



Executive Committee

Tue 8 Dec
2020
6.30 pm

Teams

REDDITCH BOROUGH COUNCIL

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If you have any queries on this Agenda please contact
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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. Alternatively, the live stream can be accessed from the following link:

[Live stream of the Executive Committee 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.

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Tuesday, 8th December, 2020

6.30 pm

Microsoft Teams

Agenda

Membership:

Cllrs:	Matthew Dormer (Chair)	Anthony Lovell Nyear Nazir
	Mike Rouse (Vice- Chair)	David Thain Craig Warhurst
	Greg Chance	
	Brandon Clayton	
	Bill Hartnett	

1. Apologies

2. Declarations of Interest

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

3. Leader's Announcements

4. Minutes (Pages 1 - 12)

5. Church Green Draft Conservation Area and Management Plan consultation (Pages 13 - 80)

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on Thursday, 3rd December 2020. Any recommendations arising from this debate will be reported for the Executive Committee's consideration in a supplementary pack for this meeting.

6. Domestic Abuse Policy - Identifying Abuse and Responding Effectively (Pages 81 - 104)

7. Fees and Charges 2021/22 (Pages 105 - 148)

8. Finance Monitoring Quarter 2 2020/21 (Pages 149 - 166)

9. Worcestershire Regulatory Services - Budget Recommendations (Pages 167 - 180)

10. Director of Resources and Section 151 Officer Appointment - Verbal Update

11. Overview and Scrutiny Committee (Pages 181 - 192)

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

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

13. Advisory Panels - update report

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

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

14. To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chair, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting



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Committee

Tuesday, 27 October 2020

MINUTES

Present:

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

Officers:

Derek Allen, Kevin Dicks, Mike Dunphy, Clare Flanagan, Chris Forrester, Sue Hanley and Ostap Paparega

Senior Democratic Services Officer:

Jess Bayley

27. APOLOGIES

An apology for absence was received on behalf of Councillor Craig Warhurst.

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. LEADER'S ANNOUNCEMENTS

The Leader explained that at the latest meeting of the Overview and Scrutiny Committee, held on Thursday, 22nd October 2020, Members had pre-scrutinised the Housing Strategy report. However, as the Committee did not propose any recommendations there were no proposals from the Overview and Scrutiny Committee for consideration at the Executive Committee meeting.

Members were asked to note that they had received paper copies of the Executive Committee agenda for the meeting in two parts due to problems that had occurred with printing the previous week. However, the Committee was advised that the full agenda could be viewed electronically on the Council's website or using the Modern.gov app.

30. MINUTES

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Chair

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 8th September 2020 be approved as a true and correct record and signed by the Chair.

31. HOUSING STRATEGY

The Housing Strategy Manager presented the Housing Strategy for the Committee's consideration. Members were advised that the strategy was designed to enable the Council to take action in relation to the local housing market. In previous years, the Council had been part of a countywide strategy which had been relatively lengthy and complex. The new strategy had been simplified and focused on housing needs in the Borough, though took into account national, regional and countywide housing pressures.

The Council was statutorily obliged to provide a homelessness strategy and this had been combined with the wider housing strategy within the document. Issues relating to homelessness, social housing, affordable housing and housing within the private rented sector had all been taken into account. Officers had also tried to clarify the potential impact of Covid-19 across the housing market, though due to the level of uncertainty about the pandemic this was difficult to assess.

Subject to the Executive Committee's approval of the policy, Officers intended to undertake a period of consultation with relevant stakeholders, including partner organisations. Any feedback received during this consultation process would be considered and the strategy might be amended in response. The outcomes of the consultation and any changes made to the strategy would be reported to the Executive Committee at a later date.

Following the presentation of the report Members debated the content and noted that there were significant pressures within the housing sector. Over the previous 30 years there had been growth in both the private rented sector and in the demand for social housing, though the supply could not always keep up with demand. It was suggested that Universal Credit was further impacting on demand for social housing as well as on the Council's rental income from Council tenants.

Members noted that the strategy referred to the provision of more appropriate housing for residents and questions were raised about what type of housing this referred to. Officers confirmed that reference was being made here to social housing and that clarification could be provided in the strategy once it was updated.

RESOLVED that

- 1) **the draft Redditch Borough Council Housing and Homelessness Strategy 2020-2024 be approved for a period of public consultation to last four weeks; and**
- 2) **a final version of the Housing Strategy, having considered any relevant consultation responses, be brought back to Executive Committee for approval.**

32. PLANNING FOR THE FUTURE - GOVERNMENT WHITE PAPER - COUNCIL RESPONSE

The Strategic Planning and Conservation Manager presented the Council's response to the Planning for the Future Government White Paper.

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

- Officers were suggesting in the response that there was a need for further clarity about the proposals that had been made by the Government in the white paper and the implications for how planning would operate in future at the local level.
- The white paper proposed changes to the content required for Local Plans and the ways in which the plans would be developed in future.
- Whilst it generally took between six and eight years to develop a Local Plan under existing arrangements, the proposals in the white paper would require Councils to develop a new Local Plan within 30 months.
- The aim of the white paper was to make the planning system more responsive.
- Local Plans would no be made up of three zonings: growth areas, renewal areas and protection areas.
- Green belt policy would not be changing in respect of developments. However, further clarification was needed in relation to how green belt policy interacted with requirements for developments in protected areas.
- Under the terms proposed in the white paper the number of houses that would need to be developed in future in each area would be determined centrally rather than at the local level.
- The white paper also proposed that Development Plan policies for each Council would be determined at the central level rather than locally.
- There were proposals to abolish the duty to co-operate. The Council had acted on this duty in the past and clarification was

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- needed about how the wider housing needs of the region would be addressed without this duty to co-operate in future.
- Officers were keen to ensure that the right to be heard at the end of the Local Plan process was not removed.
 - The white paper proposed a new arrangement for infrastructure funding. Under this proposal Section 106 funding arrangements would be replaced with a new infrastructure levy, though it was unclear how this would be set. There was a risk that if the levy was not determined locally the levy would not cover the full costs of the infrastructure works required for that development.
 - The white paper also proposed an increase in the size of developments that would trigger the requirement for affordable housing to be built as part of that development. Should this be agreed the target would be to provide affordable housing in developments of 40 or 50 houses rather than the 11 houses in the current threshold.
 - Officers would need to start working on the Local Plan as soon as possible to ensure that the Council's planning policy was compliant with future requirements. The outcomes of the initial stages of this work would be reported to Members at a meeting of the Planning Advisory Panel early in the new year.

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

- The meeting of the Planning Advisory Panel that had taken place the previous month which had provided Members with an opportunity to discuss the white paper in detail.
- The timeframes available for local authorities to respond to the Government in the consultation period for the white paper.
- The length of time that it took to develop a Local Plan and the benefits of having a shorter, more streamlined process.
- The potential consequences arising from housing numbers being determined at the central rather than local level.
- Media coverage of the existing planning system and delays that could occur in development. Members noted that delays could occur after planning permission had been granted because the applicant had chosen not to undertake any development work immediately.
- The valuable role of local democracy in relation to the planning process.
- The process that would be followed in order to determine whether a particular section of land should be designated as a growth area, a renewable area or a protected area.
- The benefits that would arise from using digital technology and visual maps in the planning process in the future.

- The potential for more detail to be provided about the implications of the proposals for the National Planning Policy Framework.
- The changes that had been proposed in respect of an infrastructure levy and the extent to which there was a risk that some local areas would miss out on funding if a national formula was applied to this.
- The demand in the community for social housing and the risks arising from changes to requirements for affordable housing to be built as part of smaller developments.
- The need for local planning policies and procedures to change and to be more responsive to local and national housing needs.
- The likelihood that further clarification would be provided by the Government following consideration of submissions that had been made in the national consultation process for the white paper.

RECOMMENDED that

- 1) **Appendix A is submitted to the Ministry of Housing, Communities and Local Government as the Council's Response to the Planning for the Future White Paper;**
- 2) **Appendix B is confirmed as the Council's response to the Changes to the Planning System consultation; and**
- 3) **authority is granted to officers to begin the creation of a new Local Plan for Redditch.**

33. MEDIUM TERM FINANCIAL PLAN 2021/22 TO 2024/25 - UPDATE REPORT

The Head of Financial and Customer Services presented an update on the Medium Term Financial Plan 2021/22 to 2024/25 and in so doing highlighted the following for Members' consideration:

- The report set the parameters for the budget planning process.
- Two recommendations had been included in the report; the second related to the Section 24 Notice that had been issued the previous year against the Council by the external auditors and would only apply subject to the Section 24 Notice being renewed.
- In planning the budget, Officers were aiming to allocate resources to support the Council's strategic purposes.
- The Council would aim to maximise income opportunities in order to balance the budget whilst continuing to support vulnerable people.

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- Any new proposals for expenditure or service reviews needed to be underpinned by robust business cases.
- Officers were aiming to develop the Council as a commercial authority.
- Key areas for review would be vacant posts, consistent underspends in service budgets, spending plans and progress with expenditure in the capital programme to ensure that this remained on track.
- The Council had been advised that it was likely that the Government funding settlement would be for the first year of the four-year plan period only.
- Covid-19 had already impacted on the Council's financial position and on demand for services.
- By the date of the meeting Officers were anticipating that the Council would be overspent by £158,000 by the end of the 2020/21 financial year.
- There was some uncertainty about the impact that the end of the furlough scheme would have locally and it was possible that an increase in demand for Council services could result in a commensurate increase in costs.
- The Council had already received £1.38 million from the Government in additional funding during the year to help address costs arising from the Covid-19 pandemic. Further financial support had been requested in respect of leisure services but there was uncertainty about the amount that might be provided.
- There was also uncertainty about the extent to which the Council could expect to receive funding through the New Homes Bonus (NHB) in the future.
- Officers were anticipating that Council Tax would increase by 2% in 2021/22 and this would be incorporated into the calculations for the budget moving forward.
- In total, over £1.7 million savings needed to be identified over the four years.

The Committee subsequently discussed the report and whilst welcoming the government settlement for 2020/21 noted that uncertainty would arise because this did not cover the entire four years. Budget planning for the Council remained challenging, though there had been particular uncertainty for local government in 2020 due to the Covid-19 pandemic. The grant funding that had already been provided by the Government to support the Council during the Covid-19 pandemic was welcomed. However, Members had been in correspondence with the Government urging the need for additional funding to help support leisure services as well as Council companies such as Rubicon Leisure.

Members commented that it was important to monitor the risks to the Council as part of the budget setting process. There was

general consensus that the Council had worked hard to address the issues that had been raised by the external auditors when the Section 24 Notice was applied to the Council and Members raised hopes that this notice would be lifted.

RESOLVED that

- 1) **the parameters to be used to prepare the 2021/22 budget and the framework for the Medium Term Financial Plan to 2024/25 be noted; and**
- 2) **should the Section 24 notice be continued, there should be regular reporting of the Section 24 action plan, once approved by Audit, Standards and Governance, through to the Executive Committee.**

34. BOROUGH LEVEL ECONOMIC RECOVERY FRAMEWORK

The Head of Economic Development and Regeneration for North Worcestershire presented the Borough Level Economic Recovery Framework for the Committee's consideration.

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

- The framework outlined the key interventions that were proposed to support economic recovery in the Borough in response to the Covid-19 pandemic.
- The framework was a live document and would be updated as circumstances changed and new projects emerged.
- The framework focused on supporting people, businesses and places.
- There were three sets of data underpinning the framework which were utilised by partner organisations, including the Worcestershire Local Enterprise Partnership and the Greater Birmingham and Solihull Local Enterprise Partnership.
- This data revealed that the trend was for an increase in the number of people claiming out of work benefits during the year.
- The number of job vacancies had reduced during the year so vacancies were competitive.
- There were 15,500 people in Redditch on furlough by the end of July 2020 which was 4% above the average rate in England. There was a risk that at the end of the furlough scheme some of these people would be made redundant.
- Immediate concerns were to ensure that support was provided to people who had been made redundant or were at risk of being made redundant to secure employment.

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- In the medium to long-term the focus needed to be on ensuring that people had the right skills needed to secure jobs. Increasingly, this would include having the right skills to work in digital industries.
- Young people leaving education also needed to be supported to develop the right skills to ensure that they could secure employment in the future.
- The North Worcestershire Economic Development Team could support local businesses by signposting them to available grant funding that would help those businesses to continue to operate.
- Businesses could also receive support from local growth hubs in the areas supported by the Local Enterprise Partnerships.
- In both growth hub areas there had been a reported increase in demand for space for start-up companies.
- Many companies had identified opportunities to innovate during the Covid-19 pandemic and the North Worcestershire Economic Development Unit could provide support to enable businesses to do this.
- There was an ongoing priority to promote inward investment into the business sector within Redditch.
- Place making had a key role to play in local economic recovery. The regeneration of Redditch town centre could therefore play an important role in the economic recovery of the town.
- There were very ambitious plans in place for the regeneration of Redditch town centre and key partners would need to provide support through private sector investment in order to deliver on these plans.
- The report had recorded that a key decision would be required. However, Members were in fact being asked to make a non-key decision.

After the report had been presented Members discussed the following points in detail:

- The impact that Covid-19 had had on the local economy and the action that would need to be taken to ensure the planned recovery.
- The number of employees in Redditch who had been placed on furlough and the implications for the town should a significant proportion of these people be made redundant once the furlough scheme ended.
- The support that had already been provided by the Council to large businesses in the town, including signposting these companies to available sources of support.
- The success that the Borough had had traditionally in supporting large businesses.

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- The smaller number of small and micro businesses in Redditch compared to other districts in Worcestershire and the need to support further initiatives at this scale in the future.
- The value of socially responsible companies and the potential to encourage people to establish these businesses.
- The role of Councillors as key partners in the Borough.
- The £25 million founding that had been announced for town centre regeneration and the potential for partner organisations to secure additional funding for Redditch.
- The increase in Redditch in the number of young people aged over 16 claiming out of work benefits, which had grown from 1,550 in February 2020 to 3,355 in August 2020.
- The decrease in Redditch in the number of job vacancies by 35% between March and September 2020.
- The date by which the website for the Town's Fund Board would be available to access. Officers confirmed that a response would be provided in respect of this matter outside the meeting but it was anticipated that a website would be available to access shortly.
- The Town Investment Plan and when this would be available for Members to view. Officers explained that a specialist engagement consultant had been procured to undertake consultation involving workshops, interviews and online surveys. This process would start in November 2020.
- The regeneration plans for the town centre and the date by which a masterplan would be available to view. The Committee was advised that this was at an early stage and a consortium was in the process of being appointed which would carry forward the work. A consultation process would form part of the consortium's work.
- The redevelopment of Matchborough and Winyates District Centres and the date by which plans for this redevelopment process would be available to consider. The Committee was informed that Officers had been working through the options but nothing would be confirmed until further discussion with Members.
- The form of consultation that would be undertaken with interested stakeholders for these projects. Officers explained that due to the Covid-19 pandemic consultation would inevitably need to be held online.
- The approach that would be adopted to consultation. Members were advised that the organisation that had been appointed to undertake this consultation work was highly experienced and would adopt a scientific approach.
- The composition of the Town's Fund Board and the extent to which the Voluntary and Community Sector (VCS) had been consulted in the Board's work. The Committee was informed that two representatives of the VCS had been appointed to the Board.

RESOLVED that

the report and the Redditch Local Economic Recovery Framework (2020-2023) be endorsed.

35. OVERVIEW AND SCRUTINY COMMITTEE

The Committee considered minutes from the meetings of the Overview and Scrutiny Committee held on Wednesday, 26th August 2020 and Thursday, 3rd September 2020 and noted that there were no recommendations for consideration.

