



# Executive Committee

Tue 4 Aug  
2020  
6.30 pm

Skype

**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**

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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:

<https://youtu.be/10qQdD3cw1U>

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.



# Executive

Committee

Tuesday, 4th August, 2020

6.30 pm

Virtual Meeting - Skype - Virtual

## Agenda

### Membership:

Cllrs:	Matthew Dormer (Chair)	Anthony Lovell
	Mike Rouse (Vice- Chair)	Nyear Nazir
	Greg Chance	David Thain
	Brandon Clayton	Craig Warhurst
	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 - 14)

### 5. Suicide Prevention Task Group - Final Report (Pages 15 - 48)

This report is due to be considered by the Overview and Scrutiny Committee at a meeting scheduled to take place on 30<sup>th</sup> July 2020. There is the possibility that the Committee will agree changes to the recommendations. The Committee's conclusions in respect of this matter will be reported to the Executive Committee.

### 6. Amenity Standards Document for Privately Rented Properties in Redditch (Pages 49 - 116)

### 7. Creation of Joint Worcestershire and Herefordshire Waste Partnership Strategy Officer (Pages 117 - 132)

### 8. Financial Implications of Covid-19 (Pages 133 - 138)

### 9. Overview and Scrutiny Committee (Pages 139 - 142)

At a meeting of the Overview and Scrutiny Committee held on Thursday, 2<sup>nd</sup> July 2020 Members considered an update in respect of the Council lottery. The Committee agreed a recommendation on this subject which is due to be considered by the Executive Committee. An extract from the minutes of the Overview and Scrutiny Committee meeting has been attached for Members' consideration.

## **10. 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.

## **11. 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 Steering Group – Council Representative, Councillor Nyear Nazir;
- d) Member Support Steering Group – Chair, Councillor Matthew Dormer; and
- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer.

## **12. Exclusion of the Press and Public**

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

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

These paragraphs are as follows:

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

- Para 3 – financial or business affairs;

and may need to be considered as ‘exempt’.

## **13. Financial Outturn 2019/20 and Reserves (Pages 143 - 196)**



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### MINUTES

#### Present:

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

#### Also Present:

Councillors Joanne Beecham, Nyear Nazir and Mark Shurmer

#### Officers:

Clare Flanagan, Sue Hanley, Mark Hanwell, Kevin Hirons, Bev Houghton, David Riley and Judith Willis

#### Senior Democratic Services Officer:

Jess Bayley

#### 119. APOLOGIES

The Chair introduced the meeting and explained how the Executive Committee would operate whilst meetings took place virtually.

There were no apologies for absence.

#### 120. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 121. LEADER'S ANNOUNCEMENTS

The Chair advised that the Overview and Scrutiny Committee had considered the Parking Enforcement Task Group's final report on 4<sup>th</sup> June 2020. The Overview and Scrutiny Committee had approved the recommendations detailed in the group's report, subject to a small amendment to the first recommendation, which required the Leader of the Council to formally request that the County Council should write to the Secretary of State for Transport to request additional funding in order to issue more Traffic Regulation Orders (TROs).

.....  
Chair

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Members were asked to note that one of the recommendations in the Task Group's report, Recommendation 4, had been divided into two for the consideration of the Executive Committee. This had occurred because, whilst the Council could determine whether to send a copy of the group's report to the County Councillors, only the County Council could determine whether the issue of road markings should be discussed at a meeting of the Redditch Highways Forum.

Reference was made to an extract from the minutes of the Overview and Scrutiny Committee meeting held on 4<sup>th</sup> June 2020, which set out the Committee's debate in respect of the Parking Enforcement Task Group's report. The Chair advised that, due to the short time between the Overview and Scrutiny Committee and Executive Committee meetings, it had not been possible to send paper copies of the supplementary pack to Members, though the pack was available to view electronically on the Council's website or using the modern.gov app.

## 122. MINUTES

### **RESOLVED that**

**the minutes of the meeting of the Executive Committee held on Monday, 24<sup>th</sup> February 2020, be approved as a true and correct record and signed by the Chair.**

## 123. PARKING ENFORCEMENT TASK GROUP - FINAL REPORT

Councillor Mark Shurmer, Chair of the Parking Enforcement Task Group, presented the group's final report. The Committee was informed that during the review Members had gathered evidence from a range of sources including Council Officers, Worcestershire County Council, Wychavon District Council, which delivered the parking enforcement service in Redditch on Redditch Borough Council's behalf, and scrutiny reports issued by other Councils on the subject. The group had consulted with other Borough Councillors by circulating a survey, which had revealed that parking problems were frequently reported to Members representing wards across the Borough, particularly in respect of parking near schools. Each member of the group had also spent time accompanying a Civil Parking Enforcement Officer during a shift working in Redditch and this experience had been very informative.

The review of parking enforcement had been launched following discussion at a meeting of the Audit, Governance and Standards Committee, where problems with parking in the Borough had been raised as a concern by Members. The group had initially focused

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on the Council's contract with Worcestershire County Council to provide the parking enforcement service in Redditch. Members were asked to note that the service could not generate a profit that would benefit the Council; any excess revenue generated by the service over the costs of delivering the service had to be returned to Worcestershire County Council. However, there had been years where the service had operated at a financial loss and in those instances Redditch Borough Council had to cover the costs.

Members were advised that the group had proposed five recommendations all of which had been based on evidence gathered during the review. In presenting the group's recommendations to the Executive Committee one of these recommendations, recommendation 4 in the Task Group's report, had been presented in two parts; whilst the Executive Committee could determine to send paper copies of the group's report to the County Councillors representing a division in Redditch, only Worcestershire County Council could decide whether road markings should be discussed at a forthcoming meeting of the Redditch Highways Forum, as proposed by the group.

Following presentation of the report the Chair explained that, at a recent meeting of the Worcestershire Leaders' Board he had already mentioned the issue of parking enforcement and the need for more Traffic Regulation Orders (TROs) to be introduced for the zigzag lines located outside schools. There had been general consensus amongst the other Leaders present at the meeting that this would be a suitable subject for further discussion as there was the same problem across the county.

The Committee subsequently discussed the group's report in detail. The hard work of the group was recognised, and Members welcomed the majority of the group's findings. Members noted that this was an issue that had implications for all wards, as Members frequently received complaints about problem parking, and action to address this problem could help to enhance community safety.

However, during consideration of this item concerns were raised about the group's proposal that Redditch Borough Council should fund an additional Civil Enforcement Officer post dedicated to enforcement action around schools, to work term-time only. Whilst it was acknowledged that this recommendation was contingent on the group's first proposal being successfully implemented, whereby Worcestershire County Council would request and receive extra funding to introduce TROs for the zigzag lines outside schools, concerns were highlighted about the financial implications of the additional post for Redditch Borough Council. Members noted that a Civil Enforcement Officer's appearance could deter problem parking whilst they were visibly present which would mean that

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there was no guarantee there would be sufficient income to cover the costs of the post.

In this context an amendment was proposed by Councillor Mike Rouse to recommendation two in the Task group's report (recommendation five in the covering report) as follows:

“that, subject to the successful implementation of Recommendation 1 above, and following a scoped trial period, Redditch Borough Council should consider funding an additional Civil Enforcement Officer post dedicated to enforcement action around schools to work term-time only.”

This amendment was seconded by Councillor Brandon Clayton.

In proposing the amendment Councillor Rouse explained that the action required through the amended wording would result in a trial being undertaken, whereby enforcement action would be focused on schools during the trial period. This would enable the Council to obtain data about the impact of the enforcement action and that data would inform any decision on whether to introduce an additional Civil Enforcement Officer in the future. He also noted that TROs could take significant time to introduce and this would provide an opportune time to undertake a trial as proposed in the amendment

In seconding the amendment Councillor Clayton raised concerns about the lack of data underpinning the proposal to introduce an extra Civil Enforcement Officer, as proposed by the group.

Members subsequently discussed the amendment and during this discussion the following points were raised:

- The need for Redditch Borough Council to work with Worcestershire County Council in respect of enforcement action around schools.
- The number of Officers already employed to deliver the parking enforcement service in Redditch, at 1.8 full time equivalent (fte) staff and their potential to participate in the proposed trial.
- The extent to which the existing Civil Enforcement Officers had capacity to undertake additional enforcement work around schools.
- The number of schools in the Borough and the arrangements that would need to be put in place to enable the Civil Enforcement Officers to undertake enforcement action at different schools during the trial period.
- The benefits of gathering data during a trial period in respect of issues such as the length of time that vehicles were parked



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on double yellow lines. Members noted that should a vehicle be parked for less than three minutes on double yellow lines no enforcement action could be taken.

