE

Date 30th November 2020

| Discount Band | Discount | Single Person | Single person with one child | Single person with two or more children | Couple | Couple with one child | Couple with two or more children |
|----------------------|-------------|--------------------|------------------------------|---|--------------------|-----------------------|----------------------------------|
| Income Ranges | | | | | | | |
| Band 1 | 100% | £0 to £95.00 | £0 to £150.00 | £0 to £210.00 | £0 to £140.00 | £0 to £195.00 | £0 to £255.00 |
| Band 2 | 75% | £95.01 to £115.00 | £150.01 to £180.00 | £210.01 to £240.00 | £140.01 to £160.00 | £195.01 to £225.00 | £255.01 to £285.00 |
| Band 3 | 50% | £115.01 to £135.00 | £180.01 to £210.00 | £240.01 – £270.00 | £160.01 to £180.00 | £225.01 – £255.00 | £285.01 to £315.00 |
| Band 4 | 25% | £135.01 to £155.00 | £210.01 to £240.00 | £270.01 – £300.00 | £180.01 to £200.00 | £255.01 to £285.00 | £315.01 to £345.00 |
| | 0% | Over £155.00 | Over £240.00 | Over £300.00 | Over £200.00 | Over £285.00 | Over £345.00 |

- It is proposed that the highest level of discount will be at a maximum level of liability (100%), Band 1, and all current applicants that are in receipt of a 'passported benefit' such as Income Support, Jobseeker's Allowance (Income Based) and Employment and Support Allowance (Income Related) receive maximum discount:
- All other discount levels are based on the applicant's (and partner's, where they have one) net income;
- The scheme allows for variation in household size with the levels of income per band increasing where an applicant has a partner, and / or dependants
- There will be no charges made where an applicant had non-dependants living with them. This is a significant change and means that the administration of the scheme will be more straightforward whilst also protecting low income families where adult sons and daughters for example remain at home;
- To encourage work, a standard £25 per week disregard will be provided against all earnings. This will take the place of the current standard disregards and additional earnings disregards. Where a family also receives a childcare disregard (for childcare costs not paid for by Central Government schemes), the income levels in the 'grid scheme' are set at a higher rate;
- Disability benefits such as Disability Living Allowance and Personal Independence Allowance will continue to be disregarded;

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

- Where any applicant, their partner or dependant child(ren) are disabled, a further disregard of up to £40 will be given, thereby maintaining the current level of support to those with disabilities;
- Carer's Allowance and the Support Component of Employment and Support Allowance will be disregarded;
- Child benefit and Child Maintenance will continue to be disregarded;
- The total disregard on war pensions and war disablement pensions will continue;
- Extended payments will be removed;
- Second Adult Reduction will be removed; and
- Reducing the capital limit to £6,000.

How the new scheme will address the problems with the current Council Tax Reduction

3.27 With the simplicity of the proposed new scheme and by taking a more 'Council Tax discount approach', it will address the problems associated with the increased administration caused by failings in the current scheme and Universal Credit as follows:

- **The scheme will require a simplified claiming process.** All applicants will see a significant reduction in the claiming process and, where possible, Council Tax Reduction will be awarded automatically. For Universal Credit applicants *any* Universal Credit data received from the Department for Work and Pensions (DWP) will be treated as a claim for Council Tax Reduction. Where information is received from DWP, the entitlement to Council Tax Reduction will be processed automatically without the need to request further information from the taxpayer. These changes will have the following distinct advantages namely:
 - (a) **Speed of processing** – all claims will be able to be calculated promptly and largely automatically without the need to request further information which inevitably leads to delays;
 - (b) **Maximising entitlement to every applicant.** As there will no requirement for Universal Credit applicants to apply separately for Council Tax Reduction, and for all other applicants, the claiming process will be simplified significantly. Entitlement to Council Tax Reduction will be maximised with a reduced risk of loss of discount or the need for backdating;

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22
EXECUTIVE COMMITTEE**Date 30th November 2020

- (c) **Maintenance of collection rates** – the new scheme will avoid constant changes in discount, the need for multiple changes in instalments and therefore assist in maintaining the high collection rates currently achieved. The increased level of discount will assist all those applicants on the lowest levels of income, again improving the overall collection rate;
- **The income bands are sufficiently wide to avoid constant changes in discount.** The current Council Tax Reduction scheme is very reactive and will alter even if the overall change to the person's liability is small. This is leading to constant changes in Council Tax liability, the need to recalculate monthly instalments and the requirement to issue a large number of Council Tax demands. The effect of this is that Council Tax collection is reduced. The new scheme, with its simplified income banding approach will have the following advantages:
 - Only significant changes in income will affect the level of discount awarded;
 - Council Taxpayers who receive Council Tax Reduction will not receive multiple Council Tax demands and adjustments to their instalments; and
 - The new scheme is designed to reflect a more modern approach, where any discount changes it will be effective from the day of the change rather than the Monday of the following week;

Transition to the new scheme and the Exceptional Hardship Scheme

- 3.28 The Council must be mindful that any change in scheme or a transition to a new scheme may have result in a change to the entitlement of certain applicants.
- 3.29 Inevitably, with any change in scheme, there will be some winners and losers although the proposed scheme has been designed to protect the most vulnerable. It is proposed that the new scheme will contain additional provisions to protect individuals who experience exceptional hardship. Where any applicant is likely to experience exceptional hardship, they will be encouraged to apply for an exceptional hardship payment. The Council will consider all applications for exceptional hardship on an individual basis, taking into account available income and essential outgoings. Where appropriate further support will be given to the applicant.
- 3.30 This approach will enable individual applicants to be dealt with in a fair and equitable manner. The Exceptional Hardship Scheme will form part of the Council Tax Reduction scheme and fall to be paid through the Collection Fund.

Other Options considered

- 3.31 The alternative to introducing a new scheme for Council Tax Reduction from 2021/22 is to leave the existing scheme in place. This would be a short-term

REDDITCH BOROUGH COUNCIL**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

option; lead to increasing costs of administration; and in the longer term, significantly affect the collection of Council Tax and the effectiveness of the scheme to support households within the Borough Council's area.

CONSULTATION AND COMMUNICATION

3.32 As required by the legislation, the Council has consulted with both major preceptors and also the public. In the case of the public consultation, a full consultation was undertaken until 9th November 2020.

Major Preceptors

3.33 All major preceptors were requested for their views on the recommended new scheme. The Council received the responses shown in Appendix 3

Public Consultation

3.34 The public consultation produced 43 responses full details are provided in Appendix 2.

3.35 The Council suggested 11 options for changes and the overall responses were as follows:

Option 1 – The introduction of an income banded scheme to replace the current scheme for all applicants of working age

Yes: 47.62%, No: 23.81%, Don't Know: 28.57%

Option 2 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two for all applicants

Yes: 66.67%, No: 22.22%, Don't Know: 11.11%

Option 3 – To remove non-dependant deductions from the scheme

Yes: 44.44%, No: 33.33%, Don't Know: 22.22%

Option 4 – Disregarding Carers Allowance, the support component of the Employment and Support Allowance and the housing element of Universal Credit

Yes: 70.59%, No: 23.53%, Don't Know: 5.88%

Option 5 - To reduce the maximum limit of capital from £16,000 to £6,000

Yes: 82.35 %, No: 17.65%, Don't Know: 0%

Option 6 – Removing the current earnings disregards and replacing them with a standard £25 disregard for all working age applicants..

Yes: 82.35%, No: 11.76%, Don't Know: 5.88%

Option 7 - To allow further income disregards where an applicant, their partner or any dependant is in receipt of a disability benefit

**CHANGES TO THE COUNCIL TAX REDUCTION SCHEME
2021/22****EXECUTIVE COMMITTEE**Date 30th November 2020

Yes: 82.35%, No: 11.76%, Don't Know: 5.88%

Option 8 – Removing the Extended Reduction provision

Yes: 58.82%, No: 29.41%, Don't Know: 11.76%

Option 9 - Removal of Second Adult Reduction from the scheme

Yes: 76.47%, No: 5.88%, Don't Know: 17.65%

Option 10 – Any new claim or change in circumstances which changes Council Tax Reduction entitlement will be made from the date on which the change occurs, (rather than on a weekly basis as at present)

Yes: 100%, No: 0%, Don't Know: 0%

Option 11 – Extending the 'backdating' provisions within the scheme

Yes: 88.24%, No: 11.76%, Don't Know: 0%

- 3.36 It can be seen from the above that the overall response to the changes have been positive and that the consultees largely support the recommended new Council Tax Reduction scheme.

Customer / Equalities and Diversity Implications

- 3.37 A stage one Equality Impact Assessment is attached within Appendix 1 of this report.

REDDITCH BOROUGH COUNCIL

CHANGES TO THE COUNCIL TAX REDUCTION SCHEME 2021/22 EXECUTIVE COMMITTEE

Date 30th November 2020

4. RISK MANAGEMENT

4.1 The following risks are associated with the project:

| Risk | Mitigation | Opportunities |
|---|---|--|
| Property <i>No risk</i> | N/A | N/A |
| Community Support <i>Potential Changes to the support of some working age applicants</i> | <ul style="list-style-type: none"> Where an applicant may receive less Council Tax Reduction, they may apply for additional support under the Council's Exceptional Hardship Fund In cases, where applicants have the lowest income, they may receive more support under the proposed scheme. | There is an opportunity to: <ul style="list-style-type: none"> Modernise the current scheme; Enable a scheme that will be fit for purpose; and Reduce administration. |
| Timescales <i>It will be essential to meet project timescales if the new scheme is to be introduced for the 2021/22 financial year.</i> | <ul style="list-style-type: none"> The work has already been completed with scheme design and extensive modelling. | |
| Project capacity | <ul style="list-style-type: none"> Resources have already been allocated to the project which are sufficient | |
| Financial / VfM <i>Changes to the scheme could potentially lead to changes in overall scheme costs</i> | <ul style="list-style-type: none"> Extensive modelling has been undertaken to estimate the costs of the scheme. This will continue throughout the life of the project. | <ul style="list-style-type: none"> The Council has indicated that it is not looking to make savings from scheme changes. The Council will provide additional support to those households on the |

REDDITCH BOROUGH COUNCIL

CHANGES TO THE COUNCIL TAX REDUCTION SCHEME 2021/22 EXECUTIVE COMMITTEE

Date 30th November 2020

| Risk | Mitigation | Opportunities |
|---|---|---|
| | | very lowest of incomes |
| <p>Legal <i>Failure to set the scheme in accordance with the legislation and failure to comply with the legal requirements for developing a new CTR scheme</i></p> | <ul style="list-style-type: none"> The project has been undertaken strictly in accordance with legislative requirements | |
| <p>Innovation <i>Failure to maximise the potential of change and automation</i></p> | <ul style="list-style-type: none"> Throughout the implementation, we will look to take advantages of the latest automation of claims and the gathering of data | <ul style="list-style-type: none"> There will be more opportunity to enhance customer's online experience by receiving immediate decisions of discounts being granted. |
| <p>Reputation <i>Failure to implement the new scheme on time or failure to deliver a comprehensive and robust scheme</i></p> | <ul style="list-style-type: none"> The project is following previous successful implementations by other Local Authorities | <ul style="list-style-type: none"> There is an opportunity for the Council to enhance its reputation by developing an up to date an effective Council Tax Reduction scheme |

5. APPENDICES

Appendix 1 – First & Second Stage Equality Impact Assessment;

Appendix 2 – Results from the public consultation document

Appendix 3 – Responses from the Major Preceptors

AUTHOR OF REPORT

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Equality Assessment Record

| | |
|---|--------------------------------------|
| Title of Service, Policy, Procedure, Spending Review being Proposed | Council Tax Reduction Scheme 2021/22 |
| Name of Service Area | Revenues and Benefits |
| Name of Officer completing this assessment | Lisa Devey & David Riley |
| Date Assessment Started | 30 th November 2020 |
| Name of Decision Maker (in relation to the change) | |
| Date Decision Made | |

| |
|---|
| <p>Overview</p> <p>Provide a clear overview of the aims of the service/policy/procedure and the proposed changes being made. Will the current service users' needs continue to be met? Why is the change being proposed? What needs or duties is it designed to meet?</p> <p>To introduce a simplified Council Tax Reduction scheme with effect from 1st April 2021 and to increase the level of support to the poorest households.</p> <p>In addition, the implementation of Universal Credit within the area requires the Council to change its approach to Council Tax Reduction, given the high administrative burden of monthly changes and alterations to applicants' income.</p> |
|---|

There is a requirement to introduce a simplified, more supportive scheme which can be easily administered without significant additional costs being placed on the Council. The current scheme is too reactive to minor changes in applicant's income leading to constant changes in Council Tax liability.

The scheme changes will only apply to working age applicants, pension age applicants are covered by the Prescribed Requirement Regulations determined by Central Government.

The move to an income-based scheme (without the complexities of a full means tested as required by the current scheme).

The changes will provide the following:

- An increased level of support to households with the lowest income;
- Simplified claiming arrangements for all working age applicants;
- Certainty, at present, multiple changes are leading to some taxpayer's receiving a large number of Council Tax bills per year as their Council Tax Reduction is constantly amended;
- The maximisation of applicant's entitlement with clear straightforward messages to claim;
- Speed of processing - applications will be dealt with more efficiently and without the need for significant levels of evidence; and
- Reduced administration costs. The changes will prevent the administration costs from rising year on year which would be inevitable under the current scheme.

It should be noted that the overall costs of the scheme will increase however the overall level of Council Tax Reduction as a proportion of the overall Council Tax base, will be less than when Council Tax Reduction was introduced in 2013. The costs to the Borough Council will be in proportion to the Council's share of Council Tax.

| Who is the proposal likely to affect? | Yes | No |
|---------------------------------------|-------------------------------------|--------------------------|
| All residents | <input type="checkbox"/> | <input type="checkbox"/> |
| Specific group(s) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| All Council employees | <input type="checkbox"/> | <input type="checkbox"/> |
| Specific group(s) of employees | <input type="checkbox"/> | <input type="checkbox"/> |
| Other – Provide more details below | <input type="checkbox"/> | <input type="checkbox"/> |

Details

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

Working age applicants who are currently in receipt of Council Tax Reduction or those who apply on or after 1st April 2021. Pension age applicants will not be affected as their scheme remains unchanged.

Evidence and data used to inform your equality impact assessment

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

Modelling of the new scheme has been undertaken throughout and will continue to be undertaken until such time as the 2021/22 scheme is approved.

The **current modelling data** is shown below:

| | Existing Scheme | | | New Scheme | | | Average weekly Gain (loss) |
|----------------------------------|-----------------|---------------|-----------------------|------------|---------------|-----------------------|----------------------------|
| | Numbers | Expenditure | Average Weekly Amount | Numbers | Expenditure | Average Weekly Amount | |
| Single Person | 1724 | £1,267,558.01 | £14.92 | 1602 | £1,437,065.30 | £18.15 | 3.23 |
| Couple no children | 270 | £254,923.55 | £19.60 | 242 | £289,915.16 | £24.74 | 5.14 |
| Single Person 1 Child | 466 | £326,657.48 | £14.82 | 453 | £372,323.01 | £17.32 | 2.50 |
| Single Person 2 or more children | 590 | £434,864.97 | £15.61 | 540 | £470,380.98 | £18.21 | 2.61 |

| | | | | | | | |
|--------------------------------|------|---------------|--------|------|---------------|--------|------|
| Couple with 1 child | 141 | £120,838.32 | £18.61 | 126 | £131,884.55 | £22.82 | 4.21 |
| Couple with 2 or more children | 273 | £238,138.53 | £18.78 | 234 | £243,806.45 | £22.50 | 3.73 |
| | | | | | | | |
| Applicant Gender – Male | 1277 | £979,674.37 | £15.84 | 1190 | £1,082,653.89 | £18.73 | 2.89 |
| Applicant Gender - Female | 2205 | £1,678,541.07 | £15.86 | 2007 | £1,862,721.57 | £19.23 | 3.37 |
| | | £2,658,215.44 | | | £2,945,375.46 | | |

- The scheme is designed to protect the households with the lowest incomes and will redistribute the levels of support available in a fairer manner. The overall costs of the scheme are marginally higher, and this will allow up to 100% support to those applicants on the lowest incomes and those who receive DWP legacy benefits including Income Support, Job Seeker's Allowance (Income Based), Employment and Support Allowance (Income Related).
- The scheme will protect applicants who are disabled or where any member of their household is disabled;
- The scheme will be more generous to carers and those who have non dependants;
- The scheme will however limit the maximum capital allowable to £6,000 and restrict the calculation to a maximum of two dependants in line with the changes to Universal Credits, Tax Credits and Housing Benefit; and
- All existing income and capital disregards will apply in the new scheme; and
- **All** applicants, if they are detrimentally affected by the new scheme, will be able to apply for an Exceptional Hardship Fund payment from the Council's new Exceptional Hardship Fund which will be effective from 1st April 2021.