During consideration of this item reference was made to the e-scooter scheme in the town, which had been discussed at the meeting of the Overview and Scrutiny Committee held in August 2020. Members noted that some teenagers had been observed using the e-scooters even though they did not have driving licences. The company that was operating the e-scooters scheme in Redditch had provided an update on action that was being taken to tackle any problems identified in the first few weeks of operation and it was agreed that this update should be shared with members of the Executive Committee.

RESOLVED that

- 1) the minutes of the meeting of the Overview and Scrutiny Committee held on Wednesday, 26th August 2020 be noted; and**
- 2) the minutes of the meeting of the Overview and Scrutiny Committee held on Thursday, 3rd September 2020 be noted.**

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

The Executive Committee was advised that there were no additional minutes or referrals from any Committees for consideration on this occasion.

37. ADVISORY PANELS - UPDATE REPORTS

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

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

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Councillor Lovell explained that a meeting of the group was scheduled to take place on Wednesday, 4th November 2020. Every Member had been invited to attend this meeting as a briefing was due to be delivered in respect of energy advice which would be of interest to all Members.

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

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

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

Councillor Nazir confirmed that a meeting of the Corporate Parenting Board was scheduled to take place on Thursday, 19th November 2020.

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

Councillor Dormer advised that a meeting of the Member Support Steering Group was due to take place on Thursday, 19th November 2020.

e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

The Committee was advised that no meetings of the Planning Advisory Panel were scheduled to take place.

The Meeting commenced at 6.31 pm
and closed at 7.51 pm

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Conservation Area Appraisal and Management Plan for the Church Green
Conservation Area

Relevant Portfolio Holders	Cllr Matt Dormer/Cllr Rouse
Portfolio Holder Consulted	No
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All
Ward Councillor(s) Consulted	No
Non-Key Decision	Non Key

1. SUMMARY OF PROPOSALS

- 1.1 The Council has a statutory duty under s69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas. The Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas.
- 1.2 A Draft Conservation Area Appraisal has been prepared for the Church Green Conservation Area. The character appraisal identifies the factors and features which make the area special, based on an in-depth assessment of the area's buildings, spaces, evolution and sense of place. The Conservation Management Plan provides a strategy for the management of the conservation area in a way that will protect and enhance its character and appearance and support the wider regeneration of the town centre.

2. RECOMMENDATIONS

- 2.1 That the Executive supports the draft Church Green Conservation Area Appraisal and Management Plan.
- 2.2 That the Executive approves a 6 week public consultation period. The result of this consultation will be reported back to the Executive in due course.

3. KEY ISSUES

Financial Implications

- 3.1 The cost of producing and consulting on the Conservation Area Appraisal and Management Plan will be met by the existing Strategic Planning Team budget.

Legal Implications

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- 3.2 The Council has a statutory duty under s69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas. The Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas.

Service / Operational Implications

- 3.3 There is a statutory requirement under section 69 of the Planning Listed Buildings and Conservation Areas Act 1990, that Local Planning Authorities from time to time consider whether there are further parts of its area which should be designated as conservation areas. In addition, the Council has a further duty under s71(1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas.
- 3.4 The Character Appraisal identifies the factors and features which make a conservation area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. The Management Plan then provides a strategy for the management of the conservation area in a way that will protect and enhance its character and appearance, and support the wider regeneration of the Town Centre
- 3.5 The Church Green Conservation Area (CA) was designated on 6th August 1971 by Worcestershire County Council. It was then extended on 15th November 1978 by Redditch Borough Council and further extended in 2006, following the previous Conservation Area Appraisal, also by the Borough Council.
- 3.6 The CA is focused around the Church of St Stephen and the surrounding amenity space. This area is enclosed by two pedestrianised streets and one roadway; Market Place, Church Green West and Church Green East, all remnants of an older street pattern. The buildings to the east of Church Green East are included from number 3 to 24 & 25, in addition 1 & 3 Alcester Street, which is a continuation of Church Green East. Along Church Green West the run of buildings on the west side from Red House as far as Unicorn Hill also fall into the CA, and it also extends partly along Church Road, William Street, Unicorn Hill and Bates Hill, which all extend westwards from Church Green West. Finally, to the south of the Church the buildings to the south of Market Place from the corner with Evesham Walk as far as the library and the remnants of the historic buildings along Evesham Walk up to the entrance to the Kingfisher Centre, are also included.
- 3.7 These buildings are predominantly in use as offices and retail, with public buildings, including a hospital and what was originally the Library and Scientific Institute on the west side of Church Green West. The buildings are predominantly 19th century, but there are earlier 18th century properties as well as some from the 20th century. The CA is largely pedestrianised, although Church Green West forms a prominent north south vehicular route through the centre, passing to the

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west of St Stephen's, and continuing onto Unicorn Hill, with a turn off on to Church Road. The area to the east is pedestrianised.

- 3.8 The special interest of the Church Green Conservation Area (CA) can be summarised as follows; It comprises the historic central core of the town of Redditch, centred on the church of St Stephen and the public open space, including the churchyard, which surrounds it. The space is enclosed predominantly by relatively modest late 18th century and 19th century buildings, on Church Green East, Church Green West and Market Place, although Church Green West has some larger 19th century public buildings. These buildings on Church Green West were added to the CA in 2006 along with the remaining historic buildings contiguous with this core on Evesham Walk, Church Road, William Street, Unicorn Hill and Bates Hill. The buildings on these latter streets are predominantly 19th century and modest in character. The CA benefits from a number of buildings having been identified as heritage assets in their own right, with 15 listed buildings and 17 buildings on the Local Heritage List. Much of the CA is pedestrianised, including Church Green East, Market Place, Evesham Street and the top section of Alcester Street which falls within the CA, and this contributes to its sense of being a public open space.
- 3.9 The CA has many positive features, which are noted in the Conservation Area Appraisal. It sits at the centre of the town with the Grade II Church as the focus, surrounded by green space. The historic buildings which surround the Green, both listed and locally listed, enhance the setting of the Church and this open space. Being predominantly pedestrianised it is a safe and attractive space for pedestrians. There are, however, some issues which potentially threaten the character of the CA. These include;
- Poor state of the public realm
 - Poor state of shop fronts
 - Parking around the church
 - Parking on the corner of Evesham Walk/Unicorn Hill
 - Vacant Units
- 3.10 It is also suggested that 5-11 Alcester Street are incorporated into the CA. It would seem to be anomalous that they have been left out especially as 5 and 7 are a continuation of 3, and 9 and 11 are the last historic buildings in this run and probably date to the late 18th century. All the buildings are sympathetic in terms of character with the existing buildings in the CA.
- 3.11 The attached Conservation Management Plan identifies strategies to protect and enhance the character and significance of the CA by addressing the issues identified in the appraisal. In terms of the issues noted above proposals include;
- Poor state of the public realm - Working with Highways at the County Council and NWEDR to finalise a uniform scheme of public realm works,

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probably following what has been introduced in Alcester Street. This is under way.

- Poor state of shop fronts- encourage the reinstatement of historic detailing when opportunities arise through the development control process and Investigating the possibility of obtaining grant funding to finance a programme of upgrading shop fronts.
 - Parking around the church - Approach the Church with the aim of discussing their parking requirements. Look at ways of accommodating their needs while at the same time improving the appearance of the space around the Church.
 - Parking on the corner of Evesham Walk/Unicorn Hill- The Local Authority is in the process of issuing a Traffic Order to prevent parking in this area, but there will be a continual need to monitor the situation and liaise with Town Centre Management at RBC and NWEDR.
 - Vacant Units- RBC, with the assistance of NWEDR is in the process of submitting a Town Investment Plan as part of the Town Deal Program to secure £25m. A Town Deal Board has been established, and the Board through consultation with the public and stakeholders will prioritise projects which will include work in the Town Centre. Work with partners at RBC and NWEDR to obtain funding to improve the appearance of the CA and in particular units within it to make the Town Centre a more attractive to prospective occupiers.
- 3.12 The proposed action points are in accordance with national policy guidance, local policies and follow on from the Conservation Area Appraisal. As noted above there have been discussions between NWEDR and the County Council regarding the upgrading of the Public Realm, and the intention is to continue working with NWEDR in respect of other elements of town centre regeneration.
- 3.13 Every year Historic England asks local authorities to assess whether listed buildings and conservations areas can be assessed as being 'At Risk' using their assessment criteria. Currently many town centre conservation areas are at risk, and the future is uncertain for almost all of them. It remains unclear how the nation's economy will be affected following the decision to leave the European Union, and the impact of Covid 19 is only likely to make the situation worse in the short term. Church Green Conservation Area, for the reasons identified in the appraisal, and noted above, now meets the criteria for being 'At Risk'. If this is formally recognised, the Conservation Area may become eligible for funding from Historic England to address some of these issues.

Customer / Equalities and Diversity Implications

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- 3.14 There are not considered to be any customer/equality or diversity implications. The consultation will be in line with the published consultation processes for planning identified in the Statement of Community Involvement

4. RISK MANAGEMENT

- 4.1 There are no associated risks with this report

5. APPENDICES

Appendix 1 – Church Green Conservation Area Appraisal and Conservation Management Plan

AUTHOR OF REPORT

Name: Mary Worsfold – Principal Conservation Officer

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Tel.: 01527 881329

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Church Green Conservation Area Town Centre Redditch

Draft Character Appraisal and
Conservation Management Plan

NOVEMBER 2020

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1.0 Introduction

1.1 The purpose of a conservation area character appraisal is to identify the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. This is the first step in developing a management plan for the continued preservation and enhancement of a conservation area. An appraisal evaluates the positive, neutral and negative features of the area and suggests opportunities for improvement. It is not unusual for the boundary of a conservation area to fluctuate over time as the area evolves, and an assessment of the current and potential boundaries is normally part of the appraisal process.

1.2 The Church Green Conservation Area was designated on 6th August 1971 by Worcestershire County Council. It was then extended on 15th November 1978 by Redditch Borough Council and further extended in 2006, following the previous Conservation Area Appraisal also by the Borough Council.

1.3 The appraisal of the Church Green Conservation Area was carried out in accordance with the most recent guidance from Historic England, the Historic England Advice Note 1, Second Edition (HEAN1), Conservation Area Designation, Appraisal and Management (February 2019).

1.4 During a future public consultation phase, the draft Appraisal will be made available on the Council's website and at the Customer Service Centre at the Town Hall to ensure that it reaches a wide audience. There will also be a consultation event to explain the purpose of the document and collect any comments from members of the public. The nature of the event is yet to be determined in light of Covid 19.



2.0 Planning Policy Framework

Conservation area designation introduces controls over the ways owners can alter or develop their properties. The controls in conservation areas include the following;

- The requirement in legislation and national planning policies to preserve and/or enhance - The current primary legislation governing Listed Buildings and Conservation Areas is the Planning (Listed Buildings and Conservation Areas) Act 1990. This legislation includes certain statutory duties which the Council, as Local Planning Authority, must uphold. s69(1) of the Act requires Local Planning Authorities to designate any areas which they consider to be of special architectural or historic interest as Conservation Areas, and under s69(2) to review such designations from time to time. The Council has a further duty under s71 (1) to formulate and prepare proposals for the preservation and enhancement of its Conservation Areas from time to time. When assessing applications for development within designated conservation areas, the Local Planning Authority must pay special regard to the desirability of preserving or enhancing the character or appearance of the Conservation Area, under s72(1) of the Act. This does not mean that development will necessarily be opposed, only that it should not be detrimental to the special interest of the wider Conservation Area. The National Planning Policy Framework (NPPF) revised in 2019, has replaced previous Government guidance, and is supported by further guidance in the National Planning Policy Guidance document (NPPG). The NPPF does, however maintain the importance placed on conserving and enhancing the Historic Environment as well as providing advice for conservation areas. Specific advice on the historic environment is found in Section 16, although references to the historic environment appear throughout the document.
- Local planning policies which pay special attention to the desirability of preserving or enhancing the character or appearance of the area - The Borough of Redditch Local Plan No 4 (adopted in January 2017) contains a series of specific policies relating to the historic environment (see Appendix 3). These policies help guide the Local Planning Authority when assessing planning applications, to ensure that new developments and alterations preserve or enhance the character or appearance of Conservation Areas.
- Control over demolition of unlisted buildings - Planning Permission is required for the total or substantial demolition of any building over 115m³ in size, the demolition of a boundary wall over 1m in height next to the highway or 2m elsewhere and the removal of any agricultural building constructed before 1914. There is a general presumption against the loss of buildings which make a positive contribution to the character or appearance of the Conservation Area.
- Control over works to trees. An owner must submit a formal notification of works to the Council six weeks before starting work. This gives the Council the opportunity to place a Tree Preservation Order (TPO) on the site protecting any notable trees from unsuitable works.
- Fewer types of advertisements which can be displayed with deemed consent.
- Restriction on the types of development which can be carried out without the need for planning permission (permitted development rights), these include the enlargement of a dwelling house, the rendering of properties, and the installation of antennae and satellite dishes.



3.0 Summary of Special Interest

The Church Green Conservation Area (CA) comprises the historic central core of the town of Redditch, centred on the church of St Stephen and the public open space, including the churchyard, which surrounds it. The space is enclosed predominantly by relatively modest late 18th century and 19th century buildings, on Church Green East, Church Green West and Market Place, although Church Green West has some larger 19th century public buildings. These buildings on Church Green West were added to the CA in 2006 along with the remaining historic buildings contiguous with this core on Evesham Walk, Church Road, William Street, Unicorn Hill and Bates Hill. The buildings on these latter streets are predominantly 19th century and also modest in character. The CA benefits from a number of the buildings having been identified as heritage assets in their own right, with 15 listed buildings and 17 buildings on the Local Heritage List. Much of the CA is pedestrianised, including Church Green East, Market Place, Evesham Walk and the top section of Alcester Street which falls within the CA, and this contributes to its sense of being a public open space.

4.0 Assessment of Special Interest

4.1 General Character, Location and uses

The CA is located within the central area of Redditch town centre, within the ring road system in the historic core of the town. Redditch is located 15 miles south of Birmingham, within Worcestershire but close to the border with Warwickshire.

There are two main topographical influences on the CA.

- a) the long ridge that runs north/south through the western half of Redditch Borough. This reaches from the Lickey Hills on the edge of the Birmingham plateau, through Foxlydiate, to Webheath, Headless Cross, Crabbs Cross and beyond Astwood Bank. Two spurs run eastwards from the ridge, at Mount Pleasant and Rough Hill Wood. The Mount Pleasant spur terminates in a small plateau on which the town centre is located, with the CA occupying the northern tip of this spur.
- b) the Arrow valley which follows a north/south course east of the main ridge. The land falls away quite steeply to the north and east of the CA towards the river valley.

The CA is focused around the Church of St Stephen and the surrounding amenity space. This area is enclosed by two pedestrianised streets and one roadway; Market Place, Church Green West and Church Green East, all remnants of an older street pattern. The buildings to the east of Church Green East are included from number 3 to 24 & 25, in addition 1 & 3 Alcester Street, which is a continuation of Church Green East. Along Church Green West the run of buildings on the west side from Red House as far as Unicorn Hill also fall into the CA, and it also extends partly along Church Road, William Street, Unicorn Hill and Bates Hill, which all extend westwards from Church Green West. Finally to the south of the Church the buildings to the south of Market Place from the corner with Evesham Walk as far as the library and the remnants of the historic buildings along Evesham Walk up to the entrance to the Kingfisher Centre, are also included.



These buildings are predominantly in use as offices and retail, with public buildings, including a hospital and what was originally the Library and Scientific Institute on the west side of Church Green West. The buildings are predominantly 19th century, but there are earlier 18th century properties as well as some from the 20th century. The CA is largely pedestrianised, although Church Green West forms a prominent north south vehicular route through the centre, passing to the west of St Stephen's, and continuing onto Unicorn Hill, with a turn off on to Church Road. The area to the east is pedestrianised.