- The potentially positive impact that an additional Civil Enforcement Officer could have when working near schools.
- The concerns raised by some Members about the impact that not introducing an additional officer post could have on community safety near schools. Some Members noted that they were opposed to the amendment.
- The fact that some parking infringements were the police's responsibility to address. In these instances, Civil Enforcement Officers could not take enforcement action.

On being put to the vote the amendment was carried.

### **RESOLVED that**

- 1) **at a meeting of Worcestershire Leaders' Board, the Leader should raise the need to introduce Traffic Regulation Orders (TROs) for all zigzag road markings outside schools in the county. As part of this process the Leader should formally request that Worcestershire County Council write to the Secretary of State for Transport to request that additional, ring-fenced funding be provided to Worcestershire County Council that can be invested in introducing these additional TROs;**
- 2) **Officers from Redditch Borough Council work with Worcestershire County Council, local schools and West Mercia Police to develop a strategy to tackle problem parking near schools;**
- 3) **all Worcestershire County Councillors representing a Redditch division should be provided with a copy of the group's final report to facilitate a discussion of this subject at a Redditch Highways Forum meeting;**
- 4) **training in respect of parking enforcement arrangements in the Borough should be provided in a single training session each municipal year as part of the member induction programme. New elected Members should be offered the opportunity to shadow a Civil Parking Enforcement Officer;**
- 5) **subject to the successful implementation of Recommendation 1 above, and following a scoped trial period, Redditch Borough Council should consider funding an additional Civil Enforcement Officer post**

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**dedicated to enforcement action around schools to work term-time only; and**

## **RECOMMENDED**

- 6) to Worcestershire County Council, that the need for road markings to be replaced as soon as possible after resurfacing work has been undertaken should be discussed at a forthcoming Redditch Highways Forum meeting.**

### **124. ANTI-SOCIAL BEHAVIOUR POLICY**

The Head of Community and Housing Services and the Community Safety Manager presented a report outlining proposed amendments to the Council's Anti-Social Behaviour Policy.

The key aims of the policy were to set out how the Council would tackle anti-social behaviour in the Borough. In many cases, the Council could take action to address anti-social behaviour, but it was not always possible for the Council to respond. The policy introduced a risk assessment that placed the victim at the centre of the process. As part of the process any personal issues impacting on victims could be identified. A reassessment process had also been incorporated into the policy, to occur in the eighth week after the initial intervention, to enable officers to assess the impact that any action taken had had on the reported anti-social behaviour. An equality impact assessment would also be undertaken as part of the process. This would enable officers to identify issues impacting on the perpetrator, though this did not necessarily mean that action would not be taken.

There were various forms of intervention available for Officers to use when handling anti-social behaviour incidents. In the past there had sometimes been a focus on taking legal action. However, in some instances, mediation might be more effective. The choice of action that would need to be taken in response to incidents of anti-social behaviour would need to be assessed on a case by case basis.

After the presentation of the report the following points were discussed by Members:

- The changes that had been made to the Anti-Social Behaviour Policy and the legislative basis for these changes. Officers explained that amendments had been made to the policy to enable the Council to make use of powers set out in the Anti-Social Behaviour Crime and Policing Act 2014.

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- The costs of mediation services that were available for the Council to access and how these costs would be covered. Officers advised that mediation would be available in cases where one of the parties was a Council tenant. The parties concerned would be expected to pay, though it was possible that the Council would have to cover the costs if mediation was considered necessary and the parties concerned were unable to pay.
- The circumstances in which mediation could be useful. Members were advised that anti-social behaviour cases often built up over time until there was an impasse. Mediation could help to address these cases more effectively than legal action and was less financially costly.
- The length of time required for effective mediation and the fact that this would be charged on an hourly basis. Officers advised that, based on consultation with Housing Associations, it had been found that the length of time required for mediation to work effectively varied, though it was likely that the Council would not permit mediation to last beyond two hours.
- The availability of shuttle mediation, whereby the different parties were met by mediators on separate occasions rather than in the same room at the same time. This could be helpful in cases where the parties did not want to be in the same room together.
- The need to provide training to relevant officers in respect of the changes to the policy and new powers available to the Council.
- The process of consultation that had been followed by Officers when drafting the updated policy. The Committee was informed that relevant senior officers had had an opportunity to comment on the content of the report. Partner organisations, such as Housing Associations operating in the Borough, had been consulted about the process they followed when tackling anti-social behaviour.
- The connection between this policy and the potential for the Council to issue Public Spaces Protection Orders (PSPOs) to residents committing anti-social behaviour. Officers explained that the policy would support existing initiatives to introduce PSPOs. In the Officer Scheme of Delegation Officers had been delegated authority in respect of PSPOs and proposals to introduce these would start to be reported to Council for agreement in the autumn.
- The positive impact that changes to this policy would have on residents' quality of life.

## **RECOMMENDED that**

- 1) **the draft ASB policy is adopted; and**

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- 2) **the Head of Community and Housing Services be given delegated authority to update and amend the policy in line with any new legislation and guidance, as and when required.**

## 125. MEMBERS' ICT AND BRING YOUR OWN DEVICE POLICIES

The ICT Transformation Manager and Portfolio Holder for Leisure, as the relevant lead Portfolio Holder for IT, presented the Members' ICT and Members' Bring Your Own Device (BYOD) Policies for the Committee's consideration.

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

- Elected Members were all offered the opportunity to use ipads for their Council work at present.
- Unfortunately, the functionality of the ipads was limited. This had created difficulties during the recent lockdown as it had impacted on Members' access to virtual meetings. Members could also not access Microsoft software on their ipads.
- The amended Members' ICT policy proposed that Members should be offered two options; a Council laptop or Microsoft Surface Pro device or to use their own IT equipment, subject to agreeing to the Members' BYOD Policy.
- Under the proposals, Members would continue to provide their own broadband access, but the ICT team would provide support in relation to use of the Council's devices and software.
- All Council devices would need to be PSN compliant and scanning would be required from time to time.
- The cost of purchasing a single laptop would be £400 and a Microsoft Surface Pro device would cost £680 each.
- Additional equipment, such as a docking station to enable Members to view documents on a larger screen, might be required in some cases. These could cost approximately £250.
- The BYOD Policy provided Members with the flexibility to use alternative devices. Initially, as the Council continued to use blackberry software, only android and apple devices could be used under this policy, but when the Council migrated to a different system more alternatives could be used.
- Officers were working on a roll out of Office365 and Microsoft Teams which would provide greater flexibility and functionality for Members in the future.

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- Two factor authentication might be required in future, in relation to the BYOD policy, to ensure compliance with security requirements.
- The ICT team would be able to support Councillors in use of the Council's software but would not be able to assist Members with management of their personal devices.
- Under the BYOD policy, the Council would retain control of Council data accessible from a personal device. Should Members lose the device or cease to be a Councillor, the data would be erased, though no personal data would be removed.
- In cases where a Councillor lost either their Council device or the personal device s/he used for Council business s/he would be responsible for notifying the ICT team so that the data could be erased.
- Any laptops purchased during the lockdown for Members' use would be paid for using funding from the Council's Covid-19 budget. This would enable Members to fulfil their responsibilities during the lockdown.

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

- The need for Councillors to be able to access information in a timely manner and to participate effectively in virtual Committee meetings during the lockdown.
- The potential for Members to access Committee papers electronically from their Council devices using the modern.gov app. Some Members noted that they would like to continue to receive paper copies of agenda packs.
- The importance of effective IT devices to enable Members to both participate in decision making at Committee meetings and to manage case work in relation to their wards.
- The timescales for the roll out of Microsoft Teams at the Council. Officers advised that the aim was to provide all elected Members with access to Microsoft Teams by 18<sup>th</sup> June 2020.
- The timescales for the delivery of Office365 to Members. Officers explained that, following exchange integration, Members would be provided with access to Office365 by 6<sup>th</sup> August 2020.
- The two options available to Members and the extent to which Members could opt to both have a Council issued piece of equipment and to use his/her own IT equipment. The Committee was advised that Members could use both options for Council business.
- The training that would be available to Members. Officers confirmed that training would be provided and paid for within existing Council budgets.

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- The need for ICT devices to be made available for new Members in the future and the potential financial implications for the Council.
- The potential for Councillors who already had access to their own ICT equipment to opt to use this in order to minimise the financial implications for the Council moving forward.
- The fact that some Councillors could not afford to purchase their own IT devices and would be reliant on the Council to supply appropriate equipment.