Engagement and Consultation

Consultation has taken place with the Major Preceptors (Fire and Rescue, Police and the County Council). **Details of their responses are shown within Appendix 3 of the report.**

A full public consultation will be undertaken **until 9th November 2020 and the results of which are shown within Appendix 2 of the reports**

It can be seen that the consultation has received an overall positive response.

Public Sector Equality Duty

| Equality Duty Aims | Evidence |
|---|---|
| <p>Eliminate unlawful discrimination, harassment and victimisation How does the proposal/service ensure that there is no barrier or disproportionate impact for anyone with a particular protected characteristic</p> | <ul style="list-style-type: none"> • The new scheme has been designed to support all low-income taxpayers and has been created strictly in accordance with the legislative requirements. • The new scheme provides more support to those on the lowest incomes • Existing 'protected' categories or persons who are currently determined as vulnerable within the existing scheme, will continue to be protected in the new scheme. • A new Exceptional Hardship Scheme has been created to assist any applicant who feels that they require additional support. |
| <p>Advance equality of opportunity between different groups How does the proposal/service ensure that its intended outcomes promote equality of opportunity for users? Identify inequalities faced by those with specific protected characteristic(s).</p> | <ul style="list-style-type: none"> • All working age are covered by the scheme and any taxpayer who meets the criteria will be able to apply for support. • The scheme will allow easier access to support; maximisation of assistance whilst at the same time maintaining the protections from the current scheme; • There will be some applicants with higher levels of capital or higher levels of available income that may receive less support through the new scheme. |
| <p>Foster good relations between different groups Does the service contribute to good relations or to broader community cohesion objectives? How does it achieve this aim?</p> | <ul style="list-style-type: none"> • Yes, the scheme is designed to: <ul style="list-style-type: none"> ○ Be easily accessible by all applicants; ○ Avoid multiple changes to entitlement (and Council Tax) throughout the year; ○ Be less complicated and more easily understood. |

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

- Does the proposal target or exclude a specific equality group or community?
 - **No, all working age applicants are treated in the same way;**
- Does it affect some equality groups or communities differently and can this be justified?
 - **No**
- Is the proposal likely to be equally accessed by all equality groups and communities? If not, can this be justified? (It may be useful to consider other groups, not included in the Equality Act, especially if the proposal is specifically for them e.g. lone parents, refugees, unemployed people, carers)
 - **Yes**

Impact of proposal

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

- **Details of the impact of the change have been provided above**

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

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

| Protected Group | Impact of proposal | Justification for any actual or potential unfairness identified | If you have identified any area of actual or potential unfairness that cannot be justified, can you eliminate or minimise this? |
|-----------------|---|---|---|
| Age | Affects working age applicants only (pension age applicants are dealt with under Central Government | | |

| | | | |
|--------------------------------|--------------------|---|--|
| | Prescribed Scheme) | | |
| Disability | Protected | | |
| Transgender | N/A | | |
| Marriage and Civil Partnership | N/A | | |
| Pregnancy and Maternity | N/A | | |
| Race | N/A | | |
| Religion or Belief | N/A | | |
| Sex (Male/ Female) | | The scheme provides a higher level of support to both male and female applicants. As with the existing scheme, more female applicants will be in receipt of Council Tax Reduction | |
| Sexual Orientation | N/A | | |

How will you monitor any changes identified?

The scheme will be constantly monitored by the service throughout 2021 /22 to ensure that its objectives are met.

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



| Action Required | By Whom | By When | Completion Date |
|---|---------|---------|-----------------|
| Recommended – It is recommended that the new proposed Council Tax Reduction scheme be implemented from 1 st April 2021 | | | |

| Sign off on completion | Name | Signature | Date |
|------------------------------------|------|-----------|------|
| Lead Officer completing assessment | | | |
| Equalities Officer | | | |




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

Redditch Borough Council - Council Tax Reduction Scheme 2021/22 Consultation LIVE

1. Background to the Consultation

| 1. I have read the background information about the Council Tax Reduction Scheme: This question must be answered before you can continue. | | | | | | | | | | Response Percent | Response Total |
|--|---------|--|----------|------|----------------|------|-------------------|------|----------|------------------|----------------|
| 1 | Yes |  | | | | | | | 97.67% | 42 | |
| 2 | No |  | | | | | | | 2.33% | 1 | |
| Statistics | Minimum | 1 | Mean | 1.02 | Std. Deviation | 0.15 | Satisfaction Rate | 2.33 | answered | 43 | |
| | Maximum | 2 | Variance | 0.02 | Std. Error | 0.02 | | | skipped | 0 | |




2. Paying for the Scheme

| 2. Should the Council keep the current Council Tax Reduction scheme? (Should it continue to administer the scheme as it does at the moment?) | | | | | | | | | | Response Percent | Response Total |
|--|------------|---|----------|------|----------------|------|-------------------|-------|----------|------------------|----------------|
| 1 | Yes |  | | | | | | | 27.59% | 8 | |
| 2 | No |  | | | | | | | 48.28% | 14 | |
| 3 | Don't Know |  | | | | | | | 24.14% | 7 | |
| Statistics | Minimum | 1 | Mean | 1.97 | Std. Deviation | 0.72 | Satisfaction Rate | 48.28 | answered | 29 | |
| | Maximum | 3 | Variance | 0.52 | Std. Error | 0.13 | | | skipped | 14 | |




3. Please use the space below to make any comments you have on protecting the Council Tax Reduction Scheme from these changes.

| 3. Please use the space below to make any comments you have on protecting the Council Tax Reduction Scheme from these changes. | | | | | | | | | | Response Percent | Response Total |
|--|--|--|--|--|--|--|--|--|---------|------------------|----------------|
| 1 | Open-Ended Question | | | | | | | | 100.00% | 3 | |
| 1 | Protect those on low incomes not just pensioners | | | | | | | | | | |
| 2 | Money is as tight as it is now, please don't increase the Council Tax anymore. It's horrible for people who are not on benefits but are affected by this virus situation. The Government only helps those who are on benefits. There are people who have to depend on savings. | | | | | | | | | | |
| 3 | Due to people's hours cut because of covid 19. People only picking up 63% of wages it is impossible to pay for council tax | | | | | | | | | | |
| | | | | | | | | | | answered | 3 |
| | | | | | | | | | | skipped | 40 |




3. Option 1 – The introduction of an Income Grid scheme to replace the current scheme for all applicants of working age

| 4. Do you agree with this change to the scheme? | | | | | | | | | | Response Percent | Response Total |
|---|------------|---|---|------|----------------|------|-------------------|-------|----------|------------------|----------------|
| 1 | Yes | |  | | | | | | | 47.62% | 10 |
| 2 | No | |  | | | | | | | 23.81% | 5 |
| 3 | Don't Know | |  | | | | | | | 28.57% | 6 |
| Statistics | Minimum | 1 | Mean | 1.81 | Std. Deviation | 0.85 | Satisfaction Rate | 40.48 | answered | 21 | |
| | Maximum | 3 | Variance | 0.73 | Std. Error | 0.19 | | | skipped | 22 | |

| 5. If you disagree what alternative would you propose? | | | | | | | | | | Response Percent | Response Total |
|--|---|--|--|--|--|--|--|--|----------|------------------|----------------|
| 1 | Open-Ended Question | | | | | | | | | 100.00% | 6 |
| 1 | This change will mean that households with higher income will pay more - instead of low income people. Working age people should contribute to their council tax. Councils should not expect higher income households to pay in for low income households!!!! | | | | | | | | | | |
| 2 | Just bring down the Council Tax people have to pay every year. The amounts keep creeping up. Not everyone can afford to burn money. | | | | | | | | | | |
| 3 | Leave it as it is | | | | | | | | | | |
| 4 | It would help if I could understand the survey. Why is it so complicated? I really wanted to help make changes for the poorest people in our area. | | | | | | | | | | |
| 5 | Taking Pip and DLA in as income | | | | | | | | | | |
| 6 | What's the evidence for why it needs to change? | | | | | | | | | | |
| | | | | | | | | | answered | 6 | |
| | | | | | | | | | skipped | 37 | |




| 6. The current Council Tax support scheme requires all working age claimants to make a contribution to their Council Tax liability. The proposed scheme will mean the claimants on the lowest income do not make payments to their Council Tax. Do you think the scheme should require a minimum contribution from each working age resident? | | | | | | | | | | Response Percent | Response Total |
|---|------------|---|---|------|----------------|------|-------------------|-------|----------|------------------|----------------|
| 1 | Yes | |  | | | | | | | 47.62% | 10 |
| 2 | No | |  | | | | | | | 42.86% | 9 |
| 3 | Don't Know | |  | | | | | | | 9.52% | 2 |
| Statistics | Minimum | 1 | Mean | 1.62 | Std. Deviation | 0.65 | Satisfaction Rate | 30.95 | answered | 21 | |
| | Maximum | 3 | Variance | 0.43 | Std. Error | 0.14 | | | skipped | 22 | |

4. Option 2 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two for all applicants

| 7. Do you agree with this change to the scheme? | | | | | | | | | | |
|---|------------|---|----------|------|----------------|------|-------------------|-------|------------------|----------------|
| | | | | | | | | | Response Percent | Response Total |
| 1 | Yes |  | | | | | | | 66.67% | 12 |
| 2 | No |  | | | | | | | 22.22% | 4 |
| 3 | Don't Know |  | | | | | | | 11.11% | 2 |
| Statistics | Minimum | 1 | Mean | 1.44 | Std. Deviation | 0.68 | Satisfaction Rate | 22.22 | answered | 18 |
| | Maximum | 3 | Variance | 0.47 | Std. Error | 0.16 | | | skipped | 25 |




| 8. If you disagree what alternative would you propose? | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|------------------|----------------|
| | | | | | | | | | Response Percent | Response Total |
| 1 | Open-Ended Question | | | | | | | | 100.00% | 3 |
| 1 | Money is as tight as it is now, please don't increase the Council Tax anymore. It's horrible for people who are not on benefits but are affected by this virus situation. The Government only helps those who are on benefits. There are people who have to depend on savings. | | | | | | | | | |
| 2 | Parents with more children still have to pay for them: impossible to pay for council tax as well | | | | | | | | | |
| 3 | To have an income grid with an increment for every additional child. People who fall into hardship who have lots of children can't get rid of them! And children cost more to look after than people will receive in benefits. Alleviating child poverty is important. | | | | | | | | | |
| | | | | | | | | | answered | 3 |
| | | | | | | | | | skipped | 40 |

5. Option 3 – To remove Non-Dependant Deductions from the scheme

| 9. Do you agree with this change to the scheme? | | | | | | | | | | |
|---|------------|---|----------|------|----------------|------|-------------------|-------|------------------|----------------|
| | | | | | | | | | Response Percent | Response Total |
| 1 | Yes |  | | | | | | | 44.44% | 8 |
| 2 | No |  | | | | | | | 33.33% | 6 |
| 3 | Don't Know |  | | | | | | | 22.22% | 4 |
| Statistics | Minimum | 1 | Mean | 1.78 | Std. Deviation | 0.79 | Satisfaction Rate | 38.89 | answered | 18 |
| | Maximum | 3 | Variance | 0.62 | Std. Error | 0.19 | | | skipped | 25 |



| 10. If you disagree what alternative would you propose? | | | | Response Percent | Response Total |
|---|---|--|--|------------------|----------------|
| 1 | Open-Ended Question | | | 100.00% | 3 |
| 1 | Please help those who are not on benefits but have to depend on savings | | | | |
| 2 | Keep as is. Adults living in a home should all contribute where possible. | | | | |
| 3 | I think it should remain as is to encourage every adult in the household to work and if they can't they will be receiving another benefit to contribute to the household. | | | | |
| | | | | answered | 3 |
| | | | | skipped | 40 |

6. Option 4 – Disregarding Carers Allowance, the Support Component of the Employment and Support Allowance and the housing element of Universal Credit

| 11. Do you agree with this change to the scheme? | | | | | | | | | | Response Percent | Response Total |
|--|------------|---|----------|---|----------------|------|-------------------|--------|----------|------------------|----------------|
| 1 | Yes | | |  | | | | 70.59% | 12 | | |
| 2 | No | | |  | | | | 23.53% | 4 | | |
| 3 | Don't Know | | |  | | | | 5.88% | 1 | | |
| Statistics | Minimum | 1 | Mean | 1.35 | Std. Deviation | 0.59 | Satisfaction Rate | 17.65 | answered | 17 | |
| | Maximum | 3 | Variance | 0.35 | Std. Error | 0.14 | | | skipped | 26 | |




| 12. If you disagree what alternative would you propose? | | | | Response Percent | Response Total |
|---|--|--|--|------------------|----------------|
| 1 | Open-Ended Question | | | 100.00% | 3 |
| 1 | I dont see why people on benefits pay less when they get given more money in their benefits than some people that actually work. | | | | |
| 2 | Help those who are not on benefit. | | | | |
| 3 | Any income regardless of what it is should be counted and treated like a minimum wage earner | | | | |
| | | | | answered | 3 |
| | | | | skipped | 40 |

7. Option 5 - To reduce the maximum level of Capital from £16,000 to £6,000

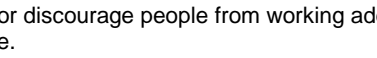

| 13. Do you agree with this change to the scheme? | | | | | | | | |
|--|---------|--|----------|------|----------------|------|------------------|----------------|
| | | | | | | | Response Percent | Response Total |
| 1 | Yes |  | | | | | 82.35% | 14 |
| 2 | No |  | | | | | 17.65% | 3 |
| Statistics | Minimum | 1 | Mean | 1.18 | Std. Deviation | 0.38 | answered | 17 |
| | Maximum | 2 | Variance | 0.15 | Std. Error | 0.09 | skipped | 26 |

| 14. If you disagree what alternative would you propose? | | | | | | | | | |
|---|--|--|--|--|--|--|------------------|----------------|--|
| | | | | | | | Response Percent | Response Total | |
| 1 | Open-Ended Question | | | | | | 100.00% | 3 | |
| 1 | Just help the people who depend on their limited savings. The Council Tax is far too high :-) | | | | | | | | |
| 2 | still have dependant children to provide for | | | | | | | | |
| 3 | Keep it at 16k. With interest rates at historical lows they'll receive little to no income if in savings. This lump sum may be mental security or a future deposit on a little property. Divorce settlements etc. People's circumstances can change rapidly and I feel that if we take a lump sum to just 6K, People will lose all hope of ever owning their own property. | | | | | | | | |
| | | | | | | | answered | 3 | |
| | | | | | | | skipped | 40 | |