4.2 Historic Development and Archaeology

Redditch is renowned as the centre of the needle-making industry, but owes its origin to the Cistercian monks, who founded Bordesley Abbey in the 12th century. Prior to their arrival, the area was a marshy and uninhabited valley that lay between two ancient trade routes along the ridgeways to the east and west, although there were Saxon settlements at Beoley, Ipsley, Headless Cross, Studley and Tardebigge. The monks drained and cleared the land, built water and windmills to run forges and established a thriving community alongside the abbey to accommodate the ironworkers, stonemasons and other labourers and their families, which was known as Red Ditch or Rubeo Fossetto, after the iron oxide discolouration of the local stream.

At the Dissolution, the local economy suffered, but was sustained by the Sheldon family of Beoley and their tapestry-making enterprise. The needle trade was already established in the region by this time and, after the Civil War, many more needlemakers settled in the Arrow valley. Local industry was fostered by the Earls of Plymouth of Hewell Grange and, by the turn of the 18th century, there were over 2000 needlemakers in the district, and also a flourishing fish-hook business. The construction of the Birmingham-Worcester canal through Tardebigge gave new impetus to local industry and the arrival of the railway in 1859 soon secured the town as the international centre of the needle-making industry. This new prosperity was reflected in the rapid growth and development of the town centre from the late eighteenth century onwards. Grand new houses were built along the Bromsgrove Road and Prospect Hill, conveniently located adjacent to the new large needle and fish-hook mills, such as Forge Mills, Abbey Mills, British Mills and the Easemore Works. Most significantly, the area now known as Church Green was transformed to meet the needs of the expanding urban population.

Traditionally, the area now known as Church Green had provided a crossing point for several important roads through the area leading across the valley from the ridgeways, and it is probable that it has served as a market and meeting place since the medieval period. A few of the timber-framed buildings dating from the seventeenth century or even earlier that fronted onto the present Market Place can be seen in early illustrations of the area, and traces of probable seventeenth-century structures survive at the rear of Church Green East.



In 1808 the Earl of Plymouth gave a portion of land on the Green to the town on which to construct a chapel. This was then a roughly triangular parcel of flat, open ground, devoid of trees, but the new chapel, known as The Chapel on the Green, contributed to its transformation. From the late 18th century, the scattered buildings around its perimeter were steadily replaced by more substantial buildings, plots were infilled, and formal street frontages were established. Such was the expansion of the town that by 1853 the chapel was deemed inadequate and was replaced by a large new church that became a focal point and landmark at the heart of the town. Its construction was accompanied by a massive tree planting scheme on the Green, now Church Green, partly funded by public subscription, and the churchyard was enclosed by decorative iron railings. In 1883 the Bartleet fountain, cast at the Coalbrookdale Works, was erected on Church Green and set amidst formal gardens to commemorate the town's new fresh water supply and, ten years later, the Church was altered and extended by the addition of a new memorial chapel. Also at this time, Church Green was enclosed to the north-west by further development, including the Scientific and Literary Institute of 1885, and Smallwood Hospital of 1894, given to the town by the Smallwood brothers, local needle manufacturers. Church Green West was then known as 'The Parade', as its avenue of trees were sufficiently mature to create an elegant promenade. By the turn of the century the population had risen to almost 12,000 and three years later Redditch became an urban district. It enjoyed continued prosperity during the early decades of the twentieth century not only from the needle trade but from other new industry in the area such as the Enfield motorcycle company.

On 10 April 1964 Redditch was designated a New Town and until 1985 the Redditch Development Corporation was responsible for the redevelopment of its urban area to accommodate the needs of the consequent huge increase in population which doubled in size to over 70,000. This included the new shopping centre and offices in the town centre and the ring road which links it with the outlying residential and industrial districts.

4.3 Architectural Interest and Built Form

4.3.1 Styles of Buildings

The architectural style of the buildings in the CA largely relates to their type and date. The dominant feature of the CA is the Church of St Stephen (Grade II) located at the southern end of the open space. It is a Victorian Gothic church, built in the decorated style to designs by Henry Woodyer between 1854-5, and constructed in Tardebigge sandstone. There is a chunky North West tower with a tall broached spire, which is visible on several approaches to the town, and from some distance away. The east end was altered by Temple Moore in 1893-4. To the south west of the Church is a War Memorial Cross (Grade II). It comprises a Latin cross on a tall, tapering octagonal shaft with a substantial two-tiered square pedestal and single-stepped octagonal base, in Portland stone. On the south-west face of the pedestal is a carving of James Clark's 'The Great Sacrifice'. It was designed by the Bromsgrove Guild and erected in 1922.

Church Green East contains the most cohesive run of buildings more domestic in scale some dating back to the late 18th century. These include Nos.7 - 8 and 23 (Church Green House), which are typical of late Georgian period in style; well-proportioned with moulded or dentilled cornices; sash windows with rubbed brick heads or rusticated voussoirs; and elegant door cases with traceried fanlights.





23 Church Green East



20 Church Green East



7 - 9 Church Green East



Some of the mid and late Victorian buildings and alterations are similarly proportioned but more ornate, some incorporating free but relatively high quality elements of Italianate classical detail including rusticated quoins, moulded flat canopies on consoles and moulded architraves to the windows, pilasters articulating the bays or flanking the windows, and some have classical porches with entablatures on Doric columns, for example, Beech House, Church Green East, and the Lloyds Bank at 19 Church Green East. Many however are of a more simple mid Victorian style with simple detailing including 3 to 7 Alcester Street, with just moulded window heads those to the first floors supported on consoles, and the later 19th century 14 - 18 Church Green East, with plain first floor bay windows and simple sash window openings to the top floor, which form a cohesive group with a unifying gable above the central unit. They comprise a purpose built parade with living accommodation above. There are also more modest late 18th buildings at 1 and 9 - 11 Alcester Street, which are low in comparison to their 19th century neighbours and humble in appearance to the other later 19th century buildings further to the north on Church Green West.



19 Church Green East



14 - 18 Church Green East



1 - 11 Alcester Street



In comparison Market Place and Evesham Walk are almost entirely Victorian. Buildings are generally simple in design, with the odd flourish; pilasters to 17 & 19 Evesham Walk; decorative lintels supported on consoles and plasterwork banding; and two storey stone bay windows to the upper floors of 10 Market Place. By contrast 7 Market Place dates to the 1950s, having been constructed for Woolworths and the building forms a far wider block to its neighbours as well as having the typical horizontal emphasis of buildings of that period, created by its wide façade and flat roof despite it being three storeys like its neighbours.



Corner of Market Place and Evesham Walk



15 Evesham Walk



17 Evesham Walk



7 - 9 Market Place



Church Green West is the most architecturally varied of the principal streets in the CA. On the corner of Unicorn Hill and Church Green West is a late 19th Century parade of purpose built shops with three floors of living accommodation above. The units are broken up with pilasters and the top floor has a mix of simple dormers and ornate gables. A decorative top floor turret with a cupola provides an architectural flourish on the corner. Immediately to the north are the more typical mid to late Victorian relatively plain buildings seen on the other streets, however beyond this point are a number of buildings of considerably larger scale and varying architectural styles; the HSBC Bank of 1964, flat roofed, with a horizontal emphasis, and stone facings; County House on the corner of Church Street, again with a horizontal emphasis, but in brick with stone banding, beneath a pitched slate roof set back behind a parapet and stone mullioned and transomed windows, it dates from 1922; on the opposite corner is the Literary and Scientific Institute, Gothic in brick beneath a steeply pitched clay tiled roof. The decorative detailing includes stone traceried windows in addition to stone mullioned and transomed windows, a first floor stone bay windows and gables on both elevations. The front of the building was extended out to Church Green West in 1956 the location of the down pipe on the Church Street elevation roughly marking the line of the original front façade.

Beyond is the Smallwood Hospital (1894-5) by William Henman (also the architect of the Children's Hospital in Birmingham, originally the General Hospital and Selly Oak Hospital). Set back from the road behind a car park, the building is two storey, brick beneath pitched tiled roofs, plain with projecting gables, but with a Jacobethan porch with obelisk pinnacles and a weathervane to the first floor gable. The original fenestration comprises mullioned and transomed stone windows. The hospital was sympathetically extended to the north and south in the 1920s. The final two buildings are both three storey brick buildings, Prospect House is Victorian and Red House a listed Georgian building.



The HSBC Bank Building, Church Green West



Library and Scientific Institute, corner of Church Green West and Church Road



County House, corner of Church Green West and Church Road



2 - 10 Unicorn Hill



2 Unicorn Hill & 2 Church Green West



Red House, Church Green West



Smallwood Hospital, Church Green West



2 - 6 Bates Hill forms a continuation of Unicorn Hill. It has the appearance of originally having been two houses, however it is described on the 1884 OS as the Adelaide Works, a needle manufactory. Three storeys, in brick beneath pitched slate roofs. Apart from moulded window heads supported on consols the detailing is minimal. The ground floor of 2 - 4 has been lost to a modern shop front which with its oversized fascia, modern glazing and brick work detracts from the pair. Beyond the buildings is a substantial blue brick wall, which forms the boundary of the conservation area. It once enclosed a large Methodist chapel; the 1884 OS indicates that it accommodated a congregation of 900. It was demolished towards the end of the 20th century. The adjacent Manse remains. It is now offices and has been unsympathetically altered and extended, with the garden given over to parking. The original ornate cast iron gas light is still in place above the Bates Hill entrance to this building, one of the few historical features in the centre to remain.

William Street has largely been redeveloped and pedestrianised. With the exception of the buildings at the east end, which form the return to buildings on Church Green West, there is little of interest and street value. There are views of the rear elevations of the buildings at the eastern end of Unicorn Hill/Bates Hill, noted above, across car parking. The much altered eastern and rear elevations of the Old Manse and an uninspiring health centre terminate the west end of the street.



2 - 6 Bates Hill



Cast iron light fitting above the entrance to the Methodist Chapel and Manse



In comparison Church Road, although also truncated by the ring road, is of more interest visually, with buildings of varying ages, although predominantly Victorian. The Old Library, in Victorian Gothic, is the most imposing building on the north side of the street, and similar architecture can be seen on the southern side in the County Court buildings and the Church Road Tattoo Parlour. The County Court Building was originally constructed as a post office in 1888, and converted to a County Court in 1990 to designs by Douglas Hickman of the John Madin Design Group. Between the Tattoo Parlour and the early 20th century Former Redditch Benefit Building Society Building, is one of the oldest buildings in the centre of Redditch. The predominantly mid - 18th century property at 7 - 11 Church Road is constructed in stuccoed brick beneath a hipped pitched tiled roof. This is a relatively simple building in comparison to its Victorian neighbours, although the windows have moulded architraves and key blocks, and there are rusticated quoins to the corners of the original building. The 19th century bay at the west end has no quoins. To the rear is a 1950s extension in brick, flat roofed with a more horizontal emphasis typical of the period. Further along the road, but outside the CA is the bus depot, a large brick built building beneath a pitched corrugated roof, typical of 1930s design. Beyond to the south is the finely detailed neo classical former employment exchange, constructed in 1930. Detailing includes a stone plinth and door surrounds.



7 - 11 Church Road



County Court Buildings, Church Road

In addition to the dominant 18th and 19th century architectural styles, there are various other subsidiary elements of nineteenth-century architecture found within the Area worthy of note; The industrial vernacular common elsewhere in the town, occurs in the multi-paned metal windows with segmental-arched heads and blue brick sills in Peakman Street and the Sportsman's Arms with its partly glazed brick façade. This tall, narrow building with its distinctive detailing and tiled façade is of architectural interest in its own right and is also of considerable townscape value. Its roof profile is clearly visible from the open space to the east of Peakman Street and as the only survivor of the buildings along the southern side of the street it provides an important sense of enclosure, framing the view into and out of the town centre.



Sportman's Arms, Peakman Street



4.3.2 Spatial Analysis

The CA forms a compact area within the wider settlement with the buildings grouped around the Church which forms a focal point at the top of a ridge. Surrounding roads within the wider central area, although truncated by the ring road, lead up to this central point. The focus of the CA is the Church of St. Stephen. This is the largest and tallest building in the CA, although its impact has been diminished by the scale of new development in the vicinity. It is aligned east/west and has a similarly traditional plan form with a 5-bay aisled nave, a 3-bay chancel with south chapel and north vestry and a north-west tower with an elegant octagonal spire. It is positioned in a triangular area of largely green open space at the centre of the CA.



St Stephen's Church

The pattern of building within the CA is clearly defined and reflects the historic layout of the triangular area of green open space around the nineteenth-century church. Apart from the church, this consists primarily of the buildings that front onto Church Green East, Church Green West and Market Place. Evesham Walk, William Street, Church Street and Unicorn Hill all lead off.



The plots along Church Green East are in general quite narrow and deep, and are aligned perpendicular to the street. The building pattern is in general back of pavement. Although the façades are not in continuous alignment, the general flow of the street is maintained rather than being overtly staggered to produce a strong continuity and rhythm. It is possible that any irregularities reflect or overlies an earlier pattern of burgage plots, which were particularly common near market places. These were typically held by skilled craftsmen and traders and the houses would have included an integral workshop and a rear garden. The plots along Church Green East have been infilled and were more densely developed from the nineteenth century, but it is notable that some archways and alleyways have been retained that lead to the rear of these plots, several of which are still in use. The buildings at the northern end of the street are set well back from the main street frontage and include a much larger plot than average.



Rear of the entrance way which emerges onto Church Green between 10 and 12 Church Green East



10 - 13 Church Green East

Market Place follows a similar pattern; back of pavement, with narrow plots notably at the west end of the street. The wider plots at the eastern end of this street are partly historic, although still back of pavement, numbers 10 to 12, and partly 20th century, number 7. The façades are in alignment. Evesham Walk similarly has narrow plots, all back of pavement, predominantly three storey but with a varied roofline due to a mix of pitched roofs and gables facing the street, although similar in terms of height.

There is a continuity of the building line on Church Green West from the junction with Unicorn Hill up to the Old Library. Although due to the wider pavement, there is a feeling of the buildings being 'set back'. This follows the historic pattern from around 1904. Smallwood Hospital is set back behind a car park, but on a similar line with Red House and Prospect House, and the historic building line of the 1880s. The back of pavement street pattern is also mirrored in Church Road, Unicorn Hill and Bates Hill, where the substantial blue brick wall to the now demolished Methodist Church continues the building line.



Church Green West and Church Street never appear to have had the tight grain of Market Place and Church Green East, and by the beginning of the 20th century most of the historic plots had been lost. The area of Bates Hill/Unicorn Hill, have in the sections which fall within the CA, retained the late 19th century grain.

The size and plan of buildings in the CA has been dictated by their historic uses and plot divisions. Most of the buildings in Church Green East, Market Place, Evesham Walk and some buildings in Church Green West share similar characteristics in that they are predominantly; domestic in scale; three storeys; well proportioned; of similar height; and plot frontages are of relatively regular width that reflects their former domestic use.

There are variations in the massing of the buildings along the street but this, for the most part, is subtle so that the roofline appears mainly uniform, although the exceptions to this are the 18th century buildings on Alcester Street.

Profiles of some buildings are visible at roof level which adds visual interest and also reveals the depth of the floor plans. Windows and doors are distributed regularly within the elevations to create a strong vertical rhythm within the streetscape that is reinforced by the quoins, chimneys, and downpipes and also subtly counterbalanced by the horizontal line of the eaves, roof ridges, string courses and plinths and of the overall alignment of the buildings.