## **RECOMMENDED that**

- 1) **the proposed Member ICT Bring Your Own Device Policy be agreed and implemented; and**

## **RESOLVE that**

- 2) **the proposed Member ICT Policy be agreed and implemented for all Members and that the options within it be made available to Members.**

## **126. DISCRETIONARY BUSINESS GRANT POLICY**

The Financial Support Manager presented the Discretionary Business Grant Policy for Members' consideration and in doing so highlighted the following for Members' consideration:

- The Government had introduced financial support for businesses, including grants for small businesses that were eligible for business rates relief, early in the lockdown for Covid-19.
- By the date of the meeting, £12.6 million grant funding had been distributed by the Council amongst local businesses.
- A number of local business which had been impacted by the lockdown had unfortunately not been eligible for funding under existing schemes.
- The government had recently announced that local authorities would be provided with an uplift, or additional funding, calculated on the basis of 5% of anticipated expenditure in response to Covid-19 by the Council as of 3<sup>rd</sup> May 2020. Redditch Borough Council had been allocated £724,000.
- This additional funding had been allocated to the Council in order to enable authorities to provide discretionary grant funding to businesses that had been ineligible to apply for grant funding under the previous schemes.
- In order to be eligible to apply for a discretionary business grant businesses needed to be able to prove they had been in business since at least 11<sup>th</sup> March 2020, had not previously

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received grant funding related to Covid-19 and the business could not be in administration.

- The government had advised the Council that in the first place a number of small businesses should be prioritised for discretionary business grant funding including; market stall traders, small bed and breakfast providers, Voluntary and Community Sector organisations occupying premises where they were not required to pay business rates and businesses occupying shared premises.
- The Council had also identified businesses locally that, though impacted by the lockdown, had not previously been eligible to receive grant funding. These businesses would be allowed to apply for funding under the discretionary scheme.
- The Council had identified tiers of businesses, in terms of the extent to which certain businesses would be prioritised for funding over others. The Government's priority businesses would be the first to receive funding followed by other local businesses identified by the Council as in need of financial assistance.
- Following publication of the report a couple of adjustments had been agreed to the policy. This would include explicit reference to the fact that political parties would not be eligible to apply for a grant and funding would be provided to market traders on a pro rate basis.
- The Council would advertise the opportunity for eligible businesses to apply for a discretionary business grant for a set period. Applications would be assessed at the end of that period and then funding provided within five days of the decision.

After the report had been presented Members discussed a number of points in detail:

- The Overview and Scrutiny Committee's pre-scrutiny of the report, which had resulted in Members noting the report.
- The funding that had been allocated to Redditch Borough Council for the discretionary grant, as Members noted that two separate figures had been quoted in the agenda papers. Officers explained that a typographical error had been made in the policy and this would be amended.
- The deadline for applications to the discretionary business grants scheme. Officers advised that the deadline to apply would be 30<sup>th</sup> June 2020 and Officers would aim to start advertising the funding opportunity as soon as a final decision had been taken on the matter.
- The extent to which schemes at other authorities in Worcestershire had been taken into account when developing the Discretionary Business Grant Policy for Redditch. Officers advised that the policies developed by Wyre Forest District

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Council and Wychavon District Council had been considered. There were a number of similarities between those Councils, though local priorities would vary.

- The potential for grant funding to be provided to taxi drivers and taxi firms. Members were informed that many taxi firms had a central office based in small premises and could be eligible for support through business rates relief.
- The action that would be taken to contact businesses that would be eligible to receive business grant funding and how they would be identified. The Committee was informed that a proactive approach would be adopted by Officers and, wherever possible, eligible businesses would be notified of the availability of the funding.
- Members concluded their discussions by thanking the Executive Director of Finance and Corporate Resources, the Financial Support Manager and their team for their hard work in respect of this matter.

## **RECOMMENDED that**

- 1) **the guidance for awards of discretionary grants is adopted; and**
- 2) **the Executive Director for Finance and Corporate Resources is authorised to finalise the guidance and to make other decisions in relation to the payment of grants, following consultation with the Chief Executive and the Portfolio Holder for Corporate Management.**

## **127. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that there were no outstanding recommendations from the Overview and Scrutiny Committee that required consideration.

## **RESOLVED that**

**the minutes of the Overview and Scrutiny Committee held on 17<sup>th</sup> February 2020 be noted.**

## **128. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.**

The Chair explained that there were no further recommendations requiring Members' consideration on this occasion.



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## 129. ADVISORY PANELS - UPDATE REPORT

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

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

Councillor Clayton explained that no meetings of the group had been held during the lockdown, though it was possible a meeting would be convened in the next few months.

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

Councillor Dormer advised that a meeting of the Constitutional Review Working Party was due to take place on 14<sup>th</sup> July, 2020.

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

Councillor Grubb informed the Committee that a meeting of the Board had taken place the previous week. During this meeting the primary topic of conversation had been Covid-19 and reference had been made to the specific impact of the outbreak on foster care.

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

Councillor Dormer noted that during the Executive Committee meeting an update had already been provided by Officers in respect of the roll out of Office365 and Microsoft Teams. As a consequence, there was very little information to report to the Member Support Steering Group at this time and consideration would be given to cancelling the meeting of the group that was scheduled to take place on Tuesday, 16<sup>th</sup> June 2020.

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

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

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**EXECUTIVE  
COMMITTEE**

**4<sup>th</sup> August 2020**

**SUICIDE PREVENTION TASK GROUP – FINAL REPORT**

Relevant Portfolio Holder	Councillor Nyear Nazir
Portfolio Holder Consulted	Yes
Relevant Head of Service	Topic spans multiple service areas – relevant senior officers have been consulted.
Ward(s) Affected	No specific ward relevance.
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

This report provides an overview of the findings of the Suicide Prevention Task Group. More detailed information about the evidence basis for the group's recommendations can be found in the group's final report attached at Appendix 1.

**2. RECOMMENDATIONS**

The Committee is asked to RESOLVE that

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

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- b) That the organisations identified be invited to participate in workshop training sessions to be provided by the Communications Team to help them to better publicise the support and services their organisations provide through use of social media and other publicity.
- 3. That officers be tasked with publicising the outcome of the Task Group in the Wellbeing in Partnership Newsletter and by giving details of the findings to the Worcestershire Suicide Prevention Plan Partnership Group (sub-group of the Health and Well-being Board).

**3. KEY ISSUES****Background**

- 3.1 The proposal for this Task Group was put forward by Councillor Debbie Chance who subsequently chaired the Task Group which the Overview and Scrutiny Committee agreed to establish at its meeting on 21<sup>st</sup> March 2019. There was a brief delay following the elections in 2019 and the task group started meeting in June 2019. In addition to Councillor Chance, the members of the task group were Councillors Joe Baker, Ann Isherwood, Anthony Lovell, Nyear Nazir and Mark Shurmer.
- 3.2 During the evidence gathering phase, the group met with a number of witnesses involved in work around suicide prevention and providing mental health services. Witnesses were drawn from the voluntary sector, and also the Public Health Team for Worcestershire and the local Clinical Commissioning Group. Towards the end of the exercise, the group also heard from officers with regard to the council's Equalities Strategy and to assist them in framing the recommendations.
- 3.3 Death by suicide is a sensitive issue which can have long lasting consequences for bereaved family and friends. The task group established that there are numerous stake holders who can have a role to play in suicide prevention strategies. It should be noted that in terms of local government, responsibility for suicide prevention programmes sits with upper tier authorities rather than Borough or District Councils. In this regard the task group was assisted by colleagues from the public health team at Worcestershire County Council, and was able to look in some detail at the current county wide suicide prevention strategy.
- 3.4 In terms of recommendations, although the Council is not one of the stake holders delivering mental health services to the public, the task group noted in particular issues raised by witnesses around awareness raising and the importance of training. The recommendations have been drafted to reflect these themes and the full details are set out in the final draft report attached at Appendix 1.

**EXECUTIVE  
COMMITTEE****4<sup>th</sup> August 2020**

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- 3.5 There was a slight delay in the writing up the findings of the group due to the effects of lockdown being introduced at the end of March 2020. The group met virtually on 25<sup>th</sup> June to agree the final version of the report. The final draft report is due to be considered by the Overview and Scrutiny Committee on 30<sup>th</sup> July. In the intervening period there have been some changes to the membership of the group and Councillors Lovell and Nazir were appointed to the Executive on 30<sup>th</sup> June, and Cllr Debbie Chance has stood down as a member of the Overview and Scrutiny Committee.