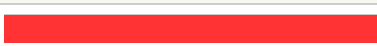


8. Option 6 – Removing the current earnings disregards and replacing them with a standard £25 disregard for all working applicants

| 15. Do you agree with this change to the scheme? | | | | | | | | | | |
|--|------------|--|----------|------|----------------|------|-------------------|--------|------------------|----------------|
| | | | | | | | | | Response Percent | Response Total |
| 1 | Yes |  | | | | | | 82.35% | 14 | |
| 2 | No |  | | | | | | 11.76% | 2 | |
| 3 | Don't Know |  | | | | | | 5.88% | 1 | |
| Statistics | Minimum | 1 | Mean | 1.24 | Std. Deviation | 0.55 | Satisfaction Rate | 11.76 | answered | 17 |
| | Maximum | 3 | Variance | 0.3 | Std. Error | 0.13 | | | skipped | 26 |

| 16. If you disagree what alternative would you propose? | | | | | | | | |
|---|---------------------|--|--|--|--|--|------------------|----------------|
| | | | | | | | Response Percent | Response Total |
| 1 | Open-Ended Question | | | | | | 100.00% | 2 |




| 16. If you disagree what alternative would you propose? | | | Response Percent | Response Total |
|---|--|--|------------------|----------------|
| 1 | Keep as is , otherwise may prevent or discourage people from working additional hours or working if that means they need to pay for childcare. |  | 82.35% | 14 |
| 2 | Needs to be based on individual circumstances |  | 11.76% | 2 |
| | | | answered | 2 |
| | | | skipped | 41 |

9. Option 7 - To allow further income disregards where an applicant, their partner or any dependant is in receipt of a disability benefit

| 17. Do you agree with this change to the scheme? | | | | | | | Response Percent | Response Total |
|--|------------|--|----------|------|----------------|------|------------------|----------------|
| 1 | Yes |  | | | | | 82.35% | 14 |
| 2 | No |  | | | | | 11.76% | 2 |
| 3 | Don't Know |  | | | | | 5.88% | 1 |
| Statistics | Minimum | 1 | Mean | 1.24 | Std. Deviation | 0.55 | answered | 17 |
| | Maximum | 3 | Variance | 0.3 | Std. Error | 0.13 | skipped | 26 |

| 18. If you disagree what alternative would you propose? | | | Response Percent | Response Total |
|---|--|--|------------------|----------------|
| 1 | Open-Ended Question | | 100.00% | 1 |
| 1 | As a disabled person myself, unless the disabled person is completely incapable of doing anything or end of life then all income and outgoings should be assessed. | | | |
| | | | answered | 1 |
| | | | skipped | 42 |

10. Option 8 – Removing the Extended Payment provision

| 19. Do you agree with this change to the scheme? | | | Response Percent | Response Total |
|--|------------|---|------------------|----------------|
| 1 | Yes |  | 58.82% | 10 |
| 2 | No |  | 29.41% | 5 |
| 3 | Don't Know |  | 11.76% | 2 |
| | | | answered | 17 |

19. Do you agree with this change to the scheme?




| | | | | | | | | | Response Percent | Response Total |
|-------------------|---------|---|----------|------|----------------|------|-------------------|-------|------------------|----------------|
| Statistics | Minimum | 1 | Mean | 1.53 | Std. Deviation | 0.7 | Satisfaction Rate | 26.47 | skipped | 26 |
| | Maximum | 3 | Variance | 0.48 | Std. Error | 0.17 | | | | |

20. If you disagree what alternative would you propose?

| | | | Response Percent | Response Total |
|---|---------------------|---|------------------|----------------|
| 1 | Open-Ended Question | | 100.00% | 3 |
| | 1 | Continue to provide 4 weeks if necessary on discretionary basis | | |
| | 2 | Need that support for payments | | |
| | 3 | keep the extended 4 weeks of council tax payments | | |
| | | | answered | 3 |
| | | | skipped | 40 |

11. Option 9 - Removal of Second Adult Reduction from the scheme


21. Do you agree with this change to the scheme?

| | | | | | | | Response Percent | Response Total |
|-------------------|------------|---|--|------|----------------|------|------------------|----------------|
| 1 | Yes | |  | | | | 76.47% | 13 |
| 2 | No | |  | | | | 5.88% | 1 |
| 3 | Don't Know | |  | | | | 17.65% | 3 |
| Statistics | Minimum | 1 | Mean | 1.41 | Std. Deviation | 0.77 | answered | 17 |
| | Maximum | 3 | Variance | 0.6 | Std. Error | 0.19 | | |
| | | | | | | | skipped | 26 |

22. If you disagree what alternative would you propose?



| | | | Response Percent | Response Total |
|-------------------|---------------------|--|------------------|----------------|
| 1 | Open-Ended Question | | 0.00% | 0 |
| No answers found. | | | | |
| | | | answered | 0 |
| | | | skipped | 43 |

12. Option 10 – Any new claim or change in circumstances which changes Council Tax Reduction entitlement will be made from the date on which the change occurs, (rather than on a weekly basis as at present)

| 23. Do you agree with this change to the scheme? | | | | | | | | | | | |
|--|------------|---|--|---|----------------|---|-------------------|---|------------------|----------------|----|
| | | | | | | | | | Response Percent | Response Total | |
| 1 | Yes | |  | | | | | | | 100.00% | 17 |
| 2 | No | | | | | | | | | 0.00% | 0 |
| 3 | Don't Know | | | | | | | | | 0.00% | 0 |
| Statistics | Minimum | 1 | Mean | 1 | Std. Deviation | 0 | Satisfaction Rate | 0 | answered | 17 | |
| | Maximum | 1 | Variance | 0 | Std. Error | 0 | | | skipped | 26 | |




| 24. If you disagree what alternative would you propose? | | | | | | | | | | | |
|---|---------------------|--|--|--|--|--|--|--|------------------|----------------|---|
| | | | | | | | | | Response Percent | Response Total | |
| 1 | Open-Ended Question | | | | | | | | | 0.00% | 0 |
| No answers found. | | | | | | | | | | | |
| | | | | | | | | | answered | 0 | |
| | | | | | | | | | skipped | 43 | |




13. Option 11 – Extending the ‘backdating’ provisions within the scheme

| 25. Do you agree with this change to the scheme? | | | | | | | | | | | |
|--|------------|---|--|------|----------------|------|-------------------|------|------------------|----------------|----|
| | | | | | | | | | Response Percent | Response Total | |
| 1 | Yes | |  | | | | | | | 88.24% | 15 |
| 2 | No | |  | | | | | | | 11.76% | 2 |
| 3 | Don't Know | | | | | | | | | 0.00% | 0 |
| Statistics | Minimum | 1 | Mean | 1.12 | Std. Deviation | 0.32 | Satisfaction Rate | 5.88 | answered | 17 | |
| | Maximum | 2 | Variance | 0.1 | Std. Error | 0.08 | | | skipped | 26 | |

| 26. If you disagree what alternative would you propose? | | | | | | | | | | | |
|---|---------------------|--|--|--|--|--|--|--|------------------|----------------|---|
| | | | | | | | | | Response Percent | Response Total | |
| 1 | Open-Ended Question | | | | | | | | | 100.00% | 1 |
| | 1 | Why would people not claim within 1 month. This could have a big impact to end of year budgeting if you get an influx of claims. | | | | | | | | | |
| | | | | | | | | | answered | 1 | |
| | | | | | | | | | skipped | 42 | |

14. Alternatives to changing the Council Tax Reduction Scheme

| 27. Increase the level of Council Tax to cover the additional administration costs | | | | | | | | | Response Percent | Response Total |
|--|------------|--|----------|------|----------------|------|-------------------|-------|------------------|----------------|
| 1 | Yes |  | | | | | | | 17.65% | 3 |
| 2 | No |  | | | | | | | 76.47% | 13 |
| 3 | Don't Know |  | | | | | | | 5.88% | 1 |
| Statistics | Minimum | 1 | Mean | 1.88 | Std. Deviation | 0.47 | Satisfaction Rate | 44.12 | answered | 17 |
| | Maximum | 3 | Variance | 0.22 | Std. Error | 0.11 | | | skipped | 26 |

| 28. Find the additional administration costs by cutting other Council Services | | | | | | | | | Response Percent | Response Total |
|--|------------|---|----------|------|----------------|------|-------------------|-------|------------------|----------------|
| 1 | Yes |  | | | | | | | 47.06% | 8 |
| 2 | No |  | | | | | | | 47.06% | 8 |
| 3 | Don't Know |  | | | | | | | 5.88% | 1 |
| Statistics | Minimum | 1 | Mean | 1.59 | Std. Deviation | 0.6 | Satisfaction Rate | 29.41 | answered | 17 |
| | Maximum | 3 | Variance | 0.36 | Std. Error | 0.15 | | | skipped | 26 |

| 29. Please use this space to make any other comments on the proposed scheme. | | | | | | | | | Response Percent | Response Total |
|--|---|--|--|--|--|--|--|--|------------------|----------------|
| 1 | Open-Ended Question | | | | | | | | 100.00% | 3 |
| 1 | In essence a simpler scheme which should deliver cost savings. As a society, those with the broadest shoulders should bare some of the weight. I hope that this new system gives a gentle hand up to those in our poorest households. | | | | | | | | | |
| 2 | Increasing council tax for those who can afford while making increased provision for those who can't afford would be fair. | | | | | | | | | |
| 3 | I can't answer 29 without understanding where money is being wasted elsewhere within the council. I believe an independent audit would identify some cost saving areas which would cover some if not all of this rise. | | | | | | | | | |
| | | | | | | | | | answered | 3 |
| | | | | | | | | | skipped | 40 |

30. Please use the space below if you would like the Council to consider any other options (please state).

| | | Response Percent | Response Total |
|---|--|------------------|----------------|
| 1 | Open-Ended Question | 100.00% | 1 |
| 1 | Please consider lowering the overall Council Tax bills. We have been over charged. | | |
| | | answered | 1 |
| | | skipped | 42 |

31. Please use the space below if you would like the Council to consider any other options (please state).




| | | Response Percent | Response Total |
|---|--|------------------|----------------|
| 1 | Open-Ended Question | 100.00% | 1 |
| 1 | Please consider the people who have to depend on limited savings. Now they don't get interest income from banks. How on earth do you think they can get the money from. Every year, my biggest expenses are the Council Tax and utility bills. I can't get help at all. The high council tax (and poor service) make people depressed. | | |
| | | answered | 1 |
| | | skipped | 42 |

32. If you have any further comments or questions to make regarding the Council Tax Reduction scheme that you haven't had opportunity to raise elsewhere, please use the space below.

| | | Response Percent | Response Total |
|---|---|------------------|----------------|
| 1 | Open-Ended Question | 100.00% | 2 |
| 1 | penalised for been on universal credit and working, but if you want everything for free don't work, get given money and don't pay. be paid to live instead of working to earn money to live | | |
| 2 | Lower Council Tax bills, please. | | |
| | | answered | 2 |
| | | skipped | 41 |

15. About You

33. Are you, or someone in your household, getting a Council Tax Reduction at this time?

| | | | Response Percent | Response Total |
|---|------------|--|------------------|----------------|
| 1 | Yes |  | 6.25% | 1 |
| 2 | No |  | 87.50% | 14 |
| 3 | Don't Know |  | 6.25% | 1 |
| | | | answered | 16 |

33. Are you, or someone in your household, getting a Council Tax Reduction at this time?

| | | | | | | | | | Response Percent | Response Total |
|-------------------|---------|---|----------|------|----------------|------|-------------------|----|------------------|----------------|
| Statistics | Minimum | 1 | Mean | 2 | Std. Deviation | 0.35 | Satisfaction Rate | 50 | skipped | 27 |
| | Maximum | 3 | Variance | 0.12 | Std. Error | 0.09 | | | | |

34. What is your sex?

| | | | | | | | | | Response Percent | Response Total |
|-------------------|-------------------|---|----------|------|----------------|------|-------------------|----|------------------|----------------|
| 1 | Male | | | | | | | | 18.75% | 3 |
| 2 | Female | | | | | | | | 62.50% | 10 |
| 3 | Prefer not to say | | | | | | | | 18.75% | 3 |
| Statistics | Minimum | 1 | Mean | 2 | Std. Deviation | 0.61 | Satisfaction Rate | 50 | answered | 16 |
| | Maximum | 3 | Variance | 0.38 | Std. Error | 0.15 | | | | |


35. Age

| | | | | | | | | | Response Percent | Response Total |
|-------------------|-------------------|---|----------|------|----------------|------|-------------------|-------|------------------|----------------|
| 1 | 18-24 | | | | | | | | 0.00% | 0 |
| 2 | 25-34 | | | | | | | | 25.00% | 4 |
| 3 | 35-44 | | | | | | | | 37.50% | 6 |
| 4 | 45-54 | | | | | | | | 12.50% | 2 |
| 5 | 55-64 | | | | | | | | 0.00% | 0 |
| 6 | 65-74 | | | | | | | | 0.00% | 0 |
| 7 | 75-84 | | | | | | | | 0.00% | 0 |
| 8 | 85+ | | | | | | | | 0.00% | 0 |
| 9 | Prefer not to say | | | | | | | | 25.00% | 4 |
| Statistics | Minimum | 2 | Mean | 4.38 | Std. Deviation | 2.74 | Satisfaction Rate | 42.19 | answered | 16 |
| | Maximum | 9 | Variance | 7.48 | Std. Error | 0.68 | | | | |




36. Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

| | | | | | | | | | Response Percent | Response Total |
|---|------------|--|--|--|--|--|--|--|------------------|----------------|
| 1 | Yes | | | | | | | | 12.50% | 2 |
| 2 | No | | | | | | | | 62.50% | 10 |
| 3 | Don't know | | | | | | | | 0.00% | 0 |

36. Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

| | | | | | | | | Response Percent | Response Total | |
|-------------------|-------------------|---|----------|---|----------------|------|-------------------|------------------|----------------|----|
| 4 | Prefer not to say | | |  | | | | 25.00% | 4 | |
| Statistics | Minimum | 1 | Mean | 2.38 | Std. Deviation | 0.99 | Satisfaction Rate | 45.83 | answered | 16 |
| | Maximum | 4 | Variance | 0.98 | Std. Error | 0.25 | | | skipped | 27 |

37. Ethnic Origin: What is your ethnic group? Select each that apply.

| | | | | | | | Response Percent | Response Total |
|-------------------|--|---|----------|---|----------------|------|------------------|----------------|
| 1 | Prefer not to say | | |  | | | 25.00% | 4 |
| 2 | White British | | |  | | | 68.75% | 11 |
| 3 | White Irish | | | | | | 0.00% | 0 |
| 4 | White Gypsy or Irish Traveller | | | | | | 0.00% | 0 |
| 5 | Any other White background | | |  | | | 6.25% | 1 |
| 6 | Mixed/Multiple ethnic groups - White & Black African | | | | | | 0.00% | 0 |
| 7 | Mixed/Multiple ethnic groups - White & Black Caribbean | | | | | | 0.00% | 0 |
| 8 | Mixed/Multiple ethnic groups - White & Asian | | | | | | 0.00% | 0 |
| 9 | Any other multi mixed background | | | | | | 0.00% | 0 |
| 10 | Asian or Asian British Pakistani | | | | | | 0.00% | 0 |
| 11 | Asian or Asian British Indian | | | | | | 0.00% | 0 |
| 12 | Asian or Asian British Bangladeshi | | | | | | 0.00% | 0 |
| 13 | Asian or Asian British Chinese | | | | | | 0.00% | 0 |
| 14 | Any other Asian background | | | | | | 0.00% | 0 |
| 15 | Black African | | | | | | 0.00% | 0 |
| 16 | British Caribbean | | | | | | 0.00% | 0 |
| 17 | Black British | | | | | | 0.00% | 0 |
| 18 | Any other Black background | | | | | | 0.00% | 0 |
| Statistics | Minimum | 1 | Mean | 1.94 | Std. Deviation | 0.9 | answered | 16 |
| | Maximum | 5 | Variance | 0.81 | Std. Error | 0.22 | | |

38. Other Ethnic Group

| | | Response Percent | Response Total |
|---|---------------------|------------------|----------------|
| 1 | Open-Ended Question | 100.00% | 1 |

| 38. Other Ethnic Group | | |
|----------------------------|---------------------|-------------------|
| | Response Percent | Response Total |
| 1 Anglo Saxon and Viking | | |
| | answered | 1 |
| | skipped | 42 |

16. Next steps....

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REDDITCH BOROUGH COUNCILEXECUTIVE COMMITTEE12th January 2021HOUSING REVENUE ACCOUNT RENT SETTING 2021/22

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor Craig Warhurst, Portfolio Holder for Housing |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Chris Forrester |
| Wards Affected | All Wards |
| Ward Councillor Consulted | N/A |
| Key Decision | |

1. SUMMARY OF PROPOSALS

To present Members with the proposed dwelling rent increase for 2021/22.