Notable exceptions to this include some of the 20th Century buildings; the old Woolworths building on Market Place; HSBC Bank and The County building (No 9) on Church Green West. They are similar in terms of height; generally three storeys but have wider plots, giving them a horizontal emphasis rather than vertical.

Other exceptions include the late 19th century Gothic design of the former Scientific Institute and the long, low profile and Jacobean inspired detail of Smallwood Hospital which also differ markedly from the overall appearance, scale and character established in Church Green East due to their different date and specific function, but in a very positive way.



4.3.3 Building Materials

Roofs

Roofs are mainly covered with natural grey Welsh slate, although a few buildings are covered with small plain clay tiles or concrete tiles. The natural slate and clay tiles have historic merit and are in sympathy with the style and character of the buildings and the CA in general.

The buildings have mainly gabled roofs of either a single or double pitch, and a ridge line that runs parallel to the street. Rear wings have pitched roofs with ridges set at right angles to the street. The roof pitches vary from around 40 to 30 degrees, a few have gable end parapets, and there is a notable absence of dormers or rooflights. A few of the higher quality buildings have hipped roofs and any modern infill buildings have flat roofs set behind parapets.

Chimneys are either ridge-mounted or set within the roof pitch and built into the wall thickness rather than being externally exposed. They are brick-built, multi-flued, rectangular in plan and generally of tall, narrow proportions to give a strong vertical emphasis. Many have oversailing courses but their simple detail does not diminish the significant level of interest they add to the roofscape.

At eaves level there are often courses of dentilled brick or other simple moulded detail, the chief exceptions to this being Beech House, which has a modillion eaves cornice, and No.19 (Lloyd's Bank) and 20, Webb House, where the lower edge of the roof is completely concealed behind a projecting moulded cornice, the former of which is enriched with modillions and other decoration.

At gable ends, the roof covering is terminated close or flush to the wall and sealed to it with a mortar fillet. Flashings at abutments are of lead and in most cases stepped into the brick courses where required.

Rainwater goods are a mix of UPVC and cast iron. Original downpipes on the higher quality buildings are rectangular in cross-section.

Walls

Walls are built of local brick that has an attractive soft, warm reddish-orange to reddish-brown colour lending a subtle tonal variety to the buildings. Bricks are laid in Flemish bond with narrow joints and lime mortar. Some of the buildings have stone dressings and some have been partly or wholly stuccoed and painted in light pastel colours, but this is unlikely to be an original characteristic and detracts from the appearance of the buildings. In some cases, quoins, string courses, and other decorative detail have been painted to add additional emphasis. No. 20 Church Green East has banded rustication on the ground floor which is continued across the pilasters of the shop front, whilst No.19 Church Green East (Lloyds Bank) is entirely rendered, its prominent rusticated quoins and rock-faced rustication on the ground floor intended to achieve a fortified palazzo feel popular with provincial banks rather than relate to the local building characteristics. The Library and Scientific Institute and Smallwood Hospital on Church Green West, like other buildings are predominantly brick but with some stone detailing to windows and door cases.





8 - 12 Church Green East

The notable exceptions to this are St Stephen's and some of the 20th century buildings. St Stephen's is constructed of dressed and coursed local Tardebigge sandstone rubble that varies in colour from soft pink to buff and brownish grey. It has ashlar dressings and slate roofs with gable end parapets, the chancel roofs being set behind high parapets.

The 20th Century buildings include the HSBC Bank which is largely stone clad between extensive fenestration; 9 Church Green West, although brick has horizontal painted stone banding detail to the parapet, cornice, and between the windows on the upper floors, and to the ground floor on the Church Road elevation; The old Woolworths (7&9 Market Place), although brick, it is more of a buff colour, typical of the period rather than the reddish brown.



Doors and Windows

Doors and windows are rectangular with a strong vertical emphasis that plays a key role in the rhythm and proportions of the streetscape in general.

Doors are of panelled wood, traditionally painted rather than stained. They have painted timber surrounds with plain fanlights and simple flat canopies above. Higher quality buildings have semi-circular arched heads, traceried fanlights, panelled reveals, stone steps, and classically-inspired surrounds with flanking pilasters or attached Doric columns and broken pediments, as at Church Green House and Red House and also the massive rusticated Doric pilasters that flank the entrance to No. 20, Webb House, Church Green East. Beech House and No.19 Church Green East, also have imposing classical porches.

Windows are usually slightly recessed from the wall surface. They have mainly flat heads of either rubbed brick or with rusticated stone voussoirs, either stepped or with prominent key blocks, and also projecting stone sills. Some later Victorian examples incorporate semi-circular arched heads, moulded architraves and flat canopies on console brackets.

The window mechanism is generally the vertically-sliding sash, divided into several vertically arranged panes held with narrow glazing bars. The height of the top floor windows is often less than that of those on the lower floors and the decorative treatment of the windows also varies with each floor. Tripartite sashes are also found within the CA. Like the doors, the windows are traditionally painted rather than stained to provide a bold contrast with the brickwork and emphasise their proportions within the façade.

The only notable exception to this general rule within the area is as follows:

- The late 19th century canted bay windows that run along the 5-bay façade of Nos 14 - 18 Church Green East
- The oriel windows on the first floor of The Sportsman's Arms in Peakman Street, which contain some leaded glass
- The rear wing of No. 20, Church Green East, which has segmental-arched multi-paned metal windows with blue brick sills common to many industrial buildings elsewhere in the town
- The stone windows to The Old Library and Scientific Institute which includes tracery windows and stone roundels to Church Green West and Church Road, and a stone oriel window above the entrance on Church Road. In addition there are elaborate stone arcades to each entrance.

Few historic shop fronts remain, although some properties have retained elements of their original shop fronts, notably the parade, 14 - 18 Church Green East, and 2 - 10 Unicorn Hill. Both 19th century purpose built parades of shops with living accommodation, still have pilasters and corbel details, although the actual shop fronts are long gone. 19 Evesham Walk has also retained some original fabric. Many retail ground floors are dominated by late 20th century/early 21st century shop fronts, in aluminium or upvc, with oversized fascias, which detract from the overall appearance of the building.





14 - 18 Church Green East



17 Evesham Walk



The oversized fascia to the Vodafone Shop in Evesham Walk



4.4 Setting and Views

Church Green Conservation Area is located at the centre of Redditch and forms an area of green open space that is almost entirely surrounded by built development dating primarily from the late eighteenth, nineteenth and twentieth centuries. These buildings define the boundaries of the space and provide a pleasing backdrop to the Church of St Stephen, which forms a focal point upon the Green. Notable features of the current setting include:

- a) Its close relationship with the surviving historic street pattern, in particular with the streets now known as Church Green East, Church Green West and Market Place, which enclose the Green.
- b) The Redditch Ringway, which encircles the town centre to the north, west and south, and is visible from the CA where it bridges the main roads into the town centre from the north and west.
- c) The redevelopment of the land within the ring road to the south and east of the CA during the second half of the twentieth century. Although the nineteenth century street frontage was retained along Market Place, behind this frontage almost half of the town centre is dominated by the Kingfisher Centre and its associated multi-storey car parks to the south and by new civic and office buildings to the east and south-east along Alcester Street and Grove Street with any vacant land in use as car parks.
- d) The large site east of the area which is occupied by North East Worcestershire (NEW) College. The nineteenth and twentieth century buildings which had been on this site have been replaced by entirely new structures with associated landscaping and car parking provision.
- e) The large twentieth-century office buildings and beyond the late nineteenth century buildings that include Redditch Baptist Church and Masonic Hall located to the north-east of the CA.
- f) The more fragmentary redevelopment immediately north-west of the CA. Although there has been some demolition and new community buildings erected adjacent to the ring road, the nineteenth-century street frontages along Church Green West, Bates Hill and Church Road, remain largely intact.

Important views into, out of, and within the CA are as follows:

a) Into the Area

The topography of the CA and the height and scale of the new development on its fringes only allows very restricted views into it from distant vantage points, but there are several places from its edge, where there are interesting views into the CA;

- From the top of Prospect Hill
- From the junction of Bates Hill/Unicorn Hill Looking east into the CA
- Looking up Alcester Street towards the north east
- Looking south west along Peakman Street, from the NEW College site, where the view is framed by The Sportsman Pub
- There are also various long views of the Spire of St Stephen's including from the A441, approaching Redditch from the north.





From the junction of Bates Hill/Unicorn Hill looking east into the CA



Looking up Alcester Street towards the Church, Church Green to the north east



Looking south west along Peakman Street, towards the southerly area of Church Green



View of the Spire of St Stephen's from the car park to the west of Herbert Street



b) Out of the Area

The topography of the CA offers far-reaching outward views to the north, east and west towards the fields and wooded hillsides that surround the town. However, as the CA is largely enclosed by tall buildings there is limited opportunity to gain full benefit from these and the ring road has also detracted from these potential views. Again the height and scale of the new development south of the CA restricts all views in this direction.

The most notable outward views are;

- From the northern end of the CA at the junction of Church Green West and Church Green East looking north
- From the junction of Market Place and Church Green West looking west down Bates Hill and Unicorn Hill
- Down Peakman Street towards the NEW College building looking east
- From the western end of Alcester Street looking south east towards the Palace Theatre and beyond



Prospect Hill looking north from, northern end of Church Green West



From the junction of Market Place and Church Green West looking west down Bates Hill and Unicorn Hill



Peakman Street towards the NEW College building looking east



From the western end of Alcester Street looking south east towards the Palace Theatre and beyond



c) Within the Area

Most of the pedestrian routes within the CA have viewing points from which other parts of the CA create interest. This is particularly true upon and immediately adjacent to Church Green itself and also north of the church where the Green has been landscaped and planted to form a small park. The following viewing points are of interest;

- The view south from the northern end of Church Green looking towards the fountain, bandstand and church
- The view both north and south along Church Green East, which includes numerous listed buildings that date from the eighteenth and nineteenth centuries
- The view north-west across the Green towards the group of buildings that includes the former Scientific and Literary Institute, Smallwood Hospital and Red House
- From William Street where the west elevation of the church is framed by the street frontages
- From the top of Unicorn Hill/Evesham Walk looking east/north east towards the Church
- From the junction of Evesham Walk/Market Place towards the top of Unicorn Hill



View south from the northern end of Church Green looking towards the fountain, bandstand and church



The view north-west across the Green towards the group of buildings that includes the former Scientific and Literary Institute, Smallwood Hospital and Red House



From William Street where the west elevation of the church is framed by the street frontages



From the top of Unicorn Hill/Evesham Walk looking east/north east towards the Church



4.5 Open Spaces and trees

The CA forms the most important area of open space within Redditch town centre. The abundance of vegetation and the restricted access to through traffic enhances its character considerably and it creates a sympathetic and attractive setting for the church and other historic buildings within the CA and around its perimeter. The exclusion of vehicles from Church Green East and Market Place has increased the value of the area as a public space.



Flower beds Church Green East



Flower beds Church Green East

Church Green itself combines a variety of uses as a churchyard, car park, a small public park and, in Unicorn Place, around the war memorial, a low-walled enclosure serves as a tiny civic square, in addition to a market space around the junction of Market Place and Church Green East. The space to the north is enhanced by the bandstand and the fountain. The Bartleet fountain is constructed of painted cast iron and stands at the centre of a shallow octagonal sandstone basin. The substantial shaped plinth supports a two tiered design. On the uppermost tier stands the figure of a woman, said to represent Temperence, who pours a stream of water from an urn. The lower tier has a number of large birds, cranes or herons, grouped around the main column and standing upon very naturalistic waterlily leaves. Pevsner describes the composition as ‘funny but engaging’¹. The octagonal bandstand, which is built of painted timber on a brick base with open balustraded sides.



War Memorial and Unicorn Square

1. *Buildings of England; Worcestershire* Nikolaus Pevsner Yale University Press 1968





The Fountain



The Fountain



The Bandstand



The variety of uses leaves the area lacking coherence, and detracts from the quality of the historic space. The boundary especially to Market Place and at the junction of Market Place and Church Green East lacks definition. The area at the south eastern end of the Green, the junction of Market Place and Church Green East, has always included an 'extension' separated from the main green area by the path which runs from Market Place to Peakman Street, but this leaves the triangle of grass at the southern tip detached from the rest of the green space, which in turn is further broken up with the tree which would have been at the point of the triangle sitting on its own in a little roundabout.

The Churchyard merges into the 'square' and then into the street, bollards partially defining the space in front of the south door of the Church. The remainder of the space around the church forms a fairly informal arrangement of grassed areas, tarmac paths and parking areas, trees and shrubs that survive from the former churchyard. What was historically a path around the Church has been widened to allow parking to the south, north and east sides. The tarmaced path is in a poor state, with failed patch repairs further detracting from its appearance. The various parked cars also devalue the area.



South eastern end of Church Green



South eastern end of Church Green



*South eastern end of Church Green East,
junction with Market place*



Immediately north of the church and overshadowed by its massive form, three chest tombs remain set beside the yew hedging and here the CA retains a sense of solemnity and peace, a sense of detachment from the noise and activity of the town centre.

There is uniform edging to the Green, possibly granite to the south and stone to the east and west sides, all with the same chamfered profile, which does provide definition. Unfortunately the railings which originally enclosed the green are long gone. The low-level yew hedging, however, survives and separates this area from the northern end of the Green. Here the fountain and bandstand are surrounded by pathways that form part of a more precise, geometric and formal sequence of flower beds surrounded by stone kerbs and grassed areas. There are additional large flower beds set between the pergolas along the western side of Church Green East.



Chest tombs in the churchyard



The numerous trees, both mature and those planted more recently, and also the vegetation in general, are a very important characteristic of the CA and of the streets in the immediate vicinity and contribute much to its appeal. The trees on and adjacent to Church Green are mainly deciduous and have now grown to a substantial size. They provide interest and colour throughout the seasonal cycles and an attractive backdrop to the church. Unfortunately some have been pollarded and have acquired an awkward and stumpy profile in the winter months. This was noted in the last appraisal in 2006 and has not improved over the intervening period. Many of the trees on Church Green West have been removed from what historically was a tree lined avenue, to the detriment of the appearance and feel of the space.

Yew hedging is another significant feature of the CA and is kept to a height of around one metre which maintains good visibility and a sense of open space. As noted above it delineates the churchyard north and east of the church and subdivides it from the planted space around the fountain and bandstand. Hedging is also present in the form of three-sided enclosures that surround seating along the broad pavement of Church Green West. Although an interesting feature, they subdivide the former broad promenade and could be adapted into a more sympathetic scheme of improvement.

Shrubs survive along the nave walls of the church and also new shrubs have been planted as part of an earlier landscaping scheme in and around the northern end of Church Green.

The large rectangular flower beds on Church Green East and those surrounding the fountain on the Green provide an important source of colour during spring and summer. Although the beds feel like an expansion of the original Green, rather than an integral part of it.



Fountain and Band Stand to the rear



Pollarded trees close to the Band Stand



Hedges around seating on Church Green West



Flower beds at the northern end of Church Green East



4.6 Public Realm

There are a large number of ground surfaces in the CA which would seem to have originated from various different public realm schemes. There are block pavers of various colours most in a poor condition either because surfaces have become uneven through wear and tear, or areas have been replaced in non-matching materials due to work carried out by the public utilities. The poorest areas in terms of surfaces are in Market Place and around the junction of Evesham Walk/Market Place/Unicorn Hill. Some areas have a better appearance than others notably the grey stone pavers to the south and east of the War Memorial and some elements of the public realm scheme which covers Alcester Street and stretching up into the south eastern corner of the CA, notably the delineated tarmaced areas to the south east of the Green. The multi coloured pavers and light tarmac are not the best colours for a historic conservation area, but this remodelled area has the benefit of being neat and tidy in appearance. The overall result is a lack of cohesiveness throughout the CA in terms of ground surfaces.