**Financial Implications**

- 3.5 There are no financial implications for Recommendation 3. With regard to Recommendations 1 (a. to d.) and 2 (a. and b.), at the time of drafting the task group report it was anticipated that these were actions that could be absorbed into existing staff capacity/ work streams without the need for any extra resources, and on that basis there would be no financial implications. However, were this to prove not to be the case once work to implement the recommendations started, then officers would bring a further report to Members seeking approval for any extra additional funding that was required.

**Legal Implications**

- 3.6 The legal implications to the recommendations (where applicable) are detailed in the report.

**Service / Operational Implications**

- 3.7 The group's recommendations are designed to enhance support to staff and the public to have greater awareness of suicide prevention and to give some additional support to voluntary groups around communication issues.

**Customer / Equalities and Diversity Implications**

- 3.8 Recommendation 1 involves incorporating a number of elements into the Council's Equalities Strategy. Officers from that team have been involved in the work of the Task Group and have assisted in guiding the group and giving input as to the recommendations. This is a subject matter which can affect all groups within the community.

**4. RISK MANAGEMENT**

No specific risks have been identified.

**5. APPENDICES**

Appendix 1 – The Suicide Prevention Task Group's final report

**EXECUTIVE  
COMMITTEE**

**4<sup>th</sup> August 2020**

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**AUTHOR OF REPORT**

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Redditch Borough Council  
Overview and Scrutiny Committee

**Scrutiny Task Group:  
June 2019 to June 2020**

**Investigation into Suicide  
Prevention**

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Completed  
June 2020

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**FOREWORD**

Suicide is a major issue for society and a leading cause of years of life lost. In 2018 there were 6507 deaths in the United Kingdom where the cause was identified as suicide. For each life lost there are long lasting consequences for close friends and family members who in turn are at greater vulnerability to long term psychological illness and suicide themselves.

There are also significant economic impacts. It is estimated that the economic cost of each death by suicide of someone of working age is £1.67 million<sup>1</sup>.

Premature death by suicide is preventable and evidence shows that the delivery of a comprehensive prevention strategy is effective in reducing rates of premature death. The Task Group has investigated suicide prevention policy with a particular focus on the Worcestershire Suicide Prevention Plan. Members considered the actions which make up the plan, the links between public health and the delivery of services by the Clinical Commissioning Group and the resources available for residents in Redditch in need of support due to mental health issues.

I would like to dedicate this scrutiny report in memory of the late Mike Lewington. As well as contributing to this review as a witness, he generously gave his time and energy in the support of others always standing up for people in their time of need and giving a voice to people who were not heard especially those who fought a battle with mental illness.

My thanks go to the task and finish group for kindly agreeing to dedicate this report in his name.

With the world now coming to terms with Covid 19 the effects on our mental health and well-being work around mental health could not be more important.

Thank you once again to the committee and Sarah Sellers for their immense support and to all the contributors named in this report.



**Councilor Debbie Chance - Chair of the Suicide Prevention Scrutiny Task Group**

**Task Group Members**



**Cllr Joe Baker**



**Cllr Anne Isherwood**



**Cllr Anthony Lovell**



**Cllr Nyear Nazir**



**Cllr Mark Shurmer**

**SUMMARY OF RECOMMENDATIONS****Recommendation 1****Suicide Prevention Awareness and the Council's Equalities Strategy**

That the Redditch Borough Council Equalities Strategy should reflect the Council's commitment to suicide prevention and supporting good mental health, and that in producing the updated version of the Equalities Strategy for 2020 to 2024 objectives and actions should be included to cover the following:-

- a) That officers continue to publicise messages around positive mental health to staff and promote opportunities to participate in training and events.
- b) That officers develop the signposting information available on the intranet to support staff in being able to signpost either service users or colleagues to the relevant support services.
- c) That officers mark suicide prevention awareness day in September 2020 including using this as an opportunity to promote the work of local groups that support suicide prevention.
- d) Recognising that not all staff may undertake the Mental Health First Aid training, that officers arrange for some alternative web based training resources to be provided for staff, to be aimed at those working in front line posts.

**Financial Implications:****Legal implications:**

No legal implantations save that the updating of the Council's Equalities Strategy will be in compliance with the provisions of the Equalities Act 2010

<p>Recommendation 2</p> <p>Support to local voluntary sector organisations around improving promotion of their organisations</p>
<ul style="list-style-type: none"> <li>a) That officers from the Communications Team work with the Partnership Manager to identify local voluntary sector organisation which offer support around mental health and wellbeing and/ or promote suicide prevention.</li> <li>b) That the organisations identified be invited to participate in workshop training sessions to be provided by the Communications Team to help them to better publicise the support and services their organisations provide through use of social media and other publicity.</li> </ul>
<p>Financial Implications:</p> <p>Legal implications:</p> <p>Voluntary organisations should acknowledge that the Council will be providing information / training on the skills required for promoting their organisation but the content of any such promotions will rest with the organisation in question.</p>

<p>Recommendation 3</p> <p>Publicising the findings of the Task Group</p>
<p>Given that suicide prevention work is carried out by multiple agencies and stakeholders, that officers be tasked with publicising the outcome of the Task Group in the Wellbeing in Partnership Newsletter and by giving details of the findings to the Worcestershire Suicide Prevention Plan Partnership Group (sub-group of the Health and Well-being Board).</p>
<p>Financial Implications:</p> <p>None</p> <p>Legal implications:</p> <p>None</p>

## 1. Introduction

Responsibility for suicide prevention programmes sits with upper tier authorities (as explained in chapter 3 on page 10) and is not a direct responsibility of councils at district level. However, all tiers of local government have a part to play and the proposal for this Task Group was prompted by members concerns over rates of death by suicide in Redditch and wanting to understand more about this complex subject.

At the outset of the investigation the Task Group started by looking at steps currently being taken by the Council, and was able to identify that the Council is already supporting good mental health for its own staff and in the wider community through a number of existing channels.

- Mental health is one of the priorities of the Redditch Partnership. The Council is one of the members of the partnership together with a wide range of other stakeholders including the local Clinical Commissioning Group, Worcestershire County Council and the local voluntary network. The partnership provides a forum where the members can share information, collaborate their work on priorities identified and co-ordinate deployment of resources.
- The Council has set up an online directory known as the “Knowledge Bank” which lists information and contact details for public, voluntary and community organisations in Redditch. In the context of mental health, the Knowledge Bank enables information about different services being provided, by statutory bodies and by voluntary organisations to be shared.
- The Time to Talk initiative is now well established within the Council having been first introduced in 2014. Monthly Time to Talk events are held using different formats and at different venues to enable staff across the organisations to be involved.
- In 2019 the Council introduced Mental Health First Aid Training for staff. This involves staff attending a two day training course which covers a range of issues around mental health awareness and strategies to provide support. The programme includes specific training on suicide prevention. The Task Group was informed that 52 members of staff had attended the training (as at March 2020) and feedback from those who had received the training was very positive.

## 2. Statistics

In considering statistics the Task Group looked at national data and at the figures for the County of Worcestershire and Redditch as a Borough.

### **Key trends from the Office of National Statistics for 2018**

- In 2018 there were 6507 deaths by suicide registered in the UK
- Around 75 per cent of registered deaths in 2018 were among men
- The highest suicide rate in the UK was for men aged 45 to 49
- Male rates remain around 3 times higher than female rates
- The figures for 2018 showed an increase in rates among the under 25s

Nationally the overall trend since the early 1980s is one of a gradual decline in the rate of suicide for the population as a whole.

The figures for 2018 did indicate an increase compared to the figures for 2017 when there were 5821 deaths by suicide registered in the UK. Suicide rates do fluctuate on a year to year basis and it is too early to say whether the latest increase represents a change in the recent trend.

Whilst the full reasons for this increase cannot be identified, the Task Group received information from Public Health that the figures may be affected by changes to the way in which deaths by suicide were being recorded by coroners.

From July 2018 the standard of proof used by coroners to determine whether a death was caused by suicide was lowered to the civil standard of “balance of probabilities”; previously the criminal standard of “beyond all reasonable doubt” had been applied.

It was anticipated that this change would have an impact on the number of deaths recorded as suicides going forward as it was likely that there had previously been some under reporting with some cases being recorded instead as “undetermined”.

The 2018 statistics show that males continue to account for three quarters of suicide deaths, and that this peaks among the middle aged (45 to 49 years). It is

thought that higher rates of suicide rates among middle aged males might be because this group is more likely to be affected by economic adversity, alcoholism and isolation together with being less inclined to seek help.