2. RECOMMENDATIONS

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

- **the actual average rent increase for 2021/22 be set as September 2020 CPI, 0.5%, plus 1% resulting in an increase of 1.5%.**

3. KEY ISSUESFinancial Implications

- 3.1 The rent increase above is in line with Government guidance on rent increases. It is set as September 2020 CPI, 0.5%, plus 1% resulting in an increase of 1.5%.
- 3.2 As members are aware the system of housing revenue account subsidy ceased on the 31st March 2012 and was replaced with a devolved system of council housing finance called self-financing. The proposal in the form of a financial settlement meant a redistribution of the 'national' housing debt. This resulted in the Council borrowing £98.9 million from the Public Works Loan Board.
- 3.3 Self-financing placed a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12 at £122.2 million, however, the debt cap has now been removed and officers are currently reviewing implications of this change on councils future Social housing growth strategy.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****12th January 2021**

- 3.4 The Direction on the Rent Standard 2019 issued by the Government in February 2019 confirmed that from 1 April 2020 weekly dwelling rents can be increased in line with CPI inflation (Consumer Price Index), plus 1% for the 5 year period through to 2024/25. This is the second year following the new rent standard guidance.

2021/22

- 3.5 For 2021/22, based on the legislative changes, the actual average rent increase will be 1.5%. The average rent on a 52 week basis will be £80.63 or £87.35 on a 48 week basis. This compares to the average for 2020/21 on a 52 week basis of £79.28 and £85.89 on a 48 week basis.

Legal Implications

- 3.6 Section 21 of the Welfare and Reform Act 2016 required 'In relation to each relevant year, registered providers of social housing must secure that the amount of rent payable in respect of that relevant year by a tenant of their social housing in England is at least 1% less than the amount of rent that was payable by the tenant in respect of the preceding 12 months.' This has now come to an end, and on 4 October 2017, DCLG announced that "increases to social housing rents will be limited to CPI plus 1% for 5 years from 2020."
- 3.7 Consultation on a new rent direction took place between September and November 2018. The response to the consultation was published on 26 February 2019 with the Government confirming the October 2017 announcement.

Service/Operational Implications

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

Customer/Equalities and Diversity Implications

- 3.9 The rent increase will be applied by the same percentage regardless of property size. The equality and diversity implications of the changes will be evaluated and considered as part of the decision making process.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****12th January 2021**

4. RISK MANAGEMENT

- 4.1 There is a risk to that rents are not approved in sufficient time to allow for notification of tenants of the increase. This will be monitored throughout the process.

5. APPENDICES

None

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

12th January 2021

COUNCIL TAX BASE 2021/22

| | |
|----------------------------|--|
| Relevant Portfolio Holder | Cllr. David Thain, Corporate Management Portfolio Holder |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Chris Forrester |
| Wards Affected | All Wards |
| Ward Councillor Consulted | Not Applicable |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

To enable Members to set the Council Tax Base for 2021/22

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

- 1) the calculation of the Council's Tax Base for the whole and parts of the area for 2021/22, be approved; and
- 2) in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2020/21 be 26,158.13 and for the parts of the area listed below be:

| | |
|---------------------|------------------|
| Parish of Feckenham | 367.22 |
| Rest of Redditch | <u>25,790.91</u> |
| Total for Borough | <u>26,158.13</u> |

3. KEY ISSUES**Financial Implications**

- 3.1 The tax base has been calculated and adjusted by the estimated amount of Council Tax Support discounts awardable.

Legal Implications

- 3.2 The Local Authorities (Calculation of Tax Base) Regulations 1992 require a billing authority to notify its major precepting bodies (and its Parishes, if required) of the Tax Base, for the whole or part of the area for the following financial year. The precepting bodies - Worcestershire County Council, West Mercia Police & Crime Commissioner and

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

12th January 2021

Hereford & Worcester Fire & Rescue Authority - need this information in order to calculate and notify the Borough Council of their precept requirements for 2021/22. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2021.

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

Service/Operational Implications

- 3.5 In October 2020, form CTB1 was submitted to the Department for Communities and Local Government. This analyses the draft Valuation List of properties into the various bands and then provides further details of those properties which are subject to the full charge, those entitled to discounts and those which are exempt.
- 3.6 This report is a summary of that return updated to include any known changes since November. It also makes provision for anticipated changes which could arise for a variety of reasons such as appeals, new properties or properties falling off the list. An allowance of 2.00% has been made for non-collection of the tax.
- 3.7 The Council is required to set a Council Tax Base each year, this forms part of the process of setting the following year budget. Failure to do so will result in the Council not being a Well Managed Organisation.

Customer / Equalities and Diversity Implications

- 3.8 The Tax Base for 2021/22 has been calculated to be **26,158.13**. Once this has been agreed, the County Council, Police & Crime Commissioner and Fire Authority will be notified and the figures will be used in the setting of the Council Tax to be presented to the Executive Committee and approved by the Council in February 2021.

4. RISK MANAGEMENT

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

5. APPENDICES

**EXECUTIVE
COMMITTEE**

12th January 2021

None

6. **BACKGROUND PAPERS**

Held within Revenue Services

AUTHOR OF REPORT

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WORCESTERSHIRE DISTRICT COUNCILS

**VIRTUAL MEETING OF THE
WORCESTERSHIRE REGULATORY SERVICES BOARD**

THURSDAY, 19TH NOVEMBER 2020, AT 4.30 P.M.

PRESENT: Councillors H. Dyke (Chairman), J. Squires (Vice-Chairman), A. D. Kent, H. J. Jones, J. Raine, N. Nazir, E. Stokes (during minute no's 20/20 to 26/20), D. Morris and P. Dyke

Officers: Mr. S. Wilkes, Ms. C. Flanagan, Mr C. Forrester, Ms K. Goldey, Ms. K. Lahel, Mr. M. Cox, Mr. D. Mellors, Mrs. P. Ross and J Gresham

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

20/20 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

Apologies for absence were received from Councillor T. Wells, Malvern Hills District Council and Councillor M. Johnson, Worcester City Council.

21/20 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

22/20 **MINUTES**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 1st October 2020, were submitted.

RESOLVED that minutes of the Worcestershire Regulatory Services Board meeting held on 1st October 2020, be approved as a correct record.

23/20 **INFORMATION REPORT - THE INCREASE IN CHARGES BY WYRE FOREST DISTRICT COUNCIL**

Members received an information report on the increase in charges by Wyre Forest District Council (WFDC).

The Head of Regulatory Services reminded Members that at the Board meeting held on 1st October 2020, during the presentation of the Worcestershire Regulatory Services (WRS) Budgets 2020/2021; Members had raised some concern with regard to the additional partner liabilities for 2020/2021 in respect of a £13k increase in accommodation

charges and ICT hosting of WRS from Wyre Forest District Council (WFDC).

As requested by Members, the information report before Members provided some background information and the process that was followed leading to this increase.

In 2014/15, before the service moved to Wyre Forest House, a search for accommodation across the local government family in the county was undertaken, as Worcester City Council had decided to sell its accommodation that WRS occupied.

WRS was offered space in Redditch Library, Wyre Forest House and the old Police Station in Pershore. A review concluded that the Wyre Forest offer was the most cost effective and, with office space that was ready to move into without any additional work, it was the easiest to adopt. WRS moved into Wyre Forest House in March 2015.

At the end of January 2020, as Head of Service, he was approached by the WFDC IT Manager and their Director of Finance as the original agreement for accommodation and IT support was coming to an end. The initial conversation covered only IT provision but, in the first week of February, it was confirmed that a similar uplift would be requested for the accommodation. The increases were based on the compounded impact of the rate of inflation over that period. The table below demonstrates how colleagues at WFDC arrived at their final figures:

| Year | RPI Annual % |
|------|--------------|
| 2019 | 2.6 |
| 2018 | 2.7 |
| 2017 | 4.1 |
| 2016 | 2.5 |
| 2015 | 1.2 |

Applying these figures on an annual basis looking backwards led to a compound figure of £50,000 per annum for IT provision (up from £44,000,) and £61,000 per annum for accommodation (up from £54,000.) These figures were rounded, so the overall increase to the nearest £1,000 was £13,000.

As Head of Service, he did express his concerns that coming at this point in the year made it difficult to incorporate these increases into the WRS budget as it had been set for the year already. WFDC officers apologised for this issue but as the Head of Service he had had to agree. This was not the first time that the need for the partnership to set a budget in November had caused an issue for one or other partner authorities in their own budget setting process.

The service provided by WFDC IT team was very good and, as part of the annual staff survey, staff still commented on how changing ICT host

had improved their experience of work based IT solutions. The office accommodation at Wyre Forest House was also of an excellent standard, better than many other public buildings in the County.

As Head of Service, he further consulted with the officer members of the Board. Whilst they expressed their disappointment that WFDC had asked for an increase, they did not object outright and had reluctantly accepted that an inflation only increase was difficult to resist.

The potential availability of other suitable accommodation within the local government family, was carried out, however, it was clear that nothing suitable was available at that time with sufficient quantity of space and desk numbers, even before a consideration of cost was made. Only the old Police Station in Pershore remained available and that needed some work to bring it up to standard in order to be suitable. Worcestershire County Council were also approached regarding space at County Hall, but at this time, there was not sufficient available.

Members should also be aware that, officers had to consider the impact on disruptions to the service and the workforce; plus a re-location would also entail officers becoming entitled to a disbursement payment equivalent to the mileage cost of any additional home to work travel for a period of one year after the move. This was a not un-substantial amount the last time the service had had to move from Worcester City Council.

On balance, it was felt that the sensible solution was to pay the uplift and continue with the current arrangements. The increase in spend was within his remit for decision making.

In terms of the service's accommodation, the accommodation and the service received from WFDC ICT was excellent. The partnership was now on a rolling contract that would be reviewed annually.

One of the results of Covid-19 was the increasing ubiquitous nature of working from home and this should give Councils the opportunity to re-consider staff working practices and accommodation needs. This could lead to partner authorities having further capacity available that may be suitable for WRS.

However, with the current pandemic and the way in which resources were stretched, it would not be practical to consider this for 2021/22. From February 2021, the Management Team would certainly explore options for the following year and review the number of desks currently available / in use and realistically look to reduce those numbers.

The Head of Regulatory Services further commented that originally officer members of the Board had indicated that their preferred option was to simply include this increase in the income targets for the year. Given the current situation however, he had felt that it was worth asking Board Members to consider whether they would make an uplift to the budget to cover this.

If the Board did not wish to agree to uplift the budget by this amount, the option of reverting to fund this with income remained.

Councillor A. D. Kent, Bromsgrove District Council, took the opportunity to thank the Head of Regulatory Services for his detailed report. However, he was still disappointed that the democratic process had failed and that he had had to make a decision. The Head of Regulatory Services had been put in a difficult position having to make such a decision so late in the day, and he fully understood the position that the Head of Regulatory Services had been put in.

In response to Councillor Kent, the Head of Finance and Customer Services commented that partner authorities based their budgets differently. Bromsgrove District Council (BDC) and Redditch Borough Council (RBC) did not use RPI Annual percentage, they tended to set their budgets using CPI and the actual costs of delivering a service.

The Head of Regulatory Services further commented that BDC, as the host authority for WRS had not increased their charges since the inception of WRS in 2010. The costs had originally included ICT costs, which had over time been reduced when WRS moved into their current accommodation in 2015/2016. Staffing numbers across WRS had reduced by half. Members stated that the costs of BDC hosting the shared service was something that needed to be discussed with all partner authorities and Board Members.

Members were in agreement and expressed their disappointment that very little notice of a 12% increase had been given to WRS. Members also commented that officers needed to assess the costs of disrupting the service against moving to other premises in the future. However, Members also agreed that a review of the office accommodation needs of WRS was definitely needed going forward.

The Chairman took the opportunity to inform the Board that, she had fed back the comments and concerns raised at the last meeting of the Board to her respective authority.

The Head of Regulatory Services further informed the Board that the current contract with Wyre Forest District Council was due to expire on 23rd March 2021; therefore, there had not been sufficient time to look at alternative accommodation; and realistically officers were dealing with the current pandemic. However, between now and February 2021 officers would look at the number of desks required; and that going forward his management team would conduct a rigorous review of the requirements of the service with a potential reduction for 2022/2023. The service had tried to keep as much of the hosting costs, as possible, within the local government family.

RECOMMENDED that the additional partner liabilities for 2020/2021 in relation to the increase in accommodation charges and ICT hosting from Wyre Forest District Council, be approved as follows:-

| | |
|--------------------------------|-------------|
| Bromsgrove District Council | £2k |
| Malvern Hills District Council | £2k |
| Redditch Borough Council | £2k |
| Worcester City Council | £2k |
| Wychavon District Council | £3k |
| Wyre Forest District Council | £2k |
| Total | £13k |

24/20

INFORMATION REPORT - COVID ACTIVITY COSTINGS

Members were provided with an information report on Covid Activity costings, as requested by Board Members at the last meeting of the Board on 1st October 2020. During that meeting Board Members had thanked officers for all of the hard work they were doing on Covid related activities and had suggested that they would like to see additional funding being made available to support the service.

The Head of Regulatory Services explained that the WRS Management Team were giving active consideration to bidding to the Chief Executives for additional resources but that a paper would be brought forward to outline current spending levels on Covid related activity.

When the first lockdown commenced at the end of March 2020, it quickly became clear that local authorities were going to incur significant additional costs for work related to controlling the pandemic. The Secretary of State had made an announcement declaring that both Environmental Health Officers and Trading Standards Officers would be responsible for enforcement of the business closure and control provisions that required some businesses to close, others to operate by delivery only and moved many hospitality businesses towards takeaway only activities.

Bromsgrove District Council, the host authority had immediately asked all of its services to record all Covid related activity so that estimates of cost could be given to central government, in order that support payments might match the actual costs. WRS officers were already required to record the time taken on the majority of their activities, so it was a relatively simple exercise to add some additional coding into their

time recording system and to ask officers to use these to record how much time was spent on Covid related activities.

Because we have our fee earner model for charging out WRS officers for commercial activities it was a very straight forward exercise to convert the figures to a monetary amount that reflected the full cost of the officer undertaking the activities.

The Head of Regulatory Services drew Members' attention to the table at Appendix A to the report, which contained the monthly totals, starting in April 2020 for the cost of undertaking Covid related activities on behalf of the six councils and the cost of the team embedded in the Local Outbreak Response Team.

Given the nature of the pandemic, WRS had not sought to allocate these costs geographically to individual partners. This would go against the "One Worcestershire" approach that all seven councils in the County had taken towards tackling the pandemic.

Members will note that these amounts are not insubstantial. The service had been fortunate that the Food Standards Agency had opted to put a moratorium on routine food hygiene inspections at the beginning of the pandemic. This allowed for the vast majority of staff resource that would otherwise have been dedicated to food related work to be put into the pandemic response.

As the economy re-opened, with the service being in essence an economic regulator, the pressures on the service and its staff had grown. Balancing business as usual activity had become more difficult and additional agency staffing resource had been brought in to support the efforts. This would be funded by the monies due from Worcestershire County Council to cover the cost WRS officers who formed part of the Local Outbreak Response Team. These pressures will only grow as numbers of cases rise and it was almost certain that more capacity would be required for the service to both deliver pandemic controls and respond to what we all referred to as "business as usual" activities.

The Head of Regulatory Services highlighted that the Community Environmental Health team had been re-organised to deliver both Covid controls and an embedded unit within the Local Outbreak Response team, as detailed in the table on page 22 of the main agenda report.