Expanse of block paving on Market Place



Patched block paving on Market Place





Stone paving at Unicorn Square



Part of the new public realm scheme at the junction of Church Green West and Peakman Street





New public realm southern part of Church Green East

The recent Phase I of public realm works involved the replacement of bins, benches and lighting so there is uniformity in terms of this street furniture. There is an older, although not unattractive, phase of lighting columns further west around the Church, Church Green West and the northern end of Church Green East, with the newer lighting at the southern end of Church Green East, Alcester street and part of Market Place.



Old style lighting on Church Green





New street furniture to the east side of the Church



Trees in planters on Church Green West

There is a great deal of clutter in other areas, notably around the junction of Market Place, Evesham Walk and Unicorn Hill where there is a proliferation of phone boxes, post boxes and other metal boxes. Cars are also parked here despite the fact that it is a parking free zone. The recently listed War Memorial is also surrounded by tatty and empty flower boxes. Further to the south west are a memorial to John Bonham from Led Zeppelin and a poorly maintained Holocaust Memorial. At the south eastern end of the CA inlaid in the road are a set of needles with an explanatory plaque, designed by Eric Klein Velderman in 2006, a reminder that at one time Redditch provided the world with ninety percent of its needles. They are currently in need of repair.



Parked cars and other street clutter at the top of Unicorn Hill at the junction with Evesham Walk





The Holocaust Memorial



The Needles by Eric Klein Velderman



4.7 Assessment of Condition

4.7.1 Positive Features

- A green centre in the heart of the town
- A fine collection of 18th and 19th century buildings which provide a setting to the listed church of St Stephen
- Significant number of listed and locally listed buildings
- The run of Victorian Shops in Evesham Walk
- The purpose built parades on the corner of Unicorn Hill and Church Green East
- The alleyways to the east of Church Green East illustrating the historic layout of the town
- The collection of predominantly Victorian public buildings and structures, which formed part of the original civic centre
- Survival of some architectural features
- Traditional roof coverings, uninterrupted with rooflights or dormers
- Fine brickwork that has not been rendered or painted
- Original pointing
- Original joinery
- White painted woodwork
- Stone kerbstones
- Chamfered stone blocks to the planting on the Churchyard boundary

4.7.2 Negative Features

■ Poor state of the public realm

This is described in some detail above. Briefly there are block pavers of various colours, mostly in a poor condition due to wear and tear or repair work in non-matching materials. The south east corner of the CA has been incorporated into a new scheme along Alcester Street, which although does not utilise the best materials for a CA it does reinstate 'pavements' and has a neat and tidy appearance. This scheme is likely to move up into Market Place in the near future.

In some areas, notably at the top of Unicorn Hill at the junction with Evesham Walk, there is a proliferation of phone boxes, bollards and other street furniture.

■ Poor state of shop fronts

No original shop fronts have survived, although there are some surviving original details such as corbels and pilasters.



The majority of shop fronts are modern and fail to respect the quality of the historic building to which they are attached. Fascias are of an incorrect scale, and there is a lack of detailing or interest.



Oversized fascia

■ **UPVC windows**

A number of upper floor windows have been replaced with upvc windows. This combined with inappropriate designs detracts from the appearance of the building and the character of the CA.



Oversized fascias and upvc windows to upper floors



■ **Parking around the Church**

There is extensive parking at times around the Church and this has led to an increase in the size of the path around the building to accommodate parking. This clutters the immediate setting of the Church, and detracts not only from the appearance of the Church but also the green space which is at the heart of the CA.

■ **Parking on the corner of Evesham Walk/Unicorn Hill**

Vehicles are regularly parked outside the unit which occupies this corner. Again this detracts from the pedestrianised area.



Parking around the church

■ **Vacant Units**

A survey in June 2020 indicated that there was a vacancy rate of approximately 20% in respect of retail units.



Vacant units



Vacant units



■ **Setting to the Conservation Area**

The historic setting of the CA has long been lost. Immediately to the south lies the extensive Kingfisher Shopping Centre; to the south east the Town Hall and Threadneedle House both large scale 3 to 4 storey buildings; and to the east the large blocks of the recently redeveloped NEW College together with its associated car parks. These buildings present a significant contrast to the buildings in the CA being considerably larger in terms of scale and have obliterated the grain of the historic town. The ring road is also visible to the north and west, and presents another modern intrusion.



Part of the Kingfisher Centre to the south of the Conservation Area



Entrance to the Kingfisher Centre to the south of Evesham Walk



■ **Unsympathetic Modern extensions to the rear of Church Green East**

Extensions take a variety of forms but many have been designed without much thought to scale, design or materials of the original buildings.



Poor rear extensions to properties on Church Green East



5.0 Extension to the Conservation Area

It is suggested that 5 - 11 Alcester Street are incorporated into the CA. It would seem to be anomalous that they have been left out especially as 5 and 7 are a continuation of 3, and 9 and 11 are the last historic buildings in this run and probably date to the late 18th century. All the buildings are sympathetic in terms of character with the existing buildings in the CA.



1 - 11 Alcester Street

6.0 Public Consultation

This document will be subject to a six week public consultation period during 2021 to gather views on the assessment of the area and boundary review proposal. The comments received shall be summarised and included in the final version of the document for public interest.





Conservation Management Plan

1.0 Introduction

1.1 Purpose

1.1.1 The purpose of this Conservation Management Plan is to provide a clear strategy for the management of the Church Green Conservation Area in a way that will protect and enhance its character and appearance. It should be read in conjunction with the Church Green Conservation Area Appraisal (November 2020) in which the character and special interest of the Conservation Area was identified, along with the features and other issues that currently compromise or detract from its character and appearance.

1.1.2 Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Planning Authorities to draw up and publish proposals for the preservation and enhancement of its conservation areas. The Conservation Management Plan is intended to provide guidance to those involved in dealing with development and change not only within the Conservation Area but also in respect of its setting. The Plan sets out policies to maintain and reinforce the character of the Conservation Area but also to guide and manage change and in particular to respond to the threats to the character which have been defined in the appraisal. It also outlines the resources required for implementation and provides for monitoring and review. The Conservation Management Plan has been prepared in accordance with national policy contained in the NPPF, The NPPG, and the most recent guidance from Historic England, 'Conservation Area Designation, Appraisal and Management', Advice Note 1 (2019).

1.2 Public Consultation

Public consultation will be carried out prior to the adoption of the Conservation Management Plan.

1.3 Status of the Conservation Management plan

The Conservation Management Plan will be used as a technical document to provide guidance for owners in the Conservation Area. It will inform and guide the development control process and policy formation it is intended that following a period of public consultation it will be formally adopted by Redditch Borough Council.

2.0 Planning Policy Context

2.1 The Conservation Management Plan lies within a framework of local and national planning policy for the historic environment. General planning policies and proposals for the control of development and use of land within conservation areas can be found in the Redditch Local Plan 4 (Adopted in January 2017). The historic environment policies are detailed in Appendix 3.

2.2 This policy framework, along with national policy guidance contained in the National Planning Policy Framework (NPPF) 2019 and National Planning Policy Guidance (NPPG) will be used to further the preservation and enhancement of the character of the Conservation Area.

3.0 Summary of Special Interest, Issues and Opportunities

3.1 Special Interest

The special interest of a Conservation Area is defined by more than its appearance and includes the atmosphere, texture, sense of place and setting as well as more obvious qualities such as groups of historic buildings. Notable buildings and the spaces between buildings set an overall context for an area, but a designated Conservation Area should be more than just a collection of attractive buildings.

The Church Green Conservation Area (CA) comprises the historic central core of the town of Redditch, centred on the church of St Stephen and the public open space, including the churchyard which surrounds it. The space is enclosed predominantly by relatively modest late 18th century and 19th century buildings, on Church Green East, Church Green West and Market Place, although Church Green West has some larger 19th century public buildings. These buildings on Church Green West were added to the CA in 2006 along with the remaining historic buildings contiguous with this core on Evesham Walk, Church Road, William Street, Unicorn Hill and Bates Hill. The buildings on these latter streets are predominantly 19th century and also modest in character. The CA benefits from a number of the buildings having been identified as heritage assets in their own right, with 15 listed buildings and 17 buildings on the Local Heritage List.



Much of the CA is pedestrianised, including Church Green East, Market Place, Evesham Walk and the top section of Alcester Street which falls within the CA, and this contributes to its sense of being a public open space.

3.2 Summary of Issues

The appraisal has highlighted the following problems and pressures in the Church Green Conservation Area;

- Poor state of the public realm
- Poor state of shop fronts
- Upvc windows
- Parking around the church
- Parking on the corner of Evesham Walk/Unicorn Hill
- Vacant Units
- Setting to the Conservation Area
- Unsympathetic modern extensions to the rear of Church Green East

Despite the above issues the CA has a number of positive features as detailed in the Conservation Area Appraisal. It sits at the centre of the town with the Grade II Church as the main focus, surrounded by green space. The historic buildings which surround the Green, both listed and locally listed, enhance the setting of the Church and this open space. Being predominantly pedestrianised it is a safe and attractive space for pedestrians. Addressing the negatives would further enhance the area, and could help with regeneration of the town.

4.0 Conservation Management Proposals

4.1 Introduction

The following strategies have been identified as ways in which to protect and enhance the character and significance of the CA, by addressing the negative features identified above. The proposed action points are in accordance with national policy guidance and local policies, and follow on from the Conservation Area Appraisal.

4.2 Poor state of the public realm

4.2.1 Issues

The existing public realm comprises block pavers of various colours, mostly in a poor condition due to wear and tear or repair work in non-matching materials. The south east corner of the CA has been incorporated into a new scheme along Alcester Street, which although it does not utilise the best materials for a CA it does reinstate 'pavements' and has a neat and tidy appearance. This scheme is likely to move up into Market Place in the near future. In some areas, notably at the top of Unicorn Hill, at the junction with Evesham Walk, there is a proliferation of phone boxes, bollards and other street furniture.



4.2.2 Proposed Action

- Work with Highways at the County Council and NWEDR to finalise a uniform scheme of public realm works probably following what has been introduced in Alcester Street to bring a sense of uniformity to the Conservation Area.
- Work with County Council and NWEDR to rationalise the street furniture and other clutter at the top of Unicorn Hill/Evesham Walk.

4.3 Poor state of shop fronts

4.3.1 Issues

No original shop fronts have survived, although there are some surviving original details such as corbels and pilasters.

The majority of shop fronts are modern and fail to respect the quality of the historic building to which they are attached. Fascias are incorrectly scaled, and there is a lack of detailing or interest.

4.3.2 Proposed Action

- The reinstatement of historic detailing will be encouraged where opportunities arise through development proposals.
- Where applications are made to alter shopfronts and signage they should be determined in accordance with Redditch Local Plan 4 Policies; policies in the NPPF; guidance in the NPPG; guidance produced by Historic England; and the High Quality Design SPD (2019)
- Investigate the possibility of obtaining grant funding to finance a programme of upgrading shop fronts

4.4 UPVC windows

4.4.1 Issues

A number of upper floor windows have been replaced with upvc windows. This combined with inappropriate designs detracts from the appearance of the building and the character of the CA.

4.4.2 Proposed Action

- The reinstatement of historic detailing will be encouraged where opportunities arise through development proposals
- Undertake a photographic survey of all the properties in the CA from the road and other public vantage points. This will provide a record of the condition and appearance of each property, which would be useful in any future enforcement situations.
- Investigate the possibility of introducing an Article 4 direction to control alterations to windows and doors, on historic buildings only.



4.5 Parking around the Church

4.5.1 Issues

There is extensive parking at times around the Church and this has led to an increase in the size of the path around the building to accommodate parking. This clutters the immediate setting of the Church, and detracts not only from the appearance of the Church but also the green space which is at the heart of the CA.

4.5.2 Proposed Action

- Approach the Church with the aim of discussing their parking requirements. Look at ways of accommodating their needs while at the same time improving the appearance of the space around the Church.
- Consider whether parking for the Church could be accommodated in a nearby car park, with a minimum number of spaces being located immediately adjacent to the building.

4.6 Parking on the corner of Evesham Walk/Unicorn Hill

4.6.1 Issues

Vehicles are regularly parked outside the unit which occupies this corner. Again this detracts from the pedestrianised area.

4.6.2 Proposed Action

- The Local Authority is in the process of issuing a Traffic Order to prevent parking in this area. Continue to monitor the situation and liaise with Town Centre Management at RBC and NWEDR.

4.7 Vacant Units

4.7.1 Issues

There are now a significant number of vacant ground floor units within the CA, as well as empty upper floors which are more difficult to identify. A survey in July 2020 put the vacancy rate in terms of shop units at 20%.



4.7.2 Proposed Action

- RBC, with the assistance of NWEDR is in the process of submitting a Town Investment Plan as part of the Town Deal Program to secure £25m. Funds would not just be for the Town Centre but for projects throughout the Borough. A Town Deal Board has been established, which includes private sector partners. The Board through consultation with the public and stakeholders will prioritise projects which will include work in the Town Centre but there is a need to work on several regeneration sites and infrastructure projects. RBC has £1m to spend as part of an Accelerated Fund, and some of this may be spent on the Public Realm in the vicinity of the Church.
- Work with partners at RBC and NWEDR to obtain funding to improve the appearance of the CA and in particular units within it to make the Town Centre more attractive to prospective occupiers.
- Formally designate the CA as 'At Risk' (see section 5 below) and discuss with Historic England the possibility of some funding to improve historic buildings within the CA.

4.8 Setting to the Conservation Area

4.8.1 Issues

The historic setting of the CA has long been lost. Immediately to the south lies the extensive Kingfisher Shopping Centre; to the south east the Town Hall and Threadneedle House both large scale 3 to 4 storey buildings; and to the east the large blocks of the recently redeveloped NEW College together with its associated car parks. These buildings present a significant contrast to the buildings in the CA being considerably larger in terms of scale and have obliterated the grain of the historic town. The ring road is also visible to the north and west, and presents another modern intrusion.

4.8.2 Proposed Action

- The impact of potential development on the significance of the Conservation Area should be fully considered when planning applications are assessed. New development on sites in close proximity to the CA can have a negative impact on the setting of the Area. When such sites come forward consideration should be given to the setting of the CA, appropriateness of the location and siting of the new development, as well as materials and scale.
- The potential impact on the setting of the CA should be assessed by carrying out a full setting assessment following the Historic England guidance in The Setting of Heritage Assets Historic Environment Good Practice Advice in Planning: 3 (2nd Edition). Schemes should look to minimise the harm to the CA through appropriate design modifications, as well as maximising the enhancement.
- New proposals should be determined in accordance with Redditch Local Plan 4 policies; policies in the NPPF; guidance in the NPPG; and guidance produced by Historic England.
- The location of development should be carefully considered to protect important views and the setting of listed buildings within the CA.



4.9 Unsympathetic Modern extensions to the rear of Church Green East

4.9.1 Issues

Extensions take a variety of forms but many have been designed without much thought to scale, design or materials of the original buildings.

4.9.2 Proposed Action

- The impact of potential development on the significance of the CA should be fully considered.
- The potential impact on the setting of the CA should be assessed by carrying out a full setting assessment following the Historic England guidance in The Setting of Heritage Assets Historic Environment Good Practice Advice in Planning: 3 (2nd Edition).
- New proposals should be determined in accordance with Redditch Local Plan 4 policies; policies in the NPPF; guidance in the NPPG; guidance produced by Historic England; and guidance in SPD.
- In designing extensions consideration must be given to ensuring the subservience of the extension to the host building, as well as the scale, design and materials.