Suicide rates for women remain significantly lower than for males. In 2018 the female age group most greatly affected was women aged 45 to 49 years.

The statistics are expressed as the rate of deaths per 100,000 population. The overall rate for the UK in 2018 was 11.2 deaths per 100,000 population and in 2017 was 10.1 per 100,000 population. For England the rates were 10.3 per 100,000 population in 2018 and 9.2 per 100,000 population in 2017.

Members were provided with a summary of the relevant statistics for death by suicide for Redditch and Worcestershire by the Public Health team at the County Council, with the figures based on the data available at that point in time (up to and including 2017).

#### **Key Data for Worcestershire and Redditch**

- On average one person dies each week as a result of suicide in Worcestershire.
- Worcestershire has similar suicide rates to England with an average of 55 deaths per year (10.8 per 100,000 population for 2015-2017).
- Males in Worcestershire are three times more likely to die by suicide than females. The male suicide rate is higher than the national average; the female rate is lower than the national rate.
- Residents aged 25 to 44 have the highest suicide mortality rate.
- The statistics for Worcestershire show a higher than average rate of deaths amongst those in skilled trades occupations.
- The location of two prisons in Worcestershire contributes to a higher overall suicide rate. When prisoner deaths are excluded from the analysis for the latest period, the suicide rate decreases to 10.0 deaths per 100,000 population.
- In Redditch for the three year period from 2015 to 2017 there were 26 deaths by suicide or undetermined intent.
- 84% of the registered deaths in Redditch in this period were among men.
- Redditch residents generally have a higher rate of death by suicide than the England average.

At its meeting on 27<sup>th</sup> August 2019, the members of the Task Group discussed the statistics for Worcestershire and Redditch in more detail with Rachael Leslie from the Public Health Team.

It was explained that trends are more difficult to identify at district level due to the small data sets available and that for this reason the data is considered in bands covering periods of three years. The most recent data for Redditch considered by the Task Group covered the 3 year period from 2015 to 2017.

Redditch generally has a higher suicide/undetermined death rate than other areas of Worcestershire and England as a whole and this is likely to be because the population is made up of a higher number of people who are at a greater risk of suicide.

National data identifies that men, divorced people and people living in deprived areas are at a greater risk of suicide, and it has been documented that there is a link between deprivation and suicide.

In terms of deaths by suicide in Redditch, the Task Group were advised that those in lower socio economic groups were at greater risk, as were men who were middle aged.

Breaking this down further, underlying factors relating to relative poverty would include insufficient income to pay for basic needs, living in poor housing and lack of belonging and self-esteem. It is thought that this group also suffer further disadvantage from being less likely to seek help from health professionals or to ask for support.

As already noted, underlying factors for middle aged men include relationship breakdown, financial insecurity and lack of support, particularly for the self-employed.

The Task Group learnt that based on current statistics the risk of death by suicide for those in the lowest socio economic groups is around three times higher than the risk for those in the highest socio economic group. The most recent data for Redditch showed that twice as many people who die by suicide are in the lowest socio economic group compared to the highest.



### **3. Suicide Prevention Policy and the Worcestershire Suicide Prevention Plan**

The Task Group under its third objective investigated the Worcestershire Suicide Prevention Plan.

The Task Group learnt that preventing suicide is achievable and can be brought about by direct intervention with individuals, communities and wider society. There is evidence that a comprehensive strategy is effective in reducing deaths by suicide through combining a range of interventions that build community resilience and target groups of people at heightened risk of suicide.

With regard to suicide prevention policy, this was first introduced in England in 2002. The current policy background was established in 2012 when the coalition government published “Preventing Suicide in England: A cross government outcomes strategy to save lives.”

In a move to broaden the approach to suicide prevention, the report included commitments from multiple departments across government, in addition to health, including education, transport, home office and work and pensions.

The aim of the strategy was described in the report as follows:

“Suicide is often the end point of a complex history of risk factors and distressing events; the prevention of suicide has to address this complexity. This strategy is intended to provide an approach to suicide prevention that can be made across all sectors of our society.”

The key objectives in the strategy were “a reduction in the suicide rate in the general population in England and better support for those bereaved by suicide”.

Six areas for action were identified:-

- To reduce the risk of suicide in key high-risk groups.
- To tailor approaches to improve mental health in specific groups.
- To reduce access to means of suicide.
- To provide better information and support to those bereaved or affected by suicide.
- To support the media in delivering sensitive approaches to suicide and suicidal behaviour.
- To support research, data collection and monitoring.

In terms of implementation at local level, the government’s 2012 strategy intended there to be an enhanced role for local government which had recently been given responsibility for a range of public health services (Health and Social Care Act 2012).

This resulted in upper tier and unitary authorities taking on responsibility for delivering local suicide prevention action plans through the local Health and Wellbeing Boards.

In Worcestershire the responsibility for suicide prevention sits with Worcestershire County Council and is overseen by the Health and Wellbeing Board.

As part of the Task Group investigation Members considered the Worcestershire Suicide Prevention Plan for 2018-2021 which was approved by the Health and Wellbeing Board on 27<sup>th</sup> February 2018. Members received written information from the Public Health team at the County Council and held a discussion with Rachael Leslie who is a consultant from the Public Health Team and Chair of the Suicide Prevention Steering Group.

**Key features of the Worcestershire Suicide Prevention Plan 2018-2021**

- The ambition of the plan is to reduce the number of suicides by at least 10% by March 2021.
- The longer term ambition is to adopt a “zero suicide” mind set in Worcestershire.
- Under the plan there are two principle objectives:-
  - To reduce the suicide rate in the general population.
  - To provide better support for those bereaved or affected by suicide.
- In addition to the six areas for action from the 2012 strategy for England, the Worcestershire plan includes 8 priority areas for action as follows:-
  - Reducing risk in men, especially in middle age.
  - Preventing and responding to self-harm.
  - Mental health of children and young people.
  - Recognition and treatment of depression.
  - People in the care of acute mental health care.
  - Tackling high frequency locations, including working with local media to prevent imitative suicides.
  - Reducing isolation through community based support and working through the third sector.
  - Bereavement support, especially for people bereaved by suicide.

In implementing the plan the Public Health Team work closely with the Clinical Commissioning Group (CCG) who have responsibility for delivery of medical services, and in conjunction with numerous other stakeholders. The Steering Group meets monthly and participants include representatives from health, children's services, the police, voluntary sector organisations and bereaved families.

The Task Group were interested to find out more detailed information about the work that was being undertaken to support the eight priority areas for action. Of particular interest were:-

#### Reducing the risk for men

Initiatives for this target group focus on breaking down the stigma around mental health problems and encouraging men to be able to talk. Examples of specific projects include:

- The Time to Change movement.
- Worcestershire Works Well (employer accreditation scheme).
- Men in Sheds (operating in some parts of Worcestershire) and Andy's Man Club (operating in other areas and aimed at men working in the construction industry).
- Worcestershire Reconnection Service which matches volunteers with local residents to combat loneliness.

#### Mental health of children and young people

Members were informed that there are a number of different resources and interventions which schools can access to promote work around suicide prevention and help children to develop resilience. The picture of what support children will actually receive from school to school is varied however, as take up depends on the individual schools choosing to access the resources. Some examples of the types of support available include:-

- Time to Change movement – schools across the County are encouraged to take this up.
- "The Blues Programme" – to support pupils to develop skills for resilience, this programme has been funded by Royal Mail and received positive feedback.
- PAPYRUS is a charity set up to promote suicide prevention amongst teenagers and young adults. The charity has a scheme to promote well-being for school pupils and this has been delivered at two schools in Redditch.

There are also digital resources available through the use of apps aimed at young people such as “Healthy Minds” and “Staying Alive”.

### Bereavement Support

As already noted, research has shown that individuals who have lost a member of their family to suicide are at greater risk of suicide themselves. In Worcestershire the CCG has commissioned bereavement support from St Richard's Hospice in Worcester. In addition to general bereavement, this covers some specialist support for families affected by death by suicide. Specialist support groups also exist as part of a network called SOBS (Survivors of Bereavement by Suicide). The local group for SOBS is based in Bromsgrove and meets monthly.

### High Risk Locations

The Members learnt that about 75% of deaths by suicide occurred at home and about 25% in public places. Public Health England (PHE) has issued guidance on tackling high risk locations and there is evidence to show that intervening in one location does not necessarily displace the problem to an alternative location. For this reason steps to restrict access are recommended under the guidance. The Task Group was informed that British Transport Police have done a lot of work around high risk locations on the rail network, including preventing access, putting up signs for the Samaritans and installing loud speakers to aid communication.