Originally 3 members of the Technical Services team were moved into Community Environmental Health to help deal with capacity issues. They had now moved back into Technical Services to deliver income generation activities.

Work in the Local Outbreak Response team was being funded by monies from Worcestershire County Council (WCC) that central government had already provided for the disease response. This

covered the cost of the additional capacity brought in to deal with business as usual activities.

WCC was currently awaiting confirmation from central government on further funding bids to provide additional capacity for backwards contact tracing within the Local Outbreak Response Team, for delivery by WRS; and for dealing with referrals from the national contact tracing system to deal with those people who had a positive test but had not responded to calls from the national system. This was known as “lost to follow up.” WRS would pick up this work along with district colleagues to deliver this service aspect, including door knocking where local telephone calls did not lead to a response.

As Members will be aware, WRS had been entrusted with delivering the project referred to nationally as Covid marshals and locally as Covid Advisors. The district councils had pooled this funding for WRS to deliver this advisory work, but the funding was also earmarked for additional enforcement work. A proportion of the funding could be used to cover the cost of things like out-of-hours enforcement, so we avoided being short of capacity during the week and additional capacity generally. Work had commenced on recruiting this team and the first deployments took place over the weekend of 7th/ 8th November 2020.

This report should serve as a reminder to partners that, although many areas of local government are striving to move into Recovery phase, WRS remained an embedded part of the Response phase and would be for the medium term.

WRS would do its best to contribute to the Recovery phase as it did during last year’s winter flooding events.

Members thanked the Head of Regulatory Services for a really useful report and stated that WRS were really central to the response to the Covid pandemic.

In response to Members’ questions, the Head of Regulatory Services drew Members’ attention to the table of expenditure as detailed on page 23 of the main agenda report.

There were 6/7 FTE (full time equivalent) officers working on Covid compliance and 3/4 on outbreak response. So approximately 1/3rd of that amount £70k would be covered by the monies received from WCC, who had agreed to £162k of funding up to the end March 2021. £120k costs of Covid enforcement had been undertaken by the district councils.

In response to Members, the Technical Services Manager explained that Covid advisors were ‘paired up’ and spread out, with particular attention paid to any areas with high rates of infection that have been flagged up. Enforcement action could be taken if deemed necessary. Officers were responding where there were identified areas of concern and in areas with rising numbers. Marshalls were deployed to areas with the highest

number of reported cases. Covid Marshalls had been received well by businesses, shoppers and customers, who had welcomed the provision of face masks when they had forgotten theirs.

Members took the opportunity to thank officers and to recognise the good work that WRS officers were doing in order to help deal with the current pandemic.

The Environmental Health & Trading Standards Manager further commented that officers took the approach 'engage, educate and encourage', enforcement was a last resort.

RESOLVED that the Information Report on Covid Activity Costings, be noted.

25/20

WORCESTERSHIRE REGULATORY SERVICES - REVENUE MONITORING APRIL - SEPT 2020

Members were asked to consider the Worcestershire Regulatory Services Revenue Monitoring for April to September 2020.

The Head of Finance & Customer Services, Bromsgrove District Council, introduced the report and in doing so drew Members' attention to the Recommendations as detailed on pages 25 and 26 of the main agenda report.

Members were asked to note that the revised budget 2020/2021 was based on the recommended budget funding as stated in agenda item number 4, with regards to the increase in ICT and Rent at Wyre Forest House.

Members were further informed that the report showed a projected outturn 2020/2021 of £17k deficit. This was an estimation to the year-end based on the following assumptions:-

- There were two vacant posts within the service, we have assumed no recruitment to the Business & Relationship Manager for the current year to assist in reducing the projected outturn deficit. This will need to be reviewed at the end of quarter 3. The other vacant post was a Regulatory Apprentice which we hoped to recruit to in the near future.
- If April to Sept spend on pest control continued on the same trend for the rest of year, there would be an overspend on this service of £16k. WRS officers would continue to monitor and analyse this spend and advise of final recharges for 2020/21 as soon as possible. The projected outturn figure to be funded by partners was:-

| | |
|---------------------------|-----|
| Redditch Borough Council | £9k |
| Wychavon District Council | £7k |

Members' attention was drawn to the figures detailed in Appendix 1 to the report:

- Savings due to employees working on Local Outbreak Response Team.
- Essential calibration on noise monitoring.
- Reduction in dogs straying and the dog warden had been taken in house.
- Bereavement / Works in Default to be charged to relevant partners.

The Head of Regulatory Services further explained that with regard to the local Covid outbreak team, WRS had started with an estimate of £162k, for the year. The figures quoted in the table were up to the end of October, so there were four more months to go. Staff involved in local outbreak contact tracing work and look to follow up work would have to be included. Therefore, this could go above £181k, back filling of a certain amount of normal WRS business activities would also have to be factored in.

The Environmental Health and Trading Standards Manager clarified that officers were not seeing a significant increase or trend in bereavement costs due to the current pandemic.

With regard to Pest Control, the Technical Services Manager stated that there were 3 partner authorities that currently provided a subsidised pest control service.

RESOLVED that

- a) the final financial position for the period April to September 2020, be noted;
- b) partner authorities be informed of their liabilities for 2020/2021 in relation to Bereavements as follows:-

| Council | Apr–Sept Actual Bereavements £000 | 20 for |
|-----------------------------------|--|-------------------|
| Redditch Borough Council | 5 | |
| Malvern Hills District Council | 2 | |
| Worcester City Council | 7 | |
| Bromsgrove District Council | 5 | |
| Total | 19 | |

- c) partner authorities are informed of their liabilities for 2020/2021 in relation to Pest Control as follows:-

| Council | Estimated Projected Outturn Recharge in Relation to Pest Control 2020/21 £000 |
|---------------------------|--|
| Redditch Borough Council | 9 |
| Wychavon District Council | 7 |
| Total | 16 |

- d) partner authorities are informed of their liabilities for 2020/2021 in relation to three additional Technical Officers as follows:-

| Council | Estimated Projected Outturn 2020/21 Tech Officer Income Generation £000 | Estimated Projected Outturn 2020/21 Tech Officer Animal Activity £000 | Estimated Projected Outturn 2020/21 Gull Control £000 |
|--------------------------------|--|--|--|
| Redditch Borough Council | 3 | 2 | |
| Malvern Hills District Council | 2 | 9 | |
| Worcester City Council | 2 | 2 | 35 |
| Bromsgrove District Council | 2 | 6 | |
| Wychavon District Council | 3 | 9 | |
| Wyre Forest District Council | 2 | 5 | |
| Total | 14 | 34 | 35 |

26/20

WORCESTERSHIRE REGULATORY SERVICES BUDGET 2021/22 - 2023/24

The Head of Finance & Customer Services, Bromsgrove District Council, introduced the report and in doing so highlighted that the recommendations were caveated as starting point assuming that the base budget figure for 2020/2021 had been updated to include all of the increases mentioned at the Worcestershire Regulatory Services Board meeting in October 2020, including the additional funding for Wyre Forest District Council for accommodation and ICT costs.

The Head of Finance & Customer Services further drew Members' attention to the Recommendations as detailed on pages 33 and 34 of the main agenda report.

Members were further informed that the following assumptions had been made in relation to the projections:

- 2% pay award across all staff for 2021/22 – 20223/24. This will be subject to the National Pay Negotiations that are ongoing and therefore the final position will reflect any formally agreed increases, the budget also includes any employee entitled to an incremental increase.
- No inflationary increases in supplies and services, premises or transport.
- Pension back-funding will be paid by all partners.

The unavoidable salary pressures were not able to be met currently by WRS making additional income, in the main due to the pressures created by the pandemic and the response to it. The normal sources of income (local authorities,) were not currently focused on the areas of work that WRS delivered for income generation purposes and WRS officers were at the heart of the response locally. Therefore, an increase to partner funding would be required, as detailed on page 35 of the main agenda report.

Clearly, should the situation with the pandemic improve in the second half of 2021/2022, WRS Officers would be looking to move forward with the programme of income generation and the benefits of this may be seen in an underspend that could be returned to partners at year end. Hence, an upfront investment this year would give certainty to the service and the partners in terms of cost, with the potential for a return on investment if the pandemic situation eased.

In addition to the base budget there were three additional technical officers working on income generation, animal activity and gull control. Officers were unable to include these officers into the base budget as the income generation officer was a temporary agreement agreed by partner councils and the animal activity and gull control officer recharge percentage basis was different to the agreed partner recharge allocations.

RECOMMENDED that partner authorities approve the following for 2020/2021:

- 1.1 the 2021/22 gross expenditure budget of £3,739k as shown in Appendix 1.
- 1.2 the 2021/22 income budget of £529k as shown in Appendix 1.
- 1.3 the revenue budget and partner percentage allocations for 2021/2022 onwards:

| Council | £'000 | Revised % |
|--------------------------------|--------------|------------------|
| Bromsgrove District Council | 468 | 14.59 |
| Malvern Hills District Council | 412 | 12.82 |
| Redditch Borough Council | 564 | 17.57 |
| Worcester City Council | 532 | 16.58 |
| Wychavon District | 748 | 23.29 |
| Wyre Forest District Council | 486 | 15.15 |
| Total | 3,210 | |

- 1.4 the additional partner liabilities for 2021/2022 in relation to unavoidable salary pressure.

| | |
|--------------------------------|-------------|
| Bromsgrove District Council | £9k |
| Malvern Hills District Council | £8k |
| Redditch Borough Council | £10k |
| Worcester City Council | £10k |
| Wychavon District Council | £14k |
| Wyre Forest District Council | £9k |
| Total | £60k |

- 1.5 the additional partner liabilities for 2021/2022 in relation to three Technical Officers.

| Council | Tech Officer Income Generation £000 | Tech Officer Animal Activity £000 | Tech Officer Gull Control £000 |
|--------------------------------------|--|--|---|
| Bromsgrove District Council | 5 | 6 | |
| Malvern Hills District Council | 4 | 10 | |
| Redditch Borough Council | 6 | 2 | |
| Worcester City Council | 5 | 4 | 30 |
| Wychavon District Council | 7 | 9 | |
| Wyre Forest District Council | 5 | 5 | |
| Total | 32 | 36 | 30 |

27/20

ACTIVITY & PERFORMANCE DATA - QUARTERS 1 AND 2

The Environmental Health and Trading Standards Manager, WRS, presented the Activity and Performance Data for Quarters 1 and 2, 2020/2021; and in doing so highlighted that the first half of the year had seen extraordinary circumstances with officers helping to control the pandemic.

Members' attention was drawn to the following:-

Activity Data

The Food Standards Agency suspended the Food Hygiene inspection programme at the beginning of lockdown in March and this continued throughout the second quarter. This explained the low number of inspections, reflecting that the service was engaging mainly with new entrants to the sector or those wanting re-rating. Clearly any allegations of serious misconduct were also followed up and food service requests did show an increase through the quarter.

Numbers of licensing complaints and enquires began to grow during quarter 2, in line with the re-opening of licensed premises and the growth in wider licensed activities. Applications also began to rise to the kind of levels one might expect.

Planning application numbers rose during quarter 2, going back towards their normal trajectory as the economy re-opened. Environmental Information Requests, often associated with the planning and development process were also returning to

more normal levels during this period.

As we always see during the summer months, nuisance/ pollution complaints showed their characteristic peak. Noise complaint numbers exceeded the number for the same period in the previous two years, this time by a significant proportion, 12% or more above the previous two year's equivalent periods.

Performance

Quarter 2 saw a broader report of performance measures than the starting quarter. The year continued reasonably well from a customer satisfaction perspective with the non-business customer measure at 74.4% and business customers at 97.7%. Given the pressures on the service during the first six months of the year, this was seen as good. At the same point last year, customer satisfaction was at 73.8% and business satisfaction at 98.3%. People who felt better equipped to deal with issues was at 72.3% compared with 63% this time last year.

Processing of taxi driver license renewals remained good with a county-wide average of 97.4% done within 5 working days.

Compliments outnumber complaints by 3:1 (24:78) and staff sickness was looking reasonably good at 0.95 days per FTE. This was better than the previous year's figure at Q1 (2.91 days per FTE.)

Income as a proportion of budget was at 4.37%. This was as expected down on previous years due to the pandemic and our usual customer based of local authorities not requiring our services at the same level. At the same point last year, just over £160,000 had come in compared with just over £130,000 this year. maintain comparability, we have not included income for measures to combat the pandemic in the calculation.

The Chairman took the opportunity to thank officers for a comprehensive report.

RESOLVED that the Activity and Performance Data Quarters 1 and 2, 2020/2021, be noted and that Members use the contents of the report in their own reporting back to their respective partner authority.

28/20

INFORMATION REPORT - IT UPDATE

The Technical Services Manager, WRS, presented the Board with an Information Report that provided an update on IT, following a request from the Board at the meeting held in October 2020.

The Technical Services Manager referred Members to the Gantt chart as detailed at Appendix 1 to the report.

The first phase of replacement laptops had been completed. Officers continued to work on improving the look of the WRS website on Umbraco 8. Discussions were taking place with the host authority,

Bromsgrove District Council (BDC) on whether WRS would be able to take payments on behalf of the other partner authorities.

Councillor A. D. Kent, BDC, thanked officers for the brilliant update and Gantt chart, as this detailed what had been delivered. Councillor Kent also took the opportunity to thank the Head of Regulatory Services for taking the time to have further discussions with him, regards the concerns he had raised at the last meeting of the Board.

RESOLVED that the Information Report – IT Update, be noted.

29/20

THE NEW STATUTORY STANDARDS FOR TAXIS AND PRIVATE HIRE VEHICLES

The Acting Licensing and support Services Manager, WRS, provided the Board with a report that detailed the new statutory standards for Taxis and Private Hire Vehicles.

Members were informed that in July 2020, following a number of high profile enquiries into criminal offences involving taxi drivers, the Secretary of State for Transport had issued the long awaited, new 'Statutory Taxi and Private Hire Vehicle Standards' to licensing authorities aimed at safeguarding children and vulnerable adults.

The standards set out a range of measures to protect passengers and the Department for Transport would require an update from each licensing authority by January 2021.

The recommendations in the Standards were detailed on page 84 of the main agenda report.

WRS officers believed that, in light of the recommendations set out in the Standards, that all of the district councils' current hackney carriage and private hire licensing policies would need to be reviewed carefully with a view to implementing the changes. This review would ultimately lead to the drafting of a new cohesive policy document that brought together each district council's procedures on taxi and private hire vehicle licensing. This would include, but not be limited to, policies on convictions, a "fit and proper" person test, licence conditions and vehicle standards.

RESOLVED that the new statutory standards for Taxis and Private Hire vehicles and the guidance as referred to in the report, be noted.

The meeting closed at 6.03 p.m.