5.0 Conservation Area at Risk

Like other elements of our environment, conservation areas change over time, in both positive and negative ways. The reasons why conservation areas become at risk are complex and varied, depending on their situation.

Every year Historic England asks local authorities to assess whether listed buildings and conservations areas can be assessed as being 'At Risk' using their assessment criteria. Historic England separately assess listed churches, parks and gardens and scheduled ancient monuments. They then work with various stakeholders to try and address the issues that lead to the heritage asset being at risk. Currently many town centre conservation areas are at risk, and the future is uncertain for almost all of them. It remains unclear how the nation's economy will be affected following the decision to leave the European Union, and the impact of Covid 19 is only likely to make the situation worse in the short term.

Church Green Conservation Area, for the reasons identified above, now meets the criteria for being at risk. If this is formally recognised, the Conservation Area may become eligible for funding from Historic England to address some of these issues.



6.0 Monitoring

The monitoring of the condition of the CA over the lifetime of the Management Plan and beyond will be essential to establishing the success of the plan.

The following are proposed;

Redditch Borough Council will work actively with building owners and occupiers in pre planning application discussions to achieve the best design solutions.

Redditch Borough Council will carry out a photographic Survey of all the buildings in the Conservation Area to aid monitoring, and in particular to aid enforcement action. The photographs will be taken from the road or other public vantage points.

Redditch Borough Council will ensure that appropriate enforcement action is taken, to preserve the character of the Conservation Area. Defined timescales will be pursued.

Subject to available resources, the Conservation Area will be reviewed on a four yearly basis and the Conservation Area Appraisal and Management Plan will be updated where necessary.

The successful management of the Conservation Area will depend not only on the commitment of the local planning authority, but also other stakeholders especially those who work and live in the area.

General advice on all matters related to the historic environment, including Conservation areas and listed buildings can be obtained from the Conservation Officer.



Appendices

Appendix 1

List of properties in the Conservation Area

1 Evesham Walk
 2 Evesham Walk
 3 Evesham Walk
 4 Evesham Walk
 5 Evesham Walk
 6 Evesham Walk
 7 Evesham Walk
 8 Evesham Walk
 9 Evesham Walk
 10 Evesham Walk
 11 Evesham Walk
 1-2 Market Place
 3 Market Place
 4 Market Place
 5 Market Place
 6 Market Place
 7-9 Market Place
 10 Market Place
 11 Market Place
 12 Market Place
 2 Unicorn Hill
 4-6 Unicorn Hill
 8-10 Unicorn Hill
 2-4 Bates Hill
 6 Bates Hill
 2 Church Green West
 Unit 1 3-4 Church Green West
 Unit 2 3-4 Church Green West
 5 Church Green West
 6 Church Green West
 7 Church Green West
 7 A Church Green West
 HSBC Church Green West
 9 Church Green West
 County Buildings Church Green West
 The Old Library Church Green West
 Smallwood Hospital Church Green West

Prospect House 7 Prospect Hill
 Red House Prospect Hill
 9 Prospect Hill
 7 Church Road
 11 Church Road
 13-15 Church Road
 3 Church Green East
 4 Church Green East
 5 Church Green East
 Beech House Church Green East
 6 Church Green East
 7 Church Green East
 8 Church Green East
 8a Church Green East
 9 Church Green East
 9a and 10 Church Green East
 10a Church Green East
 12 Church Green East
 13 Church Green East
 14-15 Church Green East
 16 Church Green East
 17 Church Green East
 18 Church Green East
 19 Church Green East
 20 a and b Church Green East
 21-22 Church Green East
 23 Church Green East
 24- 25 Church Green East
 1 Peakman Street
 1A Alcester Street
 1 Alcester Street
 3 Alcester Street
 5 Alcester Street

Outside the Conservation Area but proposed for inclusion

7 Alcester Street
 9 Alcester Street
 11 Alcester Street



Appendix 2

Listed and Locally listed Buildings

Listed Buildings

St Stephen War Memorial Grade II

Church of St Stephen Grade II

Williams Memorial about 35 yards north west of the Church of St Stephen Grade II

Fountain about 80 yards north of the Church of St Stephen Grade II

The Red House, Church Green West Grade II

7 and 8, Church Green Grade II

9, 10, 11, and 12, Church Green Grade II

13, Church Green Grade II

20, Church Green Grade II

National Westminster Bank, Church Green East Grade II

Kerwood and Company, Church Road Grade II

Locally Important buildings

The following buildings have been identified as being of local importance on the Local Heritage List compiled in 2009.

The Bandstand, Church Green

Nos. 3-5 Church Green East

No 6 (Beech House) Church Green

Nos. 14-15 Church Green East (see above check numbers)

No 19 (Lloyds TSB) Church Green East

No 2 Church Green West & Nos. 2-6 Unicorn Hill

Former Literacy & Scientific Institute Church Green West

Smallwood Hospital Church Green West

The County Court Building Church Road

Nos. 10-12 Market Place

The Sportsman's Arms No. 1 Peakman Street



Appendix 3

Heritage Environment Policies in the Redditch Local Plan 4

Policy 36

36.2 Designated heritage assets including listed buildings, structures and their settings; conservation areas; and scheduled monuments, will be given the highest level of protection and should be conserved and enhanced. Non-designated heritage assets, nationally important archaeological remains and locally listed heritage assets, and their settings will also need to be conserved and enhanced in a manner appropriate to their significance and contribution to the historic environment.

36.3 Heritage assets are an irreplaceable resource and those at risk should be protected. The sensitive adaptive reuse of buildings at risk will be encouraged where they may secure the future of a heritage asset. Proposals that will lead to substantial harm to or loss of significant heritage assets will not be permitted. Where there is to be a loss of a heritage asset that has been agreed, developers are required to record, archive and make information about the asset publicly accessible.

36.4 Heritage-led regeneration will be encouraged, particularly when related to the Town Centre Strategic Site, but also at any other site of historic value. Proposals which aim to realise the leisure and tourism potential of the historic environment will also be encouraged where these will result in enhancements to heritage assets and/or enhancement of the wider historic environment.

36.5 Applications for development affecting any heritage asset or its setting must be accompanied by a heritage statement. The level of detail should be proportionate to the significance of the heritage asset and the likely level of impact. Where a development site includes or has the potential to include heritage assets with archaeological interest, developers must submit an appropriate desk-based assessment and, where necessary, a field evaluation. Where appropriate, development proposals will be expected to have regard to the Historic Environment Assessment for Redditch Borough.

Policy 37

37.2 Built heritage is key to preserving the distinct local identity of the Borough and all historic buildings and structures should be conserved and enhanced in a manner appropriate to their significance. The Borough Council will conserve and enhance its historic buildings and structures by:

- i. supporting applications for development that conserve and enhance a building/structure, its setting and any features of special architectural or historic interest;
- ii. supporting heritage-led regeneration in the Town Centre that enhances the existing historic environment through high quality development that is sensitive to its context;
- iii. recognising the international significance of Redditch's metal-based industries, particularly needle making and its contribution to the development of the Borough. Buildings and structures associated with the Borough's industrial heritage have been given the highest level of protection and where there are opportunities to better reveal their significance, proposals will be expected to do so;



- iv. encouraging use of the Worcestershire Farmsteads Guidance where proposals relate to a Historic Farmstead;
- v. working with owners of historic buildings and structures to increase understanding of the heritage asset and where appropriate provide support in developing proposals that are sensitive to the historic building or structure; and
- vi. maintaining a Schedule of Locally Listed Heritage Assets (the Local List), and encouraging local communities to identify local features, buildings or structures of historic interest that may be included on the Local List.

37.3 The Borough Council will implement strict controls over the use, extension or alteration of a historic building, structure or its setting. The sensitive adaptive reuse of buildings or structures at risk will be encouraged, particularly where they may secure the future of a heritage asset.

37.4 Applications for development that will harm or result in the loss of a historic building or structure will not be permitted unless there is a clear and convincing justification demonstrating that the harm or loss is necessary to deliver substantial public benefits that cannot be achieved through an alternative design or location or that all of the criteria in paragraph 133 of the National Planning Policy Framework have been met.

Policy 38

A. Conservation Areas

38.2 Proposals for development within Conservation Areas will be required to conserve and enhance the character or appearance of the area. All development proposals, including extensions and alterations to existing buildings and structures will be expected to:

- i. demonstrate a creative design solution, specific to the site in question and the use to be accommodated;
- ii. ensure the siting of any development respects the pattern of buildings, historic layout, existing open spaces, trees and boundary treatments;
- iii. demonstrate attention to the proportion, form, massing and scale of the development and buildings that surround it;
- iv. demonstrate attention to the quality, sourcing and application of materials, finishes and detail, reflecting but not necessarily copying the elements of existing buildings within the area; and
- v. ensure that views into or out of a Conservation Area are protected and enhanced.

38.3 Proposals which ensure the sensitive adaptive reuse of vacant buildings or encourage investment into the area, particularly in the Church Green Conservation Area will be looked at more favourably.

38.4 Where trees contribute to the character or appearance of Conservation Areas then their preservation and protection will be sought. The Borough Council will not allow the loss of trees of high amenity value or the felling or other works to a tree which would detract from its contribution to the character or appearance of the area.



38.5 Loss of a building (or other element) which makes a positive contribution to the significance of a Conservation Area will not be permitted. Where a loss of a heritage asset has been agreed, developers are required to record, archive and make information about the asset publicly accessible.

B. Church Green Conservation Area

38.6 The Borough Council will conserve and enhance Church Green Conservation Area by:

- i. recognising the importance of Church Green as focal point for the Town and as
- ii. protecting views in, out and within the area, particularly that of St Stephen's Church and its spire;
- iii. supporting high quality schemes on sites that currently detract from or make a negative contribution to the area;
- iv. supporting heritage-led regeneration in line with Policy 31 Regeneration for the Town Centre and the Redditch Town Centre Strategy;
- v. continuing with improvements to the public realm through new signage, lighting and street furniture;
- vi. protecting the open space around St Stephen's Church and seeking opportunities to strengthen its links with the Borough's Green Infrastructure Network; and
- vii. supporting applications for shopfronts, signage and other advertisements which are of a sympathetic design that is complementary to the shopfront, building and its historic context.

38.7 Development proposals should have regard to the Church Green Character Appraisal, Management Plan and the Redditch Town Centre Strategy.

C. Feckenham Conservation Area

38.8 The Borough Council will conserve and enhance the Feckenham Conservation Area by supporting proposals which complement and improve the existing character and appearance of the area.

38.9 Development proposals should have regard to the Feckenham Conservation Area Character Appraisal and Management Plan.



Appendix 4

Glossary of Architectural Terms

Listed Building	A building of special architectural or historic interest included on a national register. Historic England is responsible for adding new entries to the statutory list.
Conservation Area	An area of special architectural or historic interest, the character or appearance of which, it is desirable to preserve or enhance. Local authorities are responsible for designating new Conservation Areas.
Bargeboards	An angled decorative timber board at eaves level.
Burgage plot	A medieval term describing a long strip of land, with the narrowest section facing the street.
Camber headed	A slightly curved window head.
Classical	An architectural style from ancient Rome and Greece, revived in the Georgian period. Detailing is simple and refined with columns, moulded doorcases and sash windows.
Consoles	Bracket of curved outline.
Cornice	Projecting moulding often found at eaves level, or as part of a pediment.
Diaper pattern	Repetitive decorative arrangement of bricks, often in diamond shapes or squares.
Doorcase	A moulded case or frame lining a doorway.
Doric columns	The plainest of the three types of columns found in classical architecture, with simple vertical flutes and an unornamented capital. (The three types are Doric, Ionic and Corinthian).
Dormer	A window projecting from the roof (see 33-37 Worcester Road).
Edwardian	Dates from 1901-1910.
Fleur-de-lis	A stylised lily with three pointed leaves.
Georgian	Dates from 1714-1830.

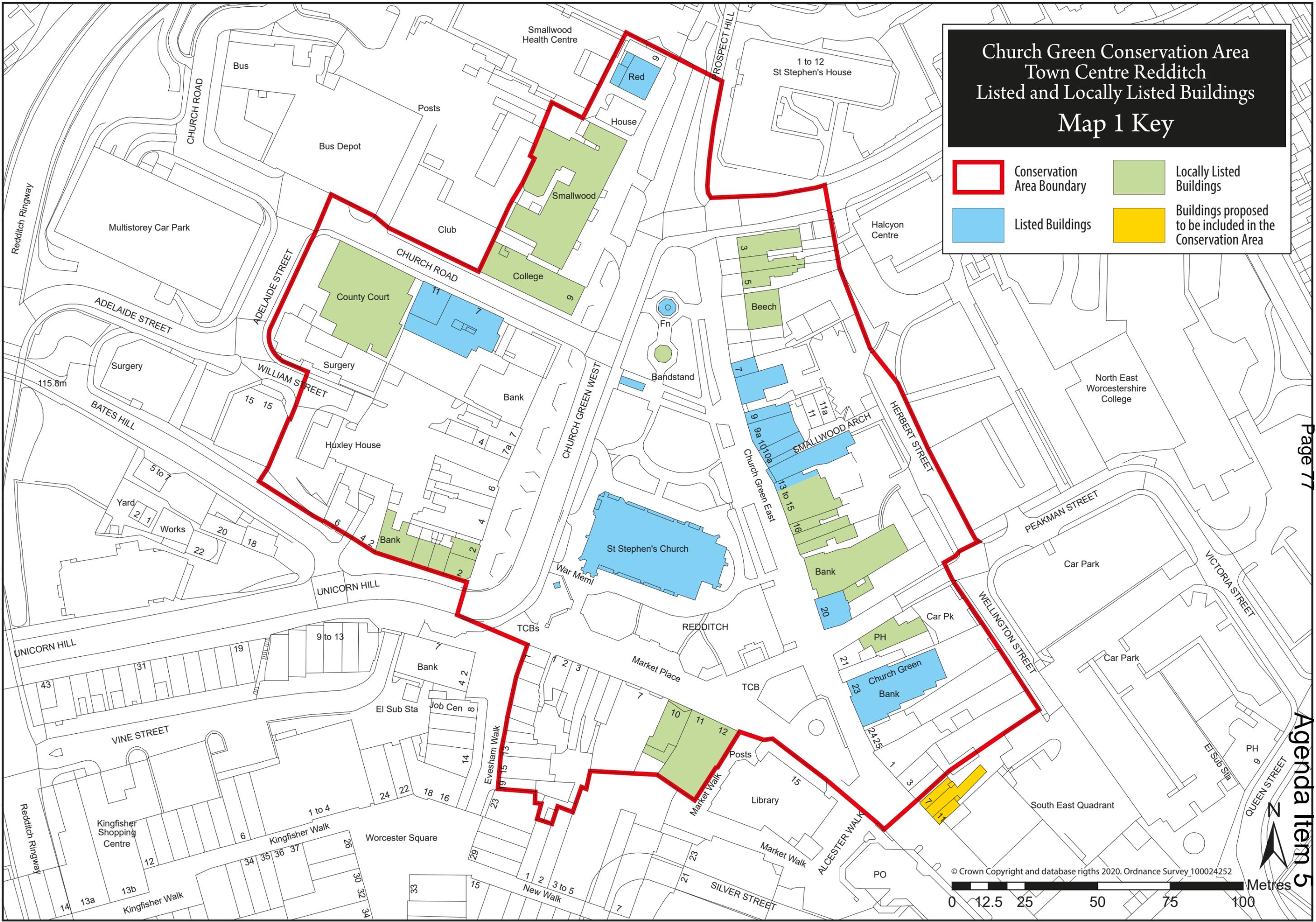


Gothic	An architectural style from 12th to 16th centuries but revived in the late Victorian period. Typical details include elaborate tracery, heavily mullioned windows and pointed arches.
Jettied gable	Projecting upper storey overhanging the lower floors, often a feature of timber framed buildings.
Keystones	A wedge shaped block found at the centre of an arch.
Medieval	Dates from 950-1547.
Modillions	Small consoles along the underside of an eaves cornice.
Mullioned windows	Vertical posts separating the sections of a window, usually in stone or timber.
Pediment	Low pitched moulded triangle often found over door ways or windows and at roof level.
Palazzo	Palace.
Polychromatic brickwork	A feature of Victorian Gothic architecture, using a variety of alternating colours of brickwork.
Portico	A feature of classical architecture, moulded projecting hood on supporting columns to form an open sided porch.
Quatrefoil	A tracery detail in the shape of a flower with four lobes separated by cusps. A trefoil has three lobes.
Quoins	Angular often slightly raised stones added to the corner of a building.
Regency	Dates from 1810-1820.
Rusticated	Roughened texture added to stonework with sunken joints.
Stucco	An external plaster finish, often finely textured.
Victorian	Dates from 1837-1901.
Voussoirs	Wedge-shaped stones or bricks forming an arch.
Wattle and daub	Sticks and twigs interwoven to form a panel packed with plaster and then limewashed. Commonly found in timber framed or thatched buildings.