The guidance also supports increasing opportunities for human interaction in high risk locations. For example, the Members learnt about a scheme in a multi-story car park where staff had received mental health first aid training with the aim that this would enable them to interrupt and talk to anyone they may be concerned about. This had been combined with an arrangement that a nearby café would be used as a “safe place”. The staff at the café had also received mental health first aid training and would receive people brought across from the car park. The use of an informal setting was thought to be less threatening and the staff at the café would be able to signpost people on to appropriate services.

The PHE guidance also covers strategies for encouraging responsible reporting of incidents by the media and making sure that journalists are careful in the language they use and the amount of information made public. This is important because there is evidence to show that over detailed reporting of incidents can lead to a spike in attempts by people influenced by the media coverage.

Members were informed that the Public Health team was carrying out an analysis of the Worcestershire suicide data to look at place of death and this information would then inform any future interventions using the strategies in the PHE guidance.

Whilst the Suicide Prevention Plan details specific actions, Members established that there are certain key principles that underpin the whole approach to suicide prevention work, and these are:-

- Removing the stigma around suicide and encouraging greater openness
- Awareness raising
- Supporting residents to have good mental health

In terms of the differing needs of the six districts which make up the county of Worcestershire, the Suicide Prevention Plan does not provide any additional detail or actions for each specific district. It was noted by the Task Group that the Redditch Partnership had set up a plan specific to tackling suicide in Redditch and this had been in operation from 2017 to 2018. The Task Group learnt that at District level it had been hard to implement some of the actions which were more closely aligned to the public health responsibilities that sit with the County Council. Ultimately the Redditch plan had not been progressed but the main elements were picked up in the County wide plan which superseded it from February 2018.

The Task Group were advised that although the Suicide Prevention Plan does not have actions specific to Redditch, the data gathered by Public Health is used by the CCG when they make plans for the deployment of resources. In this regard there are certain resources which have been introduced in Redditch, including the opening of a Crisis Café and these are set out in more detail in the next section of the report.

#### **4. Services available in Redditch**

The Task Group under its second objective investigated the existing support services available for people experiencing depression and other mental health problems, and in particular the availability and accessibility of services for people in crisis. The Task Group heard evidence from three witnesses in this regard, two involved in the delivery of services and the voluntary sector, and one from the CCG.

##### **Role of the CCG**

The actual provision of mental health services in Redditch is the responsibility of the Clinical Commissioning Group or CCG. The local group for Redditch, NHS Redditch and Bromsgrove CCG works closely with the other two Worcestershire CCGs (NHS South Worcestershire CCG and NHS Wyre Forest CCG)<sup>ii</sup>. The CCGs are responsible for the health of the population and are tasked with working to improve health outcomes. As already mentioned, data from public health is used to identify health needs and the CCG commissions health services to be provided at community level. The organisation is clinically led by GPs and the priorities identified are used to inform strategies and spending is then allocated to implement the strategies.

##### **Summary of support available**

The most common point of access for patients seeking help with mental health problems is through their GP. Typically this is the initial point of support and treatment, and GPs can refer on for more specialist treatment if required. The majority of patients are able to be managed by their GP; only a small percentage need additional treatment.

For adults in Worcestershire (over 16 and above), the next stage is for the GP to refer the patient to "Worcestershire Healthy Minds". This was set up a few years ago to support adults experiencing problems such as stress, anxiety, low mood and depression. The help available in the first instance includes advice and helping people to gain a better understanding of their condition. Not all issues are a medical condition and some patients will be seeking support to cope with stress caused by life events. Patients can be referred to relevant groups or courses to provide them with support.

For patients needing greater assistance, the next level is for them to be referred to a trained therapist for one to one counselling. This can be over a few sessions or over a longer period of time if required. The treatment in these cases is tailored to the individual needs of the patient.

In addition to referrals from GPs, it is possible for members of the public to make direct referrals to Healthy Minds by phone or by completing an on line referral form.

For younger people a similar service is provided which is called "Reach4Well-being". This is aimed at 3 to 18 year olds and provides age appropriate emotional support to help to manage anxiety or low mood. The use of "apps" has also been found to be effective with young people and these are made available for this age group including one called "Bestie" which was developed in Worcestershire.

More mature teenagers may be referred to Healthy Minds instead of Reach4Well-being if that approach is felt to be more suitable for them.

When adults require more specialist intervention for example because of a history of mental health problems, or due to the seriousness of their current symptoms, they are referred to the Community Assessment and Recovery Services. For Redditch, the relevant team is based at the Princess of Wales Hospital ("POWCH") at Bromsgrove. It is a multi-disciplinary team made up of community psychiatric nurses, social workers, occupational therapists, psychiatrists and psychologists. Although the team is based at POWCH, services are delivered locally to patients.

More specialist intervention for children and young adults is provided through the Children and Adolescent Mental Health Service, known as "CAMHS".

With regard to crisis care for adults, this is covered by the "Crisis Resolution Service" which aims to provide a maximum 4 hour response time. Referrals are usually received from GPs, although other services such as police and ambulance service can also make referrals.

The aim of the service is to provide a rapid assessment and then arrange for appropriate treatment. Although the service is accessed by patients experiencing acute problems, it is usually possible for follow up to take place in the community and only a minority of patients would be admitted as in patients.

The Crisis Resolution Service is based in the crisis assessment centre at Worcester Royal Hospital and is available 24 hours a day to handle the most urgent referrals (the Elgar Suite). This unit had been expanded recently with additional staff so that it now has greater capacity. In addition, there is a Mental Health Liaison Service in both A&E Departments in the county, that is Worcester Royal and The Alexandra Hospitals. The service will assess the mental health of

patients attending the departments up to 10pm at night. Thereafter the Crisis Resolution Service is available.

Although the witnesses who spoke to the Task Group regarding services available for residents in Redditch were drawn from different sectors, some common themes emerged in the discussions.

#### Access to help in a crisis/ out of hours provision

With the core emergency service for mental health being based in Worcester, the Task Group noted that concerns were expressed about patients being able to access suitable advice and support in evenings or at weekends. In response to this point the Task Group were informed about plans of the CCG to open a crisis café in Redditch. At the time of the discussions with the Task Group the café was in the process of being set up and it subsequently opened in January 2020.

The Task Group learnt that the crisis café model is well established. There is evidence to show that people in a crisis did not necessarily need to see a psychiatrist or be given medication. In many situations what is needed is somewhere safe to go to and supportive staff for people to talk to.

The Task Group were informed that the CCG were intending the Crisis Café to be open 7 days a week from the evening through to the early hours of the morning. The café would not be clinically led but the staff would receive appropriate training, including training on suicide prevention. Access would be on a referral basis via the existing telephone helpline for the crisis service based at Worcester. Members were informed that the service would be reviewed after 12 months. Overall, witnesses who spoke to the Task Group were positive about the introduction of the crisis café, and it was felt that the service would provide a valuable additional resource for residents local to Redditch.

#### Links to services provided by the voluntary sector

The role of the voluntary sector in providing services to compliment “medical services” outlined above was highlighted in the discussions, with speakers in agreement that there is good provision of such services in Redditch. Some concerns were raised in relation to the reliance of these groups on volunteers, funding issues and ensuring that health professionals were aware of the full range of groups operating in their areas.

The Task Group learnt about the introduction by GPs surgeries of “social prescribing”. This is a relatively new approach whereby health professionals can refer patients to support in the community to improve their health and well-being. The support is non clinical and the aim is to connect people with a range of



services and events in their community such as walking and fitness groups, healthy cooking programmes, social groups, volunteering and gardening. Patients referred by their GPs will have a one to one meeting with a social prescriber to discuss what services might be useful to help to alleviate mental health issues. There is evidence that social prescribing can lead to a range of positive outcomes including quality of life and emotional well-being, mental and general wellbeing and levels of depression and anxiety.

#### Waiting times for treatment and access to talking therapies

The Task Group received anecdotal comments about waiting times for some forms of counselling being too long, including referrals for talking therapies. The evidence of the CCG was that waiting times are acceptable with 90% of patients referred to the Healthy Minds Service being seen within 6 weeks, and 100% within three months.

The Task Group learnt that extra funding is being committed by the CCG to talking therapies year on year. Public health data is used to inform where the additional resources can best be targeted. For example in Redditch a need for more support around patients suffering from long term physical conditions such as diabetes and chronic pain was identified. This led to extra psychological services being located at Smallwood House to link with the diabetes unit.