Chairman

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| Account description | Revised Budget | Budget | Budget | Budget |
|---|----------------|--------------|--------------|--------------|
| | 2020 / 2021 | 2021 / 2022 | 2022 / 2023 | 2023 / 2024 |
| | £000's | £000's | £000's | £000's |
| Employees | | | | |
| Monthly salaries | 2,848 | 2,935 | 3,012 | 3,090 |
| Training for professional qualifications | 0 | 0 | 0 | 0 |
| Medical fees (employees') | 2 | 2 | 2 | 2 |
| Employers' liability insurance | 25 | 25 | 25 | 25 |
| Employees' professional subscriptions | 2 | 2 | 2 | 2 |
| Sub-Total - Employees | 2,877 | 2,964 | 3,041 | 3,119 |
| Premises | | | | |
| Rents | 58 | 58 | 58 | 58 |
| Room hire | 2 | 2 | 2 | 2 |
| Trade Waste | 1 | 1 | 1 | 1 |
| Sub-Total - Premises | 61 | 61 | 61 | 61 |
| Transport | | | | |
| Vehicle repairs/maint'ce | 3 | 3 | 3 | 3 |
| Diesel fuel | 8 | 8 | 8 | 8 |
| Licences | 1 | 1 | 1 | 1 |
| Contract hire of vehicles | 4 | 4 | 4 | 4 |
| Vehicle insurances | 5 | 5 | 5 | 5 |
| Van Lease | 9 | 9 | 9 | 9 |
| Fares & Car Parking | 5 | 5 | 5 | 5 |
| Car allowances | 70 | 70 | 70 | 70 |
| Sub-Total - Transport | 105 | 105 | 105 | 105 |
| Supplies & Service | | | | |
| Equipment - purchase/maintenance/rental | 22 | 22 | 22 | 22 |
| Materials | 9 | 9 | 9 | 9 |
| Clothing, uniforms & laundry | 2 | 2 | 2 | 2 |
| Training fees | 23 | 23 | 23 | 23 |
| General insurances | 19 | 19 | 19 | 19 |
| Printing and stationery | 17 | 17 | 17 | 17 |
| Books and publications | 2 | 2 | 2 | 2 |
| Postage/packaging | 11 | 11 | 11 | 11 |
| ICT | 40 | 40 | 40 | 40 |
| Telephones | 21 | 21 | 21 | 21 |
| Taxi Tests | 22 | 22 | 22 | 22 |
| CRB Checks (taxi) | 26 | 26 | 26 | 26 |
| Support service recharges | 100 | 100 | 100 | 100 |
| Support service recharges - ICT | 50 | 50 | 50 | 50 |
| Sub-Total - Supplies & Service | 363 | 363 | 363 | 363 |

| | Budget 2020 / 2021 £000's | Budget 2021 / 2022 £000's | Budget 2022 / 2023 £000's | Budget 2023 / 2024 £000's |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Contractors | | | | |
| Consultants / Contractors' fees/charges/SLA's | 227 | 229 | 229 | 229 |
| Advertising (general) | 5 | 5 | 5 | 5 |
| Grants and subscriptions | 13 | 13 | 13 | 13 |
| Sub-Total - Contractors | 245 | 247 | 247 | 247 |
| Income | | | | |
| Grants / Primary Authority / Food Training / Contaminated Land / Stray Dogs / Ad Hoc | -370 | -372 | -372 | -372 |
| Funding approved for unavoidable Salary Pressures | | | | |
| Sub-Total - Income | -370 | -372 | -372 | -372 |
| Income | | | | |
| Funding from partners for Technical Officers | -70 | -97 | -100 | -104 |
| Sub-Total - Income | -70 | -97 | -100 | -104 |
| Additional Income | | | | |
| Income to be found due to unavoidable salary pressures | | -60 | -134 | -208 |
| Sub-Total - Income | 0 | -60 | -134 | -208 |
| DISTRICT PARTNERSHIP BUDGET | 3,210 | 3,210 | 3,210 | 3,210 |

21-22 Partner Percentages

| | |
|--------------------------------|----------------|
| Bromsgrove District Council | 14.59% |
| Malvern Hills District Council | 12.82% |
| Redditch Borough Council | 17.57% |
| Worcester City Council | 16.58% |
| Wychavon District Council | 23.29% |
| Wyre Forest District Council | 15.15% |
| Total | 100.00% |

| | Budget | Contribution Technical Officers | Partner Contribution | Unavoidable Salary Pressures | Total Partner Contribution |
|--------------------------------|--------------|---------------------------------|----------------------|------------------------------|----------------------------|
| | 2021 / 2022 | 2021 / 2022 | 2021 / 2022 | 2021 / 2022 | 2021 / 2022 |
| | £000's | £000's | £000's | £000's | £000's |
| Budget 2021 / 22 | | | | | |
| Bromsgrove District Council | 468 | 11 | 479 | 9 | 488 |
| Malvern Hills District Council | 412 | 14 | 426 | 8 | 434 |
| Redditch Borough Council | 564 | 8 | 572 | 10 | 582 |
| Worcester City Council | 532 | 39 | 571 | 10 | 581 |
| Wychavon District Council | 748 | 16 | 764 | 14 | 778 |
| Wyre Forest District Council | 486 | 10 | 496 | 9 | 505 |
| Total | 3,210 | 98 | 3,308 | 60 | 3,368 |

| | Budget | Contribution Technical Officers | Partner Contribution | Unavoidable Salary Pressures | Total Partner Contribution |
|--------------------------------|--------------|---------------------------------|----------------------|------------------------------|----------------------------|
| | 2022 / 2023 | 2022 / 2023 | 2022 / 2023 | 2022 / 2023 | 2022 / 2023 |
| | £000's | £000's | £000's | £000's | £000's |
| Budget 2022 / 23 | | | | | |
| Bromsgrove District Council | 468 | 12 | 480 | 20 | 500 |
| Malvern Hills District Council | 412 | 14 | 426 | 18 | 444 |
| Redditch Borough Council | 564 | 8 | 572 | 23 | 595 |
| Worcester City Council | 532 | 39 | 571 | 22 | 593 |
| Wychavon District Council | 748 | 18 | 766 | 31 | 797 |
| Wyre Forest District Council | 486 | 10 | 496 | 20 | 516 |
| Total | 3,210 | 101 | 3,311 | 134 | 3,445 |

| | Budget | Contribution Technical Officers | Partner Contribution | Unavoidable Salary Pressures | Total Partner Contribution |
|--------------------------------|--------------|---------------------------------|----------------------|------------------------------|----------------------------|
| | 2023 / 2024 | 2023 / 2024 | 2023 / 2024 | 2023 / 2024 | 2023 / 2024 |
| | £000's | £000's | £000's | £000's | £000's |
| Budget 2023 / 24 | | | | | |
| Bromsgrove District Council | 468 | 12 | 480 | 31 | 511 |
| Malvern Hills District Council | 412 | 15 | 427 | 28 | 455 |
| Redditch Borough Council | 564 | 8 | 572 | 36 | 608 |
| Worcester City Council | 532 | 40 | 572 | 34 | 606 |
| Wychavon District Council | 748 | 18 | 766 | 48 | 814 |
| Wyre Forest District Council | 486 | 10 | 496 | 31 | 527 |
| Total | 3,210 | 103 | 3,313 | 208 | 3,521 |

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Executive Committee19th January 2021**Redditch Town Deal – Submission to MHCLG of Town Investment Plan**

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor Matt Dormer - Leader of the Council, Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration (NWEDR) |
| Wards Affected | Abbey and Central Wards (with the Sustainability Project applying to all wards) |
| Ward Councillor Consulted | N/A |
| Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 The Town Deal is a £3.6bn programme seeking to “unleash the economic potential” of 100 places across the country. Redditch has an opportunity to bid for up to £25m through the fund and bidding will take the form of a Town Investment Plan.
- 1.2 Each Town Investment Plan includes proposals for up to £25 million to invest in regeneration, skills and connectivity to secure transformational levels of economic growth. The deadline for submission of the Town Investment Plan is 29 January 2021.
- 1.3 This report provides an update on the development of the Town Investment Plan and seeks approval to submit the Town Investment Plan and any necessary supporting documentation.

2. RECOMMENDATION

The Committee is asked to RESOLVE that

- 2.1 **the Executive Committee endorses this report and gives delegated authority to the Council’s Section 151 Officer following consultation with the Head of NWEDR and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships to submit the Redditch Town Investment Plan to MHCLG;**

Executive Committee19th January 2021

- 2.2 the Executive Committee agrees that Redditch Borough Council shall be the accountable body for funding secured from MHCLG as part of the Town Deal;
- 2.3 delegated authority is granted to the Head of NWEDR and Head of Legal, Democratic and Property Services to negotiate the Heads of Terms with MHCLG for Redditch's Town Deal; and

The Committee is asked to RECOMMEND that

- 2.4 the Executive Committee approve the addition of £1million Accelerated Funding to the Capital programme and delegated authority is granted to the Council's Section 151 Officer following consultation with the Head of NWEDR and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships to implement enabling proposals that support the delivery of the Town Deal.

3. BACKGROUND

- 3.1 In September 2019 it was announced by MHCLG that Redditch was among the 101 towns that would be invited to put forward Town Deal proposals to secure up to £25m in central government funding to deliver economic growth and regeneration for the borough. The case for the investment would need to be articulated through an evidence led Town Investment Plan. The Town Investment Plan covers a geography prescribed by MHCLG and detailed within the Town Investment Plan.
- 3.2 A requirement of the Town Deal programme was that the Council set up an overarching Town Deal Board. This was established in January 2020. The Government required that boards comprised a mix of public and private stakeholders and therefore the Redditch Town Deal Board was established in accordance with the guidance detailed in the Town Fund prospectus. It includes local businesses, community representatives, council officers and elected representatives, and other partners committed to improving the town. As per the Government guidance, the Board is chaired by a private sector representative. The Board is the vehicle through which the vision and strategy for the town is defined and the Town Investment Plan is produced. The role of the Town Deal Board is to:
- Develop and agree an evidenced based Town Investment Plan (TIP)
 - Develop a clear programme of interventions
 - Coordinate resources and influence stakeholders

Executive Committee**19th January 2021**

Publication of the members of the Redditch Town Deal Board and information relating to the Board meetings are published online at www.redditchtowndeal.co.uk

- 3.3 The TIP is required to focus on the three key themes set out by the government in the Town Fund prospectus:
- Urban regeneration, planning and land use
 - Skills and enterprise infrastructure
 - Connectivity – transport and digital
- 3.4 The development of the Town Deal will come forward in two phases with the first phase focused on the submission of the Town Investment Plan containing a set of project proposals which form a business case to apply for funding. The second phase will be the agreement of heads of terms with MHCLG.
- 3.5 Accelerated Fund – In recognition of the importance of the Town Deal Fund and the pressing need in the towns that have been selected to benefit, government brought forward funding to this financial year to support projects that will make an immediate impact in towns. Redditch has been provisionally allocated an additional £1million of funding to be spent in 2020/21. This funding will be used for acquisition of key sites to support the development and repurposing of key spaces in the town and provide a platform for Towns Deal investment

4. KEY ISSUES**4.1 Redditch Town Deal**

The Town Deal is an agreement in principle between government, the Council, and the Town Deal Board. It sets out a vision and strategy for the town and identifies what each party agrees to do to achieve this vision. The underlying interventions to achieve this vision are set out in the Town Investment Plan- see Appendix 1.

- 4.2 The Redditch Town Deal Board has met 10 times since January 2020 to support the development of the Town Investment Plan. This has included tasks such as the compilation of an evidence base, to agree the vision and strategy for each town deal intervention and to examine the interventions in detail. They have considered the long-term challenges and sustainability, alongside the need for recovery from Covid-19 and future resilience.

- 4.3 In June 2020 the government produced guidance on the Town Deal Fund in submitting the plan. Using this guidance key stages of work were identified as part of the TIP process.

Executive Committee**19th January 2021**

- Complete the socio-economic baselining and analysis of Redditch's local economy
- Review and build on all relevant economic policy documents to position the socio-economic baselining within the local economic development policy context
- Identify key challenges and Priorities for Redditch
- Define a Vision and outcomes
- Create a Strategic Plan and Spatial Strategy for the town
- Identify Outline business case development timelines
- Produce a delivery programme
- Project selection and evaluation using the Towns Fund Prioritisation Tool
- Market analysis and commercial viability review
- Stakeholder engagement

The Town Deal Board agreed the appointment of Mott MacDonald Consultants to assist officers in writing the TIP and acting as an independent body to ensure the production of a robust and credible plan. Social Marketing Gateway consultants were also commissioned to carry out stakeholder engagement.

- 4.4 Community, stakeholder and business engagement has been a key part of the development of the Town Investment Plan. The #MyTown initiative for Redditch provided over 50 suggestions made by the community. In addition, The Social Marketing Gateway (SMG) was commissioned to conduct a community consultation with Redditch residents about where investment could be made to make a difference to their lives to inform Redditch's Town Investment Plan. Fieldwork took place between the 9th and 24th November 2020. A mixed method approach, involving a qualitative survey and quantitative in-depth online groups discussions and interviews, was used, and over 650 local residents of Redditch took part.
- 4.5 Town Deal Boards are responsible for producing the Town Investment Plans, including putting forward suitable projects which align with the objectives of the Towns' Fund. The project ideas for the TIP have been gathered in several ways through existing work programmes, the Town Deal Board discussions and stakeholder engagement. Prior to the announcement of the Town Deal Fund Redditch Borough Council had created a Regeneration Prospectus for the Town Centre in addition to the proposed redevelopment of district centre sites and economic development programmes in the wider Borough. These ideas were debated with the board to assess whether they addressed the key challenges facing the Town and how they could help to achieve the vision. Running parallel to these discussions were the outcome of the consultation events, the #MyTown initiative for Redditch and the public consultation carried out in November.

REDDITCH BOROUGH COUNCIL**Executive Committee****19th January 2021**

- 4.6 Proposed ideas from these campaigns and existing projects were then put through a Project Prioritisation Tool provided by the Towns Fund Delivery Partner. This tool is to help towns ensure that the projects put forward for further appraisal fit Redditch's objectives and MHCLG requirements. The tool is designed to provide some degree of flexibility in how towns prioritise a long list of projects. The assessment is carried out in two stages:

Initial Sift – a 'pass-or-fail' test that requires projects to fulfill a series of 'Towns Fund Key Requirements' which are based on MHCLG's Towns Fund guidance.

Assessment Stage – projects that made it through the Initial Sift were then scored against a set of 'Town Specific Criteria' based on the Vision of Digital Town, Green Town, Connected Town and Creative Town and 'HMT Green Book Appraisal Criteria.

The project approval process was overseen by external consultants Mott Macdonald as an independent authority. The projects were then debated and discussed by the Board who agreed the project shortlist to go forward in the Town Investment Plan. The process has considered the level of alignment with the intervention framework set out in the Further Guidance from MHCLG.