Church Green Conservation Area Town Centre Redditch Listed and Locally Listed Buildings Map 1 Key

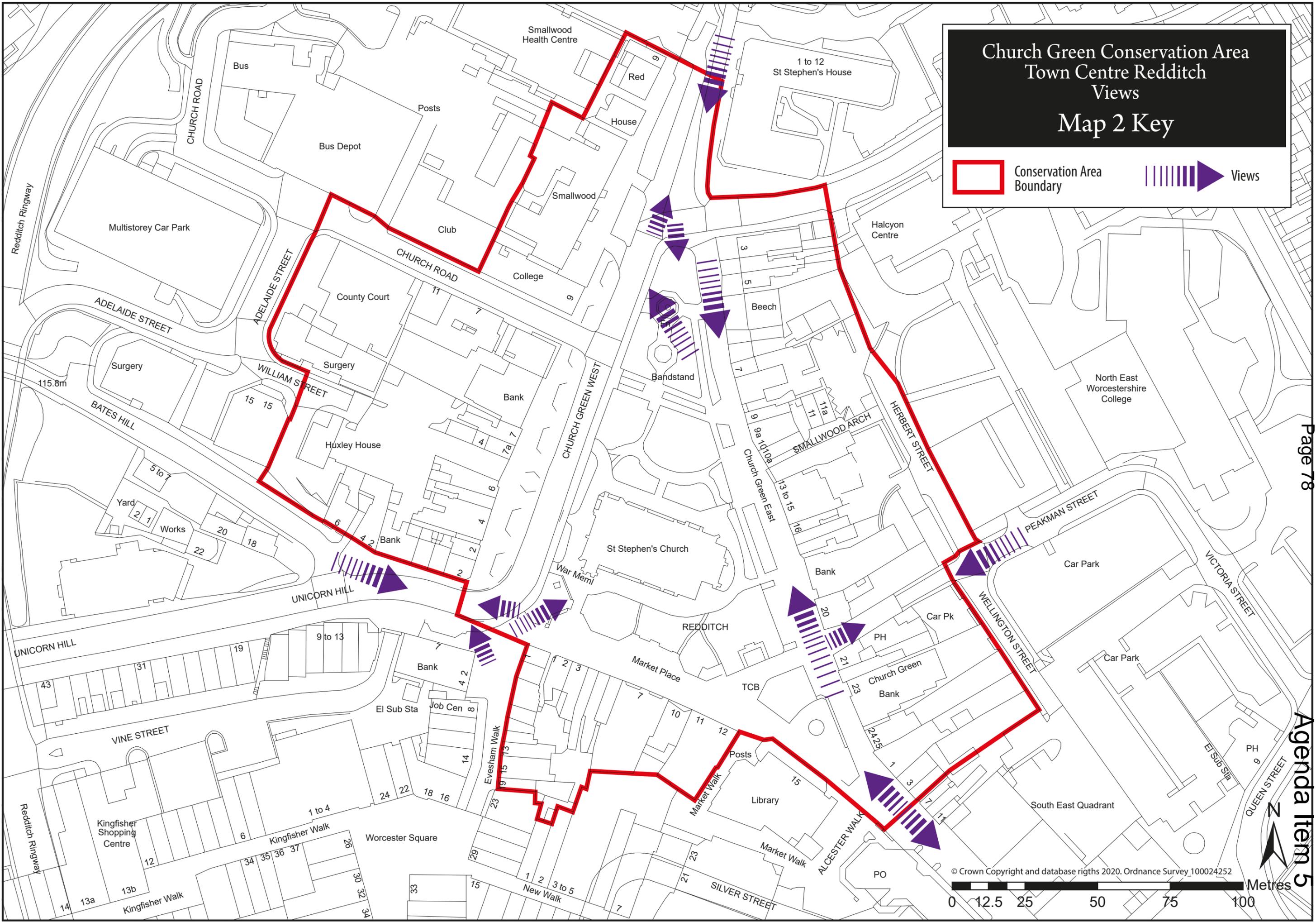
- Conservation Area Boundary
- Locally Listed Buildings
- Listed Buildings
- Buildings proposed to be included in the Conservation Area



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Church Green Conservation Area Town Centre Redditch Views Map 2 Key

 Conservation Area Boundary
  Views

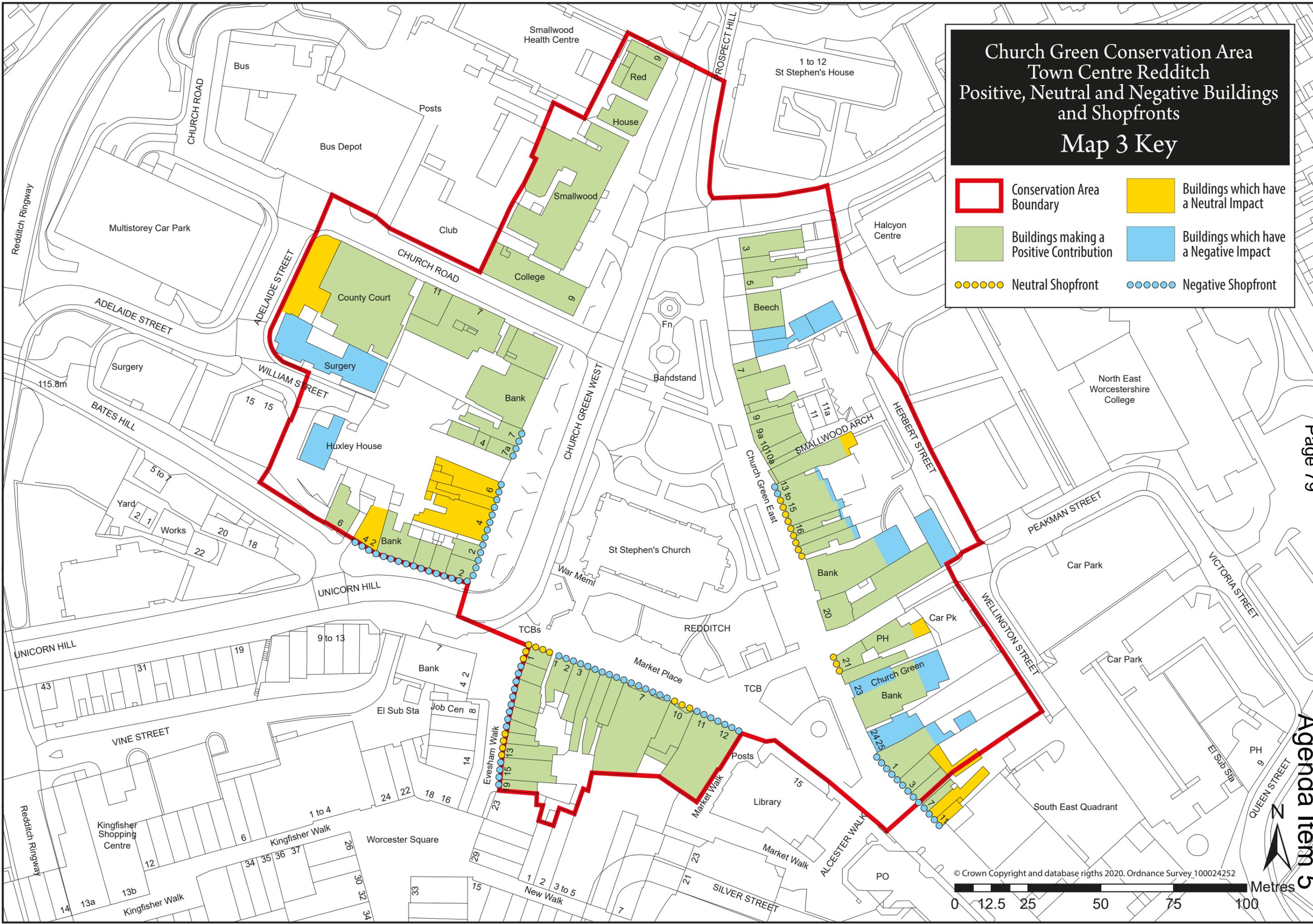


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0 12.5 25 50 75 100 Metres

Church Green Conservation Area Town Centre Redditch Positive, Neutral and Negative Buildings and Shopfronts Map 3 Key

	Conservation Area Boundary		Buildings which have a Neutral Impact
	Buildings making a Positive Contribution		Buildings which have a Negative Impact
	Neutral Shopfront		Negative Shopfront



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 0 12.5 25 50 75 100 Metres



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REDDITCH BOROUGH COUNCIL

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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

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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Date Approved				
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V.02				

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- 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:

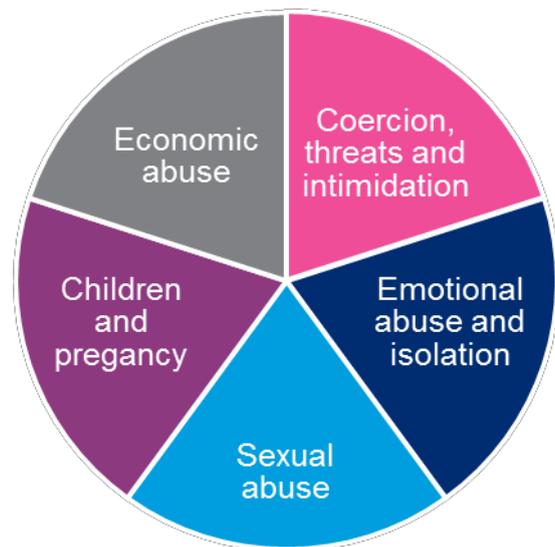
- **National Domestic Violence Helpline** (Tel: 0808 2000 247) for assistance with refuge accommodation and advice.
- **'Honour' Helpline** (Tel: 0800 5999247) for advice on forced marriage and 'honour' based violence.
- **Sexual Assault Referral Centres** ([visit the Rape Crisis website](#)) for details 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

Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned. Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer. 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	YES	NO	DON'T KNOW	State source of info if not the victim (e.g. police officer)
1. Has the current incident resulted in injury? Please state what and whether this is the first injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are you very frightened? Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are you feeling depressed or having suicidal thoughts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have you separated or tried to separate from [name of abuser(s)] within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is there conflict over child contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are you pregnant or have you recently had a baby (within the last 18 months)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the abuse happening more often?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is the abuse getting worse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Has [name of abuser(s)] ever used weapons or objects to hurt you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Has [name of abuser(s)] ever threatened to kill you or someone else and you believed them? If yes, tick who:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
You <input type="checkbox"/>				
Children <input type="checkbox"/>				
Other (please specify) <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				

Name of victim:

Date:

For consideration by professional

<p>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.</p>	
<p>Consider abuser's occupation / interests. Could this give them unique access to weapons? Describe.</p>	
<p>What are the victim's greatest priorities to address their safety?</p>	

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

Name of victim:

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Date:

Agenda Item 6
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 £
<p><u>New & Existing Properties</u></p> <p>Naming a Street</p> <p>Additional charge for each new premise on a street</p> <p>Naming and numbering of an individual premise</p> <p>Additional charge for each adjoining premise (eg Blocks of flats)</p> <p>Confirmation of address to solicitor/conveyancer/ occupier or owner</p> <p>Additional charge including naming of building</p>	<p>303.70</p> <p>62.00</p> <p>142.40</p> <p>24.10</p> <p>35.30</p> <p>70.20</p>	<p>3.00%</p> <p>109.68%</p> <p>3.00%</p> <p>219.50%</p> <p>3.00%</p> <p>3.00%</p>	<p>9.10</p> <p>68.00</p> <p>4.30</p> <p>52.90</p> <p>1.10</p> <p>2.10</p>	<p>312.80</p> <p>130.00</p> <p>146.70</p> <p>77.00</p> <p>36.40</p> <p>72.30</p>

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%</p> <p>0.00%</p> <p></p> <p>0.00% 2.22% 0.00% 0.00%</p> <p></p> <p></p>	<p>0.50</p> <p></p> <p></p> <p>0.00 1.00 0.00 0.00</p> <p></p> <p></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
<u>None Resident Cremation Fees</u>				
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 £
<p><u>Service Charges</u> Three Storey Flats* Woodrow Estate Evesham Mews Communal Blocks</p>	<p>7.80 4.00 6.70 Full cost recovery'</p>	<p>0.00% 0.00% 0.00% 0.00%</p>	<p>0.00 0.00 0.00 0.00</p>	<p>Full cost recovery' Full cost recovery' Full cost recovery' Full cost recovery'</p>
<p><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</p>	<p>3.00 2.30 30.00 15.00</p>	<p>0.00% 0.00% 0.00% 0.00%</p>	<p>0.00 0.00 0.00 0.00</p>	<p>3.00 2.30 30.00 15.00</p>
<p><u>Bredon House, Mendip House and Malvern House</u> Heating - Bedsit Heating - 1 bedroom</p>	<p>9.40 10.70</p>	<p>0.00% 0.00%</p>	<p>0.00 0.00</p>	<p>9.40 10.70</p>
<p><u>Garage Rents</u> Garages Car Ports Non Council Tenants plus VAT</p>	<p>9.50 3.50 above plus VAT</p>	<p>2.00% 2.00%</p>	<p>0.20 0.10 above plus VAT</p>	<p>9.70 3.60 above plus VAT</p>

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
<p><u>Comments</u></p> <p>This year's F&C's reflect the true costs of labour and materials identified with each task.</p>				
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
<p><u>Comments</u></p> <p>The replacement fob is based on actual cost and this has not increased</p>				

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
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.				
<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				
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.				
<u>Learning online</u>				
Personal Development Unemployed Maths * English * *Must demonstrate a need after initial assessment.				
	FREE FREE			FREE FREE

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]				
<i>Unemployed</i>				
Word Processing	n/a			n/a
Spreadsheets	n/a			n/a
Presentations (PowerPoint)	n/a			n/a
Improving productivity	n/a			n/a
<i>Unemployed - no benefits not seeking work</i>				
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
<i>Employed</i>				
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]				
<i>Unemployed</i>				
Tests only	n/a			n/a
Practice papers & tests only	n/a			n/a
Resits	n/a			n/a
<i>Unemployed - no benefits not seeking work</i>				
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
<i>Employed</i>				
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
<p>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</p> <p>These charges have been set on the following basis:</p> <p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p>				

Service Category	Charge 1st April 2020 £	% Change	increase/ decrease £	Proposed charge from 2021 £
<u>Building Control – Supplementary Charges</u>				
If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).				
Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.				
Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.				
<u>ARCHIVED APPLICATIONS</u>				
Process request to re-open archived building control file, resolve case and issue completion certificate	55.40	0.00%	0.00	55.40
Each visit to site in connection with resolving archived building control cases	72.30	0.00%	0.00	72.30
<u>WITHDRAWN APPLICATIONS</u>				
Process request With additional fees of.....	55.40	0.00%	0.00	55.40
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee			refund submitted fee less admin fee
Withdraw Building Notice application where inspections have taken place	refund less admin fee less £72.30 per visit made			refund less admin fee less £72.30 per visit made
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less any inspection fee made			refund submitted fee less any inspection fee made
Withdraw Full Plans application after plan check but before any inspections on site	refund submitted fee less admin fee less plan check fee			refund submitted fee less admin fee less plan check fee
Withdraw Full Plans application after plan check and after site inspections made	refund submitted fee less plan fee less £72.30 for each inspection made			refund submitted fee less plan fee less £72.30 for each inspection made

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>				
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.				
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.				
Specialist Reports and advice in Development Management; Full recovery of these costs was introduced last year. This is proposed to remain as is.				