#### Suggestions to support suicide prevention

The speakers referred to raising mental health awareness and encouraging more open discussion about mental health problems (as already noted on page 14).

Other measures highlighted included:-

- Encouraging participation in initiatives around mental health such as Time to Talk.
- Putting good signposting in place to encourage referral to sources of support.
- The importance of training as a method to raise awareness. This could range from specialist training for managers and frontline staff to more general awareness raising sessions.
- Using specific occasions to raise awareness for example by marking mental health awareness day/ suicide prevention awareness day.
- Providing more practical support to the voluntary sector.
- Taking steps to make information about services in the community more available.

### **5. Access to means of suicide and high risk locations**

The Task Group under its sixth objective decided to look into what practical steps can be taken around reducing access to means of suicide and tackling high risk locations.

As already detailed in the section on high risk locations at page 13, Members learnt that there are models for increasing human interaction at known locations, and there are other strategies that can be used such as installing signage, changing lighting, use of specialist fencing or preventing access.

Officers were requested by the Task Group to obtain an update in relation to the footbridge at Musketts Way following discussions which had taken place with the County Council between 2016 and 2018 regarding any physical alterations which could be made at that location.

The response received back from the County Council was that the position had not changed since it was last considered in January 2018. Specifically, from an engineering perspective there was not sufficient capacity for the bridge to bear the weight of both raising the parapets and installing anti-climb mesh and as such there was no engineering option that would make any significant reduction of risk.

The raising of this issue by the Task Group did prompt some further actions to be taken by the County Council including:-

- Installation of new signage close to the bridge to give the phone number for the Samaritans.
- Installation of an additional metal barrier known as a Chevaux de Frise to prevent attempts to access the exterior of the bridge from the adjoining bank.

Although the Task Group had heard evidence regarding schemes operated by Councils in multi storey car parks to increase human interaction with the public and train staff in suicide prevention awareness, it was noted that in Redditch this would not be a scheme the Council could introduce as the Kingfisher Centre Car Parks are operated by a private company. The Task Group was informed that officers from Public Health were intending to pursue this further in direct consultation with the Kingfisher Centre.

## **6. Conclusions and consideration of recommendations**

In deciding what recommendations to put forward, the Task Group focussed on the following issues which had been highlighted in the evidence:-

- Awareness Raising and reducing the stigma around death by suicide
- Training
- Support to the Voluntary Sector
- Support for those bereaved by suicide

In the final session on 11<sup>th</sup> February, Members also held discussions with officers from the Equalities Team and the Communications Team to work through some of the potential proposals.

Those discussions were helpful in highlighting the steps the Council is already taking to promote good mental health for example by sending out communications internally and externally to promote events and activities by using social media. Within the Council the Communications Team has promoted events such as Time to Talk and an initiative in January 2020 to beat the January blues. For external communications the use of hashtags has been a successful method to get coverage on social media platforms, for example #LoveParks.

### **Recommendations 1 and 2**

#### **Awareness Raising and reducing the stigma around death by suicide**

Members considered various ideas around awareness raising, including ways to promote suicide prevention throughout the organisation and awareness raising in the wider community. There was an overlap in these discussions between awareness raising and training (see below). On the issue of awareness raising, the Task Group was keen to build in some actions around one of the dates in the year when mental health issues are recognised, such as Mental Health Awareness Day or Suicide Prevention Day.

Following consultation with officers it was established that the most appropriate policy area which could reflect commitment to suicide prevention within the Council would be through the Equalities Strategy. The current strategy which is due to be updated in 2020 is made up of broad objectives with more specific actions supporting each of the objectives. Members were advised that the strategy sets the Council's objectives internally for staff and also impacts on shaping areas where the Council can support the wider community. Following discussion about incorporating some of the key themes from the Task Group into the Equalities Strategy the wording below (which covers both awareness raising and training) was agreed as recommendation 1:-

**That the Redditch Borough Council Equalities Strategy should reflect the Council's commitment to suicide prevention and supporting good mental health, and that in producing the updated version of the Equalities Strategy for 2020 to 2024 objectives and actions should be included to cover the following:-**

- a) That officers continue to publicise messages around positive mental health to staff and promote opportunities to participate in training and events.**
- b) That officers develop the signposting information available on the intranet to support staff in being able to signpost either service users or colleagues to the relevant support services.**
- c) That officers mark suicide prevention awareness day in September 2020 including using this as an opportunity to promote the work of local groups that support suicide prevention.**
- d) Recognising that not all staff may undertake the Mental Health First Aid training, that officers arrange for some alternative web based training resources to be provided for staff, to be aimed at those working in front line posts.**

### Training

Members welcomed the introduction of the Mental Health First Aid Training for Council employees. They were impressed by the depth of the training, which included a section on suicide prevention, and by the positive feedback the training had received from staff. However, Members were mindful that this level of training might not be appropriate for all staff and were keen to find a balance whereby some other forms of training and awareness raising could be made available to staff. Members emphasised in particular that front line staff would in their opinion benefit from learning more about mental health issues and having access to additional information.

The Task Group noted that the Mental Health First Aid Training programme was due to be reviewed in March 2020 and further development of that programme would be dependent on the outcome of that review. In the meantime, the Task Group discussion led to a number of ideas being identified to enable staff to receive training including promotion of any external training opportunities such as participating in recent training which was arranged by the County Council Public Health Team (see Recommendation 1 a).

Officers advised that there were on-line training and awareness resources available from organisations specialising in suicide prevention and Members were supportive of further work being done to promote some of these links to

staff and to improve signposting to such resources. It was noted that this linked into the Mental Health First Aid training which promoted the importance of signposting those who might be having mental health problems to support services that could help them. These points were incorporated into Recommendations 1 b and 1 d.

Finally, the idea of focussing awareness raising on a specific date was included in Recommendation 1 c with regard to officers observing Suicide Prevention Awareness Day in September 2020.

#### Support to the Voluntary Sector

It was noted during the course of the investigation that a significant amount of support is currently provided by voluntary sector organisations. This covers a wide range of services from community organisations that run group activities and social groups to combat social isolation and depression, through to more specialised groups such as those supporting bereaved families or providing awareness training around suicide prevention.

Members of the Task Group acknowledged that support in terms of financial assistance was not an option available due to budgetary constraints, and discussions focussed on other types of assistance. It was established that assistance to help voluntary organisations to obtain external funding would already be in place in 2020 through the Council's VCS Grants Co-ordinator and liaison with Bromsgrove and Redditch Network (BARN).

Linking the two ideas of support and awareness raising led to a proposal that assistance could be offered to voluntary organisations with developing social media strategies and to help them to improve the promotion of their own organisations. It was proposed that this could be achieved by the Communications Team holding workshop events for interested VCS organisations. Members welcomed this suggestion and the following wording was agreed for Recommendation 2:-

#### **Support to local voluntary sector organisations around improving promotion of their organisations**

- a) That officers from the Communications Team work with the Partnership Manager to identify local voluntary sector organisation which offer support around mental health and wellbeing and/ or promote suicide prevention.**
- b) That the organisations identified be invited to participate in workshop training sessions to be provided by the Communications Team to help them to better publicise the support and services their**

**organisations provide through use of social media and other publicity.**

Support for those bereaved by suicide

At the request of Members, officers contacted the local branch of the support group for relatives bereaved by suicide SOBS (Survivors of Bereavement by Suicide) based in Bromsgrove. The organisation confirmed that there was not really scope for a separate group to be established in Redditch; usually groups were well spaced out geographically and the other element of setting up a group was that it would have to be led by a person who had been bereaved by suicide themselves. The Chair of the Bromsgrove group stressed that residents living in Redditch would be very welcome to attend the meetings in Bromsgrove which are held monthly at Finstall.

**Recommendation 3**

During the course of the investigation one of the features of suicide prevention work that came across was the large number of different organisations which are involved and the challenges of maintaining communication on this subject between different stakeholders. The report hopefully provides a picture of how the different agencies and services are inter related and pulls together information from a range of sources. It also focuses on the importance of suicide prevention. As such the Task Group felt that it was important that the outcome of the review be shared and this led to the proposal of Recommendation 3.

**Publicising the findings of the Task Group**

**Given that suicide prevention work is carried out by multiple agencies and stakeholders, that officers be tasked with publicising the outcome of the Task Group in the Wellbeing in Partnership Newsletter and by giving details of the findings to the Worcestershire Suicide Prevention Plan Partnership Group (sub-group of the Health and Well-being Board).**

**APPENDIX 1****Scrutiny Proposal Form**

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note:** The matters detailed below have not yet received any detailed consideration. The Overview and Scrutiny Committee reserves the right to reject suggestions for scrutiny that fall outside the Borough Council's remit.