- 4.7 The list of interventions as detailed below are outlined in the Town Investment Plan and support the Redditch Town Deal Board's vision.

| Project | Description | Towns Fund Ask |
|--|---|----------------|
| Redditch Transport Interchange and Railway Quarter | <p>This project provides the opportunity to bring about a transformative change in Redditch, to create an integrated multi-modal transport interchange in Redditch Town Centre as part of the Railway Quarter redevelopment. Redditch is on the cross-city line as the final destination running from Lichfield through Birmingham New Street Station. Redditch station will become a 'gateway' for the town supporting the overall regeneration of Redditch and the town centre. Towns Fund grant funding is being sought to bring forward a new two-storey station building and improved public realm providing attractive, modern facilities and supporting pedestrian access to the Town Centre.</p> <p>The project will deliver:</p> <ul style="list-style-type: none"> ● A new two-storey station building positioned to straddle the line, supporting passengers to access two platforms and both sides of Unicorn Hill. The building will also provide improved amenities for travellers, including digital infrastructure inherent to the construction and design (in line with Network Rails Digital Railway Strategy). ● An interchange to include rail and bus services, parking for the station and services, taxi drop off/pick-up and support cycling and walking access to the quarter. | £8,500,000 |

REDDITCH BOROUGH COUNCIL**Executive Committee****19th January 2021**

| | | |
|--|--|------------|
| | <ul style="list-style-type: none"> • Creation of new open space in front of the station, providing improved connectivity between the station and the town centre, and joining up to the other public realm enhancements proposed in the Town Deal bid • Providing an enhanced, modern and attractive sense of arrival and customer experience for commuters and visitors, with services that support the digital town proposals. • New car parking adjacent to the station. <p>The project will also support and enable the wider development of the railway quarter. Future work packages are expected to include: a second platform at Redditch to support increased train frequency; a second phase of station building on the east side of the track and connection over the line in support of the second platform; longer 210m platforms to support 9-car trains subject to future rail strategy; a bus interchange including a new terminus adjacent to the railway platforms, supporting movement between transport modes; redevelopment of adjacent land for potential residential, office, retail and leisure uses; and highways interventions to bring the track and platforms under a road bridge (Unicorn Hill) and into a new centre for the station, aligned with bus services and providing pedestrian access into the shopping centre and Town Centre.</p> | |
| Redditch Digital Manufacturing and Innovation Centre | The project will provide digital innovation support to increase the resilience, productivity and competitiveness of businesses within the manufacturing industry. The projects objectives are to: provide open access and specialist support to local entrepreneurs and companies, particularly in the manufacturing sector, that want to test and develop 5G-enabled services and applications (provision of a 5G test bed); provide access to a range of high-quality business and innovation services and space to nurture, mentor and facilitate businesses development and growth; to provide new businesses, predominantly, but not exclusively, within the manufacturing sector with a range of flexible workshop and office accommodation to enable them to prosper and grow; develop a base of local workforce and young talent equipped with the skills needed in a 21st century digitalised economy; to create an investment destination / eco-system that facilitates adoption of digital technologies, particularly in the manufacturing sector. | £8,000,000 |
| Redevelopment of Redditch Library Site | Demolition of the existing library building and the delivery of a new public square and associated commercial development. The proposed new square on the site of the library can provide this space in a location which helps to drive footfall to and from the Kingfisher Centre and improving connectivity to the historic town centre core. The proposed new square would stimulate the conversion of the blank surrounding facades, including part of the Kingfisher Centre and the former Royal Hotel, currently operating as a nightclub. In addition a new café pavilion is proposed to book-end the new square and helps to define the historic street frontage, | £4,130,000 |
| --= | Church Green, Evesham Walk and Unicorn Hill together form the heart of Redditch's Town Centre Public Realm. Unfortunately, over the years these cherished streetscapes has become tatty, uninviting, and more worryingly, | £3,000,000 |

REDDITCH BOROUGH COUNCIL**Executive Committee****19th January 2021**

| | | |
|--------------------------------|--|-------------|
| | <p>underused. This proposed major investment will see these three important thoroughfares transformed into a series of modern, attractive and multifunctional public spaces which will together act as Redditch's 'shop window', showcasing everything the town has to offer by supporting vibrant public events, a thriving street dining and trading scene as well as improving access to the wide range of services provided in the Town Centre for all. The investment will include high quality street furniture, waymarking and repurposing of underused space to ensure that this scheme unlocks its maximum economic and social potential. The completed scheme will provide a valuable focus for civic pride in Redditch, acting as an essential catalyst for the wider regeneration of Redditch Town Centre, stimulating private sector investment and helping the town to recover and thrive beyond the COVID-19 pandemic.</p> | |
| Sustainable Projects Programme | <p>This is a package of interventions which build on previous sustainable improvements within the Borough. The use of sustainable development principles to grow Redditch whilst at the same time enhancing economic, social and environmental spheres is of fundamental importance. RBC are looking to deliver carbon reductions and reduction in energy consumption to improve the efficiency of its assets, for instance through further solar pv and battery storage at Abbey Stadium, Arrow Valley Countryside Centre and Greenlands Business Centre.</p> <p>Low Carbon Travel & Transport</p> <p>Installation of EV Charging Points</p> <ul style="list-style-type: none"> • Top-up Charging – both 50Kw & 7kW to suit in key locations where residents regularly travel to (car park, leisure facilities etc) • Residential Charging – where residents do not have driveways, in RBC owned car-parks • Workplace Charging – at RBC owned workplaces • Fleet Charging (and Vehicle to Grid) – for electric fleet at RBC Depot <p>E-Bike charging and hire stations</p> <ul style="list-style-type: none"> • Arrow Valley Countryside Centre • Abbey Stadium Leisure Centre | £1,100,000 |
| Total Ask | | £24,800,000 |

- 4.8 The draft Town Investment Plan was submitted for a Check and Challenge with MHCLG at the beginning of January 2021. A session was held on 6th January with MHCLG and their advisors and the feedback provided has shaped the refinement of the Town Investment Plan and proposals.
- 4.9 The Town Investment Plan will be submitted in Cohort 3 by the end of January 2021.

Executive Committee**19th January 2021**

4.10 If the bid is successful, then Heads of Terms for the Town Deal will be negotiated and agreed by the Council's Section 151 Officer in conjunction with the Head of NWEDR and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships.

4.11 Post submission of the Town Investment Plan the project team will immediately begin work on the Business Case, towns will have up to 12 months to complete comprehensive business cases for selected projects and submit a Summary Document to show that this has been completed in line with the agreed conditions and requirements in the Heads of Terms. Once towns have developed detailed business cases for their agreed projects and submitted all the required documentation as part of the Summary Document, government will carry out a high level assessment of the document before releasing funding. Business Cases will be brought back to the Executive Committee for approval.

4.12 Financial Implications

4.13 The Council was awarded a total of £173,000 of revenue funding to enable the production of the Town Investment Plan and subsequent Business Case. To date approx. £88,000 has been committed to facilitate production of the Town Investment Plan.

4.14 The Council will be the accountable body and will ensure that any draw down of funds agreed as part of the budget envelope and subject to the Heads of Terms, which will be signed by the Chief Executive, s.151 Officer and the Chair of the Redditch Town Deal, are in accordance with the conditions of the final award. Funding received will need to be added to the Council's Capital programme.

4.15 Legal Implications

4.16 As Accountable Body for the Redditch Town Deal the Council has a number of obligations, including to ensure that decisions made by the Town Deal Board are in accordance with good governance principles and to support transparent delivery arrangements for the Town Deal. These obligations include:

- Upholding the Seven Principles of Public Life (The Nolan Principles) in all of the Board's activities;
- Developing a delivery team, transparent delivery arrangements and agreements;
 - Ensuring that decision are made by the Board in accordance with good governance principles;
 - Ensuring transparency requirements are met through publication of information on the Council's website or on a Town Deal specific website;

Executive Committee**19th January 2021**

- Developing agreed projects in detail and undertaking any necessary feasibility studies;
- Undertaking any required Environmental Impact Assessments and meeting all Public Sector Equalities Duties
- Develop detailed, costed business cases;
- Liaising with potential private investors in identified local projects and schemes;
- Signing the Heads of Terms Agreement with Government;
- Monitoring and evaluating the delivery of individual Town Fund projects; • Submitting regular monitoring reports to the Towns Hub;
- Receiving and accounting for the Town's funding allocation.

4.17 Individual projects identified as interventions within the Investment Plan will be subject to individual legal advice.

Service / Operational Implications

4.18 Officer input from a number of departments within the Council will be required to deliver the interventions in the Town Investment Plan within the timelines, these service areas include but are not limited to Finance, Legal, Property, Planning and Sustainability.

4.19 A Programme Manager will be recruited to deliver the Town Deal. The cost of the post, including salary, will be covered by the Town Deal.

Customer / Equalities and Diversity Implications

4.20

5. RISK MANAGEMENT

5.1

| Risk | Risk Description | Likelihood | Mitigation |
|--------------------|---|------------|--|
| Government Support | The Government may not wish to support the proposals set out within the Town Investment Plan. | | In developing proposals there has been ongoing engagement with MHCLG. The due diligence process following the submission of the Investment Plan will provide an opportunity to provide further information or clarification. |
| Covid - 19 | The full impact of COVID-19 on the market place and supply chain is yet to be understood. Suppliers may cease trading, pushing up the cost of services. | | Work on the ground is unlikely to start until 2022. Appropriate risk assessment and method statements will be prepared to ensure project activities can progress within social distancing restrictions. |

Executive Committee19th January 2021

| | | | |
|--------------------------|--|--|---|
| | Social distancing may create challenges in undertaking surveys and site visits. | | |
| Scheme Development Costs | Should a scheme fail to be contracted despite forming part of the heads of terms, the scheme development costs invested may not be clawed back by the Council. | | The next stage of business case development would not commence until the project is included within heads of terms for the deal. For each project, development costs have been factored into the programme. |

6. APPENDICES

Appendix 1 – Town Investment Plan

7. BACKGROUND PAPERS

Executive Committee Report Nov 19 – Town Centre Regeneration
<https://moderngovwebpublic.redditchbc.gov.uk/mgAi.aspx?ID=19691>

AUTHOR OF REPORT

Name: Lyndsey Berry
 North Worcestershire Economic Development and Regeneration (NWedR)
 E Mail: Lyndsey.Berry@nwedr.org.uk
 Tel: 01562 732515

REDDITCH BOROUGH COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES

SUBJECT: Appointment of Section 151 Officer – Executive Director of Resources

BRIEF STATEMENT OF SUBJECT MATTER:

Bromsgrove and Redditch Councils have recently undertaken a recruitment exercise to fill the vacant post of Executive Director of Resources. The appointment was undertaken in line with the Constitution with a member Appointments Committee undertaking the final interview. The Committee agreed unanimously that the preferred candidate is James Howse. As the post of Executive Director of Resources is formally designated as Section 151 Officer this decision needs to be formally ratified by full Council.

DECISION:**RESOLVE**

To formally appoint James Howse to the position of Executive Director of Resources and Section 151 Officer

(Council decision)

GROUND FOR URGENCY: Council does not meet until 25th January 2021 so in order to enable as early a start date as possible the decision is requested through the Urgent Decisions procedure.

DECISION APPROVED BY:

(Deputy) CHIEF EXECUTIVE

EXECUTIVE DIRECTOR FINANCE & RESOURCES
(if financial implications)

.....
(Signature) (Sue Hanley / Kevin Dicks - (D)CX)

.....
(Signature)

Date: November 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 of the 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.

REDDITCH BOROUGH COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES

SUBJECT: LOCAL RESTRICTION SUPPORT GRANT AND ADDITIONAL RESTRICTIONS GRANTS

BRIEF STATEMENT OF SUBJECT MATTER:

The government announced new schemes of support for businesses impacted by the coronavirus restrictions in November 2020.

The announcement introduced five schemes of support which are applicable as local authorities move between tiers of local restrictions or in cases where national restrictions are imposed. There is detail in the attached reports about these schemes and how they work.

DECISION:**RESOLVE that:**

1. **the guidance for awards of Local Restriction Support Grant (Open) and Additional Restrictions Grant detailed in the attached reports are adopted.**
2. **The Head of Financial and Customer Services is authorised to finalise the guidance and to make other decisions including amendments to the guidelines in relation to the payment of grants, following consultation with the portfolio holder for finance and enabling.**
3. **The determination and payment of grants, in line with the guidelines, is delegated to Revenue Services Officers.**

(Council decision)

 GROUNDS FOR URGENCY:

Due to the scheduling of Council meetings an urgent decision is required in order for the scheme to be implemented as soon as possible, in line with Government requirements and to ensure support to businesses is not delayed and grants are paid out as soon as possible.

DECISION APPROVED BY:

(Deputy) **CHIEF EXECUTIVE**

ACTING SECTION 151 OFFICER
(if financial implications)

.....
(Signature) (Sue Hanley / Kevin Dicks - (D)CX)

.....
(Signature) (Chris Forrester)

Date: December 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 of the 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.

REDDITCH BOROUGH COUNCIL**LOCAL RESTRICTION SUPPORT GRANT AND ADDITIONAL RESTRICTIONS GRANTS**

| | |
|----------------------------|--|
| Relevant Portfolio Holder | Cllr David Thain |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Chris Forrester, Head of Financial and Customer Services |
| Wards Affected | All Wards |
| Ward Councillor Consulted | N/A |

1. SUMMARY OF PROPOSALS

This report considers the new support and the council's guidelines for making awards from its allocation.

2. RECOMMENDATIONS

- a) The guidance for awards of Local Restriction Support Grant (Open) and Additional Restrictions Grant detailed in the attached are adopted.
- b) The Head of Financial and Customer Services is authorised to finalise the guidance and to make other decisions including amendments to the guidelines in relation to the payment of grants, in consultation with the portfolio holder for finance and enabling.
- c) The determination and payment of grants, in line with the guidelines, is delegated to Revenue Services Officers.

3. KEY ISSUES

- 3.1 The government announced new schemes of support for businesses impacted by the coronavirus restrictions in November 2020.
- 3.2 The announcement introduced five schemes of support which are applicable as local authorities move between tiers of local restrictions or in cases where national restrictions are imposed. The visualisation below summarises which grant schemes become payable at each level of restriction.

REDDITCH BOROUGH COUNCIL

| | Available Funding Schemes: Local Restrictions & Additional Restrictions Grant | | | |
|-----------------------|---|-------------|-------------------------------|-----------------------|
| Covid Alert Level | Medium Tier 1 | High Tier 2 | Very High Tier 3 | National |
| Local Funding Scheme | | | LRSB(Closed) | LRSB(Closed) Addendum |
| | Local Restrictions Support Grant (Open) | | | |
| | | | Additional Restrictions Grant | |
| Sector Funding Scheme | Local Restrictions Support Grant (Sector) | | | |

3.3 A basic summary of each grant scheme is included below:

3.4 Local Restriction Support Grant (Closed)

LRSB (Closed) is a mandatory grant scheme which will provide support to businesses which are subject to closure by law due to tier 3 restrictions being placed on a local area.

To qualify for LRSB (Closed) a business must:

- be required to close for a consecutive period of not less than 14 days.
- be providing in-person services from the premises required to close, and unable to provide these services remotely.
- be the eligible ratepayer on the day the restrictions take effect.
- be open and trading on the day before the restrictions came into effect.
- pubs, bars and restaurants which are required to close by law, but open to provide a click and collect or takeaway service will be treated as closed.

3.5 Local Restriction Support Grant (Closed) addendum

REDDITCH BOROUGH COUNCIL

LRSO (Closed) addendum is a mandatory grant scheme which will provide support to businesses which are required by law to close due to national restrictions being implemented. The qualifying criteria for the grant will be the same as LRSO (Closed), however, the period over which payments are made will be increased.

3.6 Local Restriction Support Grant (Open)

LRSO (Open) is a discretionary grant scheme which will provide support to businesses which are significantly impacted by restrictions on socialising that are implemented because an area has entered tier 2 or tier 3 restrictions.

The qualifying criteria for the grant are included in the appendix to the report. Government has recommended that support is provided to business within the hospitality, hotel, bed and breakfast and leisure sectors. The guidance will target support to these businesses and to businesses in the retail, hospitality and leisure supply chain and to businesses within the late-night economy impacted by restriction on socialising.

3.7 Local Restriction Support Grant (Sector)

LRSO (Sector) is a mandatory grant scheme which will provide support to businesses in sectors required to close at a national level. At present these restrictions apply to nightclubs, discothèques, sexual entertainment venues and hostess bars. To qualify for LRSO (Sector) a business must:

- have been required to close at a national level and been closed since 23rd March 2020
- be liable ratepayer on 1st November 2020

3.8 Additional Restrictions Grant

ARG is a discretionary scheme and local authorities must develop their own criteria for any grants offered under the scheme. Funding has been provided for the period to 31st March 2022 and details of the guidance proposed is included in the appendix to the report.

3.9 Exclusions to grants apply to all schemes and grants will not be provided where a business is in liquidation, administration or is subject to a striking off notice. Grants must be compliant with EU state aid rules and companies will be required to confirm a grant is state aid compliant.

3.7 The amount of grant to be provided and the periods for which grants are paid is detailed in the following tabulation.

REDDITCH BOROUGH COUNCIL

| | LRSG – Open | LRSG – Closed | LRSG – Closed Addendum | LRSG – Sector | Additional Restrictions Grant |
|---------------------------------------|-------------|---------------|------------------------|---------------|-------------------------------|
| Grant Payment Cycle | 28 days | 14 days | 28 days | 14 days | Determined locally |
| Grant Payable RV £0 - £15,000 | £934 | £667 | £1,334 | £667 | |
| Grant Payable RV £15,001 - £50,999 | £1,400 | £1,000 | £2,000 | £1,000 | |
| Grant Payable RV £51,000 & Above | £2,100 | £1,500 | £3,000 | £1,500 | |

Financial Implications

- 3.11 The costs of the grants made under the grant schemes will be met in full by Government. Controls must be put in place to ensure that the award of grant does not exceed the funds allocated by Government.

Legal Implications

- 3.12 There are no specific legal implications.

Service/Operational Implications

- 3.13 The operation of the scheme will place additional pressures on the Revenue Services Section – the scheme will be delivered within existing resources but a review of the impact of delivery of discretionary schemes on the effectiveness of the revenues services will be required and additional resources may be needed to remedy any decline in overall performance.