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)		0.00%		
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@worcestershire.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 COMMITTEE

8th 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.**

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- 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.

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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

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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

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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

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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.

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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

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
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- 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



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2020

MINUTES

Present:

Councillor Joe Baker (Chair), and Councillors Salman Akbar, Michael Chalk, Peter Fleming, Ann Isherwood, Mark Shurmer and Jennifer Wheeler

Also Present:

Councillor Nyear Nazir – Portfolio Holder for Community Services and Regulatory Services

Councillor Craig Warhurst – Portfolio Holder for Housing and Procurement

In Attendance:

Dr Liz Altay - Public Health Consultant, Worcestershire County Council

Officers:

Derek Allen, Sue Hanley and Judith Willis

Democratic Services Officers:

J Bayley and J Gresham

36. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillor Andy Fry and Councillor Pattie Hill with Councillor Yvonne Smith attending as Councillor Hill's substitute.

37. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Chair

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Councillors Salman Akbar and Councillor Michael Chalk declared in respect of Minute Item No. 41, Housing Strategy, that they were private landlords. However, as the strategy related all forms of housing more generally it was concluded that they did not have a pecuniary interest and they remained in the meeting.

There were no declarations of any party whip.

38. MINUTES

RESOLVED that

the minutes of the meetings of the Overview and Scrutiny Committee held on Wednesday 26th August 2020 and Thursday 3rd September 2020 be approved as true and correct records and signed by the Chair.

39. PUBLIC SPEAKING

There were no registered public speakers on this occasion.

40. PRESENTATION FROM PUBLIC HEALTH ENGLAND - OVERVIEW ITEMS

The Chair introduced the Dr Liz Altay and thanked her for attending the Overview and Scrutiny Committee meeting. Dr Altay clarified that her role was Public Health Consultant with Worcestershire County Council and not Public Health England. It was explained to Members that her attendance had been arranged in order to give a brief presentation on items that had been identified as important for further investigation at a meeting between the Leader of the Redditch Brough Council, the Chair of Overview and Scrutiny Committee and the Chief Executive of the Council and agreed by the Committee at a meeting in December 2019.

Flu Vaccinations

It was explained that flu vaccinations were a very important tool in tackling Winter pressures and particularly this year in light of Covid-19. In previous years residents eligible for flu vaccinations were those aged over 65, under 65 with specific underlying health

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problems and pregnant women. Historically, the uptake of flu vaccinations in Worcestershire and Redditch had been quite good and higher than the England national average. The figures from last year that were received from the then Redditch and Bromsgrove (Clinical Commissioning Group) CCG for over 65s flu vaccination uptake was 73.4% and more specifically information from GP practices based in Redditch showed a 72.1% uptake. It was reported to Members that the aim was to try and achieve 75%, however very few areas achieved that target. It was reported that in England the national average uptake for the under 65s was 44.9% and in Redditch it was 46.6%. This year, in light of Covid-19 it was more important than ever to protect vulnerable residents and Central Government and NHS England had extended the eligibility for flu vaccination recipients to include children aged 2-11, to those in care homes and carers, to household contacts of those who were shielding, front-line health workers, social care workers and those aged 50-64 (once the vaccination programme had been delivered to the priority groups identified above).

Fruit and Vegetable Consumption

Members were informed that fruit and vegetable consumption in Redditch was below the national average level and had been for a number of years. The indicators were based on the percentage of adults who were eating five portions of fruit and vegetables on a daily basis. It had appeared that the figures had got worse over the past three years. It was reported that the national average was 55% and in Redditch it was lower at 46.4%.

Alcohol Admissions

The Committee was informed that the alcohol admission rates in Redditch had been worse than the national average admission rate for the previous three or four years. The rates of alcohol admission were recorded using various methods. However, it was confirmed that the rate of admission to hospital where alcohol had been identified as a contributing factor was higher than the English average and appeared to have been rising over the last few years.

Dementia Diagnosis

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Members were informed that the Dementia diagnosis rate had been falling in Redditch over the previous two or three years. The rates of diagnosis were an estimate that was calculated by the number of older people that had been diagnosed by their GP versus the age and gender of the population of the particular area. The diagnosis rates were reported to Members and it was noted that in the Redditch the rate was 59% compared with the national average of 68.7%.

Childhood Obesity

It was reported to Members that the rates of childhood obesity in Redditch were lower than the national average. The figures for childhood obesity were calculated as part of the National Childhood Measurement Programme. The data that was provided to Members was in relation to the prevalence of childhood obesity of Reception Class and Year 6 children in Redditch.

The figures were as follows:

	Redditch	National Average
Reception Class children	16.2%	22.6%
Year 6 children	32.1%	32.9%

Members expressed an interest in the cost of the flu vaccination if residents did not fall within the priority group and were informed that the cost was between £12-£15.

In respect of the Dementia information that was provided, Members queried where the information regarding diagnosis of Dementia in the Borough was available. The Committee was informed that it was collected from GP lists and Public Health England profiles which provided dataset comparisons for Local Authority areas. It was agreed that the website information should be forwarded to the Democratic Officer in order to be circulated to the members of the Dementia Task Group.

Some Members expressed an interest in the number of the hospital admissions related to alcohol. The Committee was informed that the following information was available for 2018-19 years:

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- 610 admissions (narrow indicator)
- 2116 admissions (broader indicator).

There was further discussion regarding the impact that Covid-19 might potentially have on the diagnosis of Dementia and where information regarding any impact might be found. It was reported that the GP surgeries and CCGs held that information and currently, at this stage of the pandemic, the data might be more anecdotal and not as accurate.

The Chair invited the Head of Community and Housing Services to speak who reported some examples of the work that was being done in respect of the topics that had been presented. In doing so, she highlighted the following:

- Working with the Bromsgrove and Redditch Network (BARN) in supplying volunteers for the flu vaccination programme
- The Starting Well Programme
- The Active Kitchen Project

The Chair thanked Dr Liz Altay for her detailed and interesting presentation and for her attendance at the meeting.

RESOLVED that

the presentation be noted.

41. PRE-SCRUTINY - HOUSING STRATEGY

The Strategic Housing Manager presented the Housing Strategy and in doing so highlighted the following:

- The Housing Strategy had previously been a County-wide strategy that was complex and a decision had been made to adopt a more localised approach to the strategy where tangible outcomes could be measured more easily.
- The Housing Strategy was divided into four areas Home Ownership, the Private Rental Sector, Social Housing and Homelessness.

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- The Housing Strategy was written prior to the Covid-19 pandemic however, Covid-19 had been included broadly in the document as a result of the pandemic.
- The Housing Strategy would be out for public consultation for four weeks.

The Chair invited Councillor Warhurst, as Portfolio Holder for Housing and Procurement to comment on the report and the following was highlighted:

- The new Housing Strategy provided actions and presented an opportunity to focus on housing growth.
- Redditch Brough Council, as the Borough's leading social housing provider, was increasing the amount of available stock of social housing.
- Home ownership was an important part of the strategy.
- This was a big piece of work and consisted of working with officers and partner agencies.

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

- Further clarification was requested on Housing First. Members were informed that the Council entered into a trial which involved getting rough sleepers off the street and provided a wraparound service for the needs of rough sleepers.
- The promotion of Right to Buy to tenants. The Committee was advised that the Right to Buy initiative resulted in a decrease of housing stock each year. It was confirmed that the details of the Right to Buy scheme were advertised widely and all information, that was statutorily required was available.
- The potential increase to Houses of Multiple Occupation (HMOs) and the difficulties in regulating them and ensuring they were of adequate quality and standard. Members were informed that this was a difficult area to monitor and relied on tenants or landlords to inform the Council if there were changes made or complaints made.

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- The refurbishment of current housing stock. The Committee was informed that existing sites were being investigated for regeneration.
- The information in respect of the Right to Buy monies received by the Council and the importance of keeping Members informed of the timescales of the spend. It was confirmed, however that there was regular monitoring of the monies and this was reported bi-annually as part of the Strategic Improvement Plan. Officers undertook to provide information on the spend and to circulate accordingly.
- Further clarification was requested on the four areas in the Borough that were in the top 10% most deprived in England and what the challenges were for the strategy if it covers some of the most deprived areas in the country. It was explained that it was important to be flexible when implementing the strategy and how resources were used most effectively.
- The number of affordable homes that had increased year on year and the increase in building housing stock.
- The developments that had already received Planning permission which had not yet been built and the reasons for the delays.
- The stock condition survey that had recently been completed, which provided a programme of works for the next 20 years.
- Members requested a breakdown of those residents on the Housing Waiting List. Officers undertook to circulate this information to the Committee.
- It was discussed that there had recently been £445k awarded across Worcestershire to get rough sleepers off the streets. Members expressed an interest in the allocation of this funding for Redditch. It was agreed that this information would be circulated to Members after the meeting.

Members requested data from officers in respect of the numbers of houses that had been built and were still to be built in the Borough, this included housing that had been built with partners. Officers agreed that this information would be circulated to Members.

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The Chair thanked officers and the Portfolio Holder for Housing and Procurement for their attendance at the meeting and the detailed information they provided in respect of the Housing Strategy.

RESOLVED that

the Housing Strategy be noted.

42. CRIME AND DISORDER SCRUTINY PANEL - CHAIR'S VERBAL UPDATE

The Chair invited Councillor Jennifer Wheeler in her capacity as Chair of the Crime and Disorder Scrutiny Panel to present an update and the following was highlighted for Members' consideration:

- The Crime and Disorder Scrutiny panel met annually. The most recent meeting of the panel took place on 30th September 2020. Due to Covid-19 this meeting was held on Skype for Business. Along with officers, Councillor Nazir, as Portfolio for Community Services and Regulatory Services, was in attendance at the meeting.
- The agenda included an update on the work of the North Worcestershire Community Safety Partnership (NWCSP) and their strategic plan. Covid-19 had impacted on the timeline of the plan which had been delayed.
- £195k worth of funding had been awarded to the NWCSP by the Police and Crime Commissioner (PCC) for improvements to the CCTV scheme to upgrade. Further funding was awarded by the three District Councils: Bromsgrove, Redditch and Wyre Forest which meant the total funding allocated for an ambitious scheme £339k. In addition to this, the PCC had recently awarded the scheme a further £65k to complete any outstanding work.
- The Nominated Neighbour Scheme had been very successful and information packs to support the delivery of the scheme were available. It was agreed at the meeting that Members of the Crime and Disorder Scrutiny Panel would all receive one of these packs for information.
- Due to Covid-19 there had been a delay in the delivery of school programmes due to lockdown. However, these

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programmes were due to recommence in October and future projects were planned.

- A report on Anti-Social Behaviour was presented by the officers, as previously requested by the Overview and Scrutiny Committee. Clarification of the number of tools and processes utilised when dealing with Anti-Social Behaviour had been provided in detail to the Crime and Disorder Scrutiny Panel.

The Chair of the Overview and Scrutiny Committee thanked Councillor Wheeler and all of the members of the Crime and Disorder Scrutiny Panel.

RESOLVED that

the update in respect of the Crime and Disorder Scrutiny Panel be noted.

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

Members considered the latest edition of the Executive Committee's Work Programme which covered the period 1st December 2020 to 31st March 2021 and agreed that, in addition to those items already on the Overview and Scrutiny Committee's Work Programme, the following items should be pre-scrutinised:

- Church Green Draft Conservation Area and Management Plan consultation
- Matchborough and Winyates District Centres - Regeneration
- Redditch Town Deal Investment Plan.

The Senior Democratic Officer confirmed that the following items were due to be considered by the Budget Scrutiny Working Group:

- Finance Monitoring Quarter 2 - 2020/2
- Medium Term Financial Plan 2021/22 to 2024/25 - Update Report
- Flexible Homelessness Support Grant and Homelessness Reduction Grant 2021/22

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- Housing Revenue Account Initial Budget 2021/22 to 2024/25

Further clarification was requested about the report in respect of the New Cemetery Provision and how this differed from the planning application for the site. The Deputy Chief Executive explained that the report would follow after the application had been considered and would have a separate focus.

RESOLVED that

- 1) the Overview and Scrutiny Committee's Work Programme be updated to include the items for pre-scrutiny detailed in the preamble above;**
- 2) the minutes of the meeting of the Executive Committee held on Tuesday 8th September be noted; and**
- 3) the content of the Executive Committee's work programme for the period 1st December 2020 to 31st March 2021 be noted.**

44. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Senior Democratic Officer confirmed that there were no other changes to the Overview and Scrutiny Work Programme other than the changes that had been agreed under the previous item.

RESOLVED that

the content of the Overview and Scrutiny Committee's work programme be noted.

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

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

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

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Councillor Wheeler advised that there had been two meetings of the Budget Scrutiny Working Group, held on 22nd September 2020 and 19th October 2020. During the meeting on 22nd September, a presentation was given by Professor Peter Latchford who provided an update in respect of the Commercialism Strategy including the development of business case planning. Professor Latchford had congratulated the staff on their engagement and the good work that had already been undertaken. It was agreed that Professor Latchford should be invited to attend a further meeting of the Working Group in January 2021.

At the meeting held on 19th October 2020, Council Tax and Non-Domestic Rate Collection was considered with a particular focus on Covid-19. Members had queried what was being done to help residents in the current financial situation. Fees and charges from the previous year were also considered prior to this year's draft proposal. This included a more streamlined approach to Fees and Charges with a clearer set of criteria. A recommendation was being considered by Members for the future setting of Fees and Charges and would be presented to the Committee in due course.

The Chair thanked all Members of the Budget Scrutiny Working Group and officers that attended these meetings.

b) Dementia Task Group – Councillor Michael Chalk

Councillor Chalk explained that there had been two meetings of the Task Group since the last Committee meeting. At the first meeting the scope of the Task Group was discussed and at the second meeting, Helen Broughton, Redditch Partnership Manager, was in attendance and provided a detailed presentation in respect of the Dementia services available in the Borough.

The Chair once again thanked all Members of the Dementia Task Group that attended these meetings.

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

In the absence of Councillor Andy Fry, the Chair of the Overview and Scrutiny Committee provided an update for the Performance Scrutiny Working Group and informed Members that there had been no meetings of the working group since the last Committee meeting.

RESOLVED that

the update reports be noted.

46. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Councillor Michael Chalk introduced the item regarding External Scrutiny Bodies for Members' consideration and in addition to the written updates that he provided he directed Members to the relevant websites if they required further information on the topics discussed at the meetings.

The Chair thanked Councillor Michael Chalk for his written updates and noted that they were very useful when considering this item.

RESOLVED that

the updates be noted.

The Meeting commenced at 6.30 pm
and closed at 8.10 pm