Proposer's name and designation	Councillor Debbie Chance	Date of referral	March 2019
Proposed topic title	Suicide Prevention Short, Sharp Review		
Link to local priorities including the strategic purposes	<p>This links to the RBC Strategic Purpose of "Help me to live my life independently (including health and activity)."</p> <p>Also links to the following strategies adopted by the Worcestershire Health and Well-Being Board</p> <ul style="list-style-type: none"> <li>• Suicide Prevention Plan 2018 -2021 (adopted in 2018)</li> <li>• Joint Health and Well-being Strategy 2016-21.</li> </ul>		
Background to the issue	<p>My attention was drawn to the suicide rate in Redditch as a result of information circulated when the Overview and Scrutiny Committee was considering sexual health issues in Redditch.</p> <p>I was disheartened and concerned to see that Redditch had one of the highest suicide rates in the County of Worcestershire; I had not been aware previously that this was the case.</p> <p>Mental health problems, including depression, seem to be increasing and in my work as a nursing assistant I come across people looking for help, including sometimes people who are in crisis. As premature death by suicide is preventable I am really interested to find out more about the situation as it affects the residents of Redditch and what could be done to try to improve the situation and reduce the suicide rate.</p> <p><u>Policy background</u></p>		

	<p>In 2012 the need to establish local suicide prevention plans was set out in national strategy in the government publication “Preventing Suicide in England: a cross government outcome strategy to save lives in 2012” and is incorporated in the NHS “Five year forward view for mental health”. In Worcestershire the issue falls under the remit of the Worcestershire County Council Health and Well Being Board, and in February 2018 the Board adopted the 2018 to 2021 Suicide Prevention Plan.</p> <p>Research has shown that having a prevention strategy can be effective in reducing suicides. The overall aim of the Worcestershire Suicide Prevention Plan is to reduce the number of suicides and to provide better support for those bereaved by suicide. Some specific sectors of the community who are at higher risk have been identified as priority groups including young and middle aged men and people in the care of the mental health services.</p>
<p>Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)</p>	<ol style="list-style-type: none"> <li>1. To analyse the current levels of premature death by suicide in Redditch and clarify the factors that have resulted in Redditch having a higher rate of suicide.</li> <li>2. To assess the existing support services available for people experiencing depression and other mental health problems, and in particular the availability and accessibility of services for people in crisis.</li> <li>3. To investigate the aims and objectives of the Worcestershire Suicide Prevention Plan, and the practical steps that are being taken to achieve the “action plan priorities”.</li> <li>4. To research steps taken by other councils to address suicide prevention.</li> <li>5. To review what steps could be taken to raise awareness of sources of support around suicide prevention</li> <li>6. To consider what practical steps can be implemented around reducing access to means of suicide and tackling high risk locations.</li> </ol>



	7. To identify any additional action that the Council could take to help with the reduction of premature death by suicide in the Borough.
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	Estimated time for this task group is 4 to 5 meetings over a 3 month period starting from the end of May / early June 2019.

**Please return this form to: Jess Bayley or Amanda Scarce, Democratic Services Officers, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch, B98 8AH**

**Email: [jess.bayley@bromsgroveandredditch.gov.uk](mailto:jess.bayley@bromsgroveandredditch.gov.uk) / [a.scarce@bromsgroveandredditch.gov.uk](mailto:a.scarce@bromsgroveandredditch.gov.uk)**

**APPENDIX 2****Acknowledgements**

The group would like to thank the following people for providing evidence during the course of their review:

Helen Broughton, Redlich Partnership Manager  
Laney Walsh, Lead officer for Time to Talk and Unison Branch Manager  
Rachael Leslie, Public Health Consultant Worcestershire County Council  
Mike Lewington, MHAG (Mental Health Action Group)  
Detective Inspector Gareth Lougher, Police Mental Health Lead for Worcestershire (West Mercia Police)  
Jenny Dalloway, CCG Mental Health Commissioner  
Anne-Marie Harley – RBC Communications Manager  
Emily Payne – RBC Equalities Officer

**APPENDIX 3****Background papers**

Office for National Statistics - Suicides in the UK: 2018 registrations  
Office for National Statistics - Suicides in the UK: 2017 registrations  
Briefing Paper CBP 08221 House of Commons Library – Suicide Prevention: Policy and Strategy  
Worcestershire County Council Health and Well Being Board: Report dated 27<sup>th</sup> February 2018 attaching the Worcestershire Suicide Prevention Plan 2018 to 2021  
HM Government Preventing Suicide in England: A cross government outcomes strategy to save lives  
Public Health England: Preventing suicides in public places (November 2015)  
Worcestershire County Council JSNA Briefing on deaths from suicide and undetermined intent August 2019

**APPENDIX 4****Declarations of Interest**

No declarations of interest were made during the course of the Task Group meetings.

**APPENDIX 5****Timeline of Activities**

<b>Date</b>	<b>Task Group Activity</b>
27/06/19	Scoping meeting.
23/07/19	Discussion with Helen Broughton, Redditch Partnership Manager.
27/08/19	Meeting to consider statistical data regarding suicide rates in Redditch, Worcestershire County Council Suicide Prevention Strategy, National Strategies for Suicide Prevention and further information regarding Musketts Way Bridge.
10/09/19	Discussion with Laney Walsh (Unison branch manager).
24/09/19	Discussion with Rachael Leslie, Public Health Consultant from Worcestershire County Council and Chair of the Worcestershire Suicide Prevention Plan Partnership Group.
22/10/19	Discussion with Mike Lewington of Mental Health Action Group (MHAG)
12/11/2019	Discussion with Detective Inspector Gareth Lougher, Police lead for Mental Health for Worcestershire.
28/11/2019	Discussion with Jenny Dalloway ( CCG Mental Health Commissioner)
17/12/2019	Consideration of draft recommendations
11/02/2020	Further consideration of draft recommendations including feedback from officers (discussion with Communications Manager and Equalities Officer).

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<sup>i</sup> Department of Health ([SPR0110](#))

<sup>ii</sup> From April 2020 the three Worcestershire CCGs merged with the Herefordshire CCG to form one single body named “ NHS Herefordshire and Worcestershire CCG”

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**EXECUTIVE  
COMMITTEE**

**4<sup>th</sup> August 2020**

**Adoption of Amenity Standards for Properties in the Private Rented Sector**

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

**1.0 SUMMARY OF PROPOSALS**

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

**2.0 RECOMMENDATIONS**

**The Executive Committee is asked to RECOMMEND:**

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

**3.0 KEY ISSUES**

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

**EXECUTIVE  
COMMITTEE****4<sup>th</sup> August 2020**

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

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

**Financial Implications**

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

**Legal Implications**

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

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

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

**EXECUTIVE  
COMMITTEE**

**4<sup>th</sup> August 2020**

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**5.0 RISK MANAGEMENT**

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

**6.0 Appendices**

Appendix 1 – Amenity Standards document

**AUTHOR OF REPORT**

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# Redditch & Bromsgrove's

Amenity Standards Guide

(Updated 2015)

## Section 1

### 1.10 Introduction

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

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

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

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

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

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

### 1.20 What is a HMO?

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

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

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

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

### 1.30 What is a Household?

A household is:

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

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

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

More household examples

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

### 1.40 Which HMOs Need a Licence?

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

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

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

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

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

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

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

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

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

### **1.60 Types of House in Multiple Occupation**

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

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

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

The categories of HMO can be summarised as: -

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

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

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

### **1.70 How Will Standards Be Applied To Licensable HMOs?**

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

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

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

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

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

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

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

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

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

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

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

Part 1 of the Housing Act 2004 brings in a new method of assessing housing conditions known as the Housing Health and Safety Rating System (HHSRS) plus associated enforcement powers to deal with any hazards identified. For further details about the HHSRS see section \_5\_\_\_\_\_ of this document. Furthermore, part 4 of the Housing Act 2004 contains provisions for dealing with overcrowding in HMOs.

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

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

## Section 2

### Physical Property Standards

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

#### **2.10 Category A HMOs (Bedsit Type)**

##### **2.11 Definition**

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

##### **2.12 Room Sizes And Permitted Occupation**

The following are the minimum floor areas required:-

###### (a) One person units of Accommodation

###### (i) One Room Units

A singleroom including kitchen facilities 13 m<sup>2</sup>

A bed /sitting room with a separate kitchen 10 m<sup>2</sup>

###### (