Customer / Equalities and Diversity Implications

- 3.14 The scheme will be required to deliver support quickly to businesses within Redditch and must ensure that the maximum amount of funding is made available to businesses within the Redditch area.

4 RISK MANAGEMENT.

- 4.1 There is risk of reputational damage if the scheme does not maximise expenditure and ensure the full amount of support is provided to businesses within the Borough of Redditch.

5. APPENDICES

Appendix A: Redditch Borough Council – Guidelines for Local Restrictions Support Grant (Open).

Appendix B: Redditch Borough Council – Guidelines for Additional Restrictions Grant (Discretionary Grant) Scheme

6. BACKGROUND PAPERS

Guidance documents published by Department for Business, Energy and Industrial Strategy (BEIS):

Local Restriction Support Grant (Open) Guidance for Local Authorities

Local Restriction Support Grant (Closed) Guidance for Local Authorities

Local Restriction Support Grant (Closed) Addendum Guidance for

Local Authorities Support Grant (Sector) Guidance for Local Authorities

Additional Restrictions Grant Guidance for Local Authorities

Technical FAQs documents published by BEIS

AUTHOR OF REPORT

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Redditch Borough Council: Additional Restrictions Grant

Introduction

1. As part of the Government's response to the Coronavirus it has announced schemes of business support grants intended to help to
 - a) business closed due to tier 3 or national restrictions; Local Restrictions Support Grant (Closed) and Local Restrictions Support Grant (Closed) addendum.
 - b) businesses that are not forced to close but are significantly impacted by restrictions on socialising in place during tier 2 or tier 3 restrictions; Local Restrictions Support Grant (Open).
 - c) businesses that have been closed on a national level; Local Restrictions Support Grant (Sector).
2. The schemes are called Local Restriction Support Grants and they provide payments to businesses on 14-day or 28-day cycles dependant on the level of restrictions.
3. The Government has also provided funding for local authorities in the form of an Additional Restrictions Grant which can be used during tier 3 or national restrictions to provide direct grants to business. Local Authorities have discretion as to how the funds are used and which businesses to support, however, Government guidance encourages support to be provided to:
 - a) Businesses which are not legally required to close but are severely impacted by restrictions put in place to control the spread of Covid-19; and
 - b) Businesses outside the businesses rates system which are required to close but are ineligible for LRSG(Closed) grants.
4. Additional Restrictions Grants can also be used to provide support to larger businesses which are important to the local economy, on top of the funding provided via the LRSG (Closed) Scheme.
5. This document set out which businesses are eligible for funding from the Additional Restrictions Grants, the process for application, the amount of grant that will be paid, and the frequency of payments.

Council Approach

6. The Government guidance gives the council discretion over the grant scheme and its decisions regarding the scheme will be final.
7. The funding allocated to the council by Government can be used for a range of business support measures up to 31st March 2022 and therefore requires management in terms of allocation to ensure funding is available for future business

support in the long term; and to provide immediate support in the event of any further national or regional restrictions. Funding has been set aside in tranches to allow for the delivery of support in a phased manner.

8. The Council has received £1,705,220 for the Additional Restrictions Grant and will allocate £852,000 for the initial Additional Restrictions Grant (Discretionary Grant) Scheme. The discretionary grant scheme will focus on providing grants of up to £3,000 in line with the LRSG (Closed) limits.

Eligible Businesses

9. The ARG (Discretionary Grant) Scheme will be available to businesses which:
 - a) are not eligible for LRSG;
 - b) were trading the day before the relevant national or local restrictions took effect; and
 - c) are able to demonstrate that they have had a significant reduction in income due to the Coronavirus Restrictions
 - d) Occupy and trade from premises within the Borough of Redditch; or be providing services mainly within the Borough of Redditch.
10. Businesses in rateable and non-rateable premises can apply.
11. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible to receive funding under the scheme.
12. There is a requirement for all grants under this scheme to be state aid compliant. Businesses which have already received grant payments that equal the maximum levels of state aid permitted under the de-minimus rules and the Covid-19 temporary state aid framework will not be eligible for the ARG (Discretionary Grant) Scheme.
13. Businesses will be required to make an application for the ARG(Discretionary Grant) scheme within the relevant application period. Applications made outside of the period will be ineligible for grant.

Priority of awards

14. In determining applications for grant priority will be given to businesses
 - a) which occupy rateable premises and are in the supply chain for businesses within the retail, hospitality and leisure sectors.

- b) which occupy rateable premises and are within the events sector, or travel and tourism sector.
 - c) which occupy premises that are not included in the rating list but have been ordered to close by Government e.g. some market traders, and small bed and breakfasts.
 - d) which occupy rateable premises and are supported by the late-night economy e.g. takeaways, taxi companies.
15. Businesses connected to the supply chain for retail, hospitality and leisure sectors will need to provide evidence that 50% or more of their income is from businesses within these sectors.
16. Businesses will need to demonstrate a significant impact on their income due to the Coronavirus restrictions. A significant impact will be a loss in income of over 30%.
17. Businesses from outside the priority groups will be considered for support on a case by case basis but will need to demonstrate a significant loss in income as a result of the coronavirus restrictions.

Application Period

18. The ARG (Discretionary Grant) Scheme will, subject to available funding, provide support to businesses during periods of national or tier 3 restrictions imposed up to 31st March 2022.
19. To be eligible for support an application must be made:
- a) For the national restriction in place from 5th November 2020 to 2nd December 2020; the 20th December 2020
 - b) For any subsequent tier 3 or national restriction: The final day of the restriction period.
20. Where restrictions are imposed and extended each extension will be treated as a separate period for the determination of the application period. Therefore, if a tier 3 restriction is in place from 1st January to 28th January; and is then extended to 25th February an application made after 28th January 2022 would only be eligible for support for the second period from 29th January to 25th February. An application made after 25th February would be ineligible for support.
21. Where there are continual periods of restrictions successful applications made in the a period will be used to determine support for any continuous period of restrictions; fresh applications will be required where there is a break in the period of restrictions.

For example, if a tier 3 restriction is in place from 1st January to 28th January; and is then extended to 25th February, successful applications made prior to 28th January will be used to consider support in the extended period of restrictions.

Backdating and Appeals

22. In exceptional circumstances applications made outside of the application window will be considered for backdating into the previous period. Evidence of the reasons for delays in application must be provided.
23. Decisions to refuse grant may be appealed in writing and will be determined by the Assistant Financial Support Officer or the Financial Support Manager

Amount of Grant

24. Grants will be allocated as follow:

| Businesses occupying premises in the Non-Domestic Rating List | | Businesses which do not occupy ratable premises | |
|---|--------|---|--------|
| Rateable Value | Grant | Turnover p.a.* | Grant |
| Less than £15,000 | £1,334 | Less than £140k | £1,334 |
| £15,000 to £50,999 | £2,000 | £140k -to £499k | £2,000 |
| Greater than £50,999 | £3,000 | £500k or above | £3,000 |

25. The grant amounts will be paid in respect of a 28-day period of restrictions; for periods of between 14 days and 28 days grants will be determined pro rata. No grants will be payable for any period of restrictions of less than 14 days.

Evidence Required

26. For the applications to be considered, we require businesses to demonstrate that they meet the eligibility criteria above. We anticipate that to do this businesses will need to provide:

Evidence to demonstrate a substantial loss in income as a result of the current lockdown.

Evidence that the business was operating on 4th November 2020, or on the day before any periods of tier 3 or national restrictions

Evidence that the business, or its main supply chain was mandated to close

Confirmation of State Aid compliance

Applications completed using the Council's on-line application form.

State aid

27. There is a requirement for all grants made under this scheme to be state aid compliant. Please see further government guidance on this via this link (Section 58 - 62):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932623/V.1. Additional Restrictions Grant - FINAL LA guidance 03112020.pdf

Other information

28. Grant income received by a business is taxable therefore funding paid under the ARG (Discretionary Grant) Fund will be subject to tax. Only businesses which make an overall profit once grant income is included will be subject to tax.
29. The Government and the Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.
30. The Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving grant payments under this scheme.

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Redditch Borough Council: Local Restriction Support Grant (Open)**Introduction**

1. As part of the Government's response to the Coronavirus it has announced schemes of business support grants intended to help to
 - a) business closed due to tier 3 or national restrictions: Local Restrictions Support Grant (Closed) and Local Restrictions Support Grant (Closed) addendum.
 - b) businesses that are not forced to close but are significantly impacted by restrictions on socialising in place during tier 2 or tier 3 restrictions: Local Restrictions Support Grant (Open).
 - c) businesses that have been closed on a national level: Local Restrictions Support Grant (Sector).
2. The schemes are called Local Restriction Support Grants and they provide payments to businesses on 14-day or 28-day cycles dependant on the level of restrictions.
3. The Local Restrictions Support Grant (Open) is a discretionary scheme and Local Authorities will be required to determine their own guidelines for the determination of eligibility for and amount of grants under the scheme.
4. This document set out which businesses are eligible for funding from the LRSO (Open) grants scheme, the process for application, the amount of grant that will be paid, and the frequency of payments.

Council Approach

5. The Government guidance gives the council discretion over the payment schedule and the timing of grants to businesses. If the authority enters tier 2 or tier 3 restrictions, we will make payments to business as quickly as possibly in order to help businesses in need.
6. The council intends to prioritise support to business in accordance with the Government's general objectives for the scheme to support hospitality, hotel, bed and breakfast and leisure businesses, businesses outside of the sector will be considered for grants where they have been severely impacted by restrictions on socialising implemented due to tier 2 or tier 3 restrictions.
7. The funding allocated to the council will be based on the number of relevant businesses within the rating list for the council's area plus a 5% uplift to enable support to be provided to businesses which are not subject to business rates. Funding will be received for each 28-day period of tier 2 or tier 3 restrictions.

8. The funding allocation will be fixed and will not be increased to reflect demand. A managed process and prioritisation of grants will be required to ensure that expenditure for the scheme is controlled.

Eligible Businesses

9. The LRSG (Open) Scheme will be available to businesses which:
 - a) were trading the day before the tier 2 or tier 3 restrictions took effect; and
 - b) can demonstrate that they have had a significant reduction in income due to the Coronavirus Restrictions
 - c) occupy and trade from premises within the Borough of Redditch.
10. Businesses in rateable and non-rateable premises can apply.
11. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible to receive funding under the scheme.
12. There is a requirement for all grants under this scheme to be state aid compliant. Businesses which have already received grant payments that equal the maximum levels of state aid permitted under the de-minimus rules and the Covid-19 temporary state aid framework will not be eligible for the ARG (Discretionary Grant) Scheme.
13. Businesses will be required to make an application for the LRSG (Open) scheme within the relevant application period. Applications made outside of the period will be ineligible for grant.

Priority of awards

14. In determining applications for grant priority will be given to businesses
 - a) Within the hospitality, hotel, bed & breakfast, or leisure sectors.
 - b) Within the supply chain for the hospitality, hotel, bed & breakfast or leisure sectors.
 - c) Supported by the night-time economy and impacted by restrictions on socialising e.g. taxi companies, late night take-aways.
15. Businesses connected to the supply chain for hospitality, hotel, bed & breakfast or leisure sectors will need to provide evidence that 50% or more of their income is from businesses within these sectors.
16. Businesses will need to demonstrate a significant impact on their income due to the Coronavirus restrictions. A significant impact will be a loss in income of over 30%.

17. Businesses from outside the priority groups will be considered for support on a case by case basis but will need to demonstrate a significant loss in income as a result of the restrictions on socialising implemented at tier 2 or tier 3.

Application Period

18. The LRS (Open) Scheme will, subject to available funding, provide support to businesses during any 28-day periods of tier 2 or tier 3 restrictions.
19. To be eligible for support an application must be made within the relevant 28-day period. For example, if local restrictions commence on 1st February 2021 an application would be required on or before 28th February 2021.
20. Where restrictions are imposed and extended each extension will be treated as a separate period for the determination of the application period. Therefore, if a tier 3 restriction is in place from 1st January to 28th January; and is then extended to 25th February an application made after 28th January 2022 would only be eligible for support for the second period from 29th January to 25th February. An application made after 25th February would be ineligible for support.
21. Where there are continual periods of restrictions successful applications made in a period will be used to determine support for any continuous period of restrictions; fresh applications will be required where there is a break in the period of restrictions. For example, if a tier 3 restriction is in place from 1st January to 28th January; and is then extended to 25th February, successful applications made prior to 28th January will be used to consider support in the extended period of restrictions.

Backdating and Appeals

22. In exceptional circumstances applications made outside of the application window will be considered for backdating into the previous period. Evidence of the reasons for delays in application must be provided.
23. Decisions to refuse grant may be appealed in writing and will be determined by the Assistant Financial Support Officer or the Financial Support Manager

Amount of Grant

24. Grants will be allocated as follow:

| Businesses occupying premises in the Non-Domestic Rating List | | Businesses which do not occupy ratable premises | |
|---|--------|---|--------|
| Rateable Value | Grant | Turnover p.a.* | Grant |
| Less than £15,000 | £934 | Less than £140k | £934 |
| £15,000 to £50,999 | £1,400 | £140k -to £499k | £1,400 |
| Greater than £50,999 | £2,100 | £500k or above | £2,100 |

25. The grant amounts will be paid in respect of a 28-day period of restrictions; where tier 2 or tier 3 restrictions end as the authority has moved into national lockdown, grant payments will be paid on a pro-rata basis.
26. LRSO (Open) will be awarded in priority to Additional Restrictions Grants.

Evidence Required

27. For the applications to be considered, we require businesses to demonstrate that they meet the eligibility criteria above. We anticipate that to demonstrate this businesses will need to provide:

Evidence to demonstrate a substantial loss in income as a result of the tier 2 or tier 3 restrictions

Evidence that the business was operating on the day before any periods of tier 2 or tier 3

Evidence of the impact that restrictions on socialising have had on the business

Confirmation of State Aid compliance

Applications completed using the Council's on-line application form.

State aid

28. There is a requirement for all grants made under this scheme to be state aid compliant. Please see further government guidance on this via this link (Section 58 - 62):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/932623/V.1. Additional Restrictions Grant - FINAL LA guidance 03112020.pdf

Other information

29. Grant income received by a business is taxable therefore funding paid under the LRSG (Open) Fund will be subject to tax. Only businesses which make an overall profit once grant income is included will be subject to tax.
30. The Government and the Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.
31. The Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving grant payments under this scheme.

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REDDITCH BOROUGH COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES

SUBJECT: Rubicon Leisure - management fee to Rubicon Leisure by £150k for quarter 2 2020.

BRIEF STATEMENT OF SUBJECT MATTER:

Approval is sought to increase the management fee to Rubicon Leisure by £150k for the second quarter from the COVID-19 funding received from central government. This is to offset the shortfalls in income that the company is facing in 2020/21 and to fund the payroll for January. Rubicon needs these funds before the next council meeting. Following discussions with the MD of Rubicon, CMT and members a reconciliation will take place post payment of the £150k to ensure that the monies are only used to pay staff to the minimum required level of furlough and no casual staff. Any monies which are surplus to this amount will be repaid to the council or should further payments be required from the council to Rubicon to mitigate losses then they will be used to offset them.

DECISION:**RESOLVE that**

- 1. That the management fee to Rubicon Leisure for Quarter 2 2020 is increased by £150k.**

(Council decision)

GROUNDINGS FOR URGENCY:

Due to the scheduling of Council meetings an urgent decision is required in order to make the payment of the increased management fee in a time frame which allows Rubicon leisure to meet its financial commitments.

DECISION APPROVED BY:

(Deputy) **CHIEF EXECUTIVE**

Head of Finance and Customer Services
(if financial implications)

.....
(Signature) (Sue Hanley / Kevin Dicks - (D)CX)

.....
(Signature) (Chris Forrester)

Date:

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.

** Councillor Mike Rouse in respect of leisure and Councillor David Thain in respect of funding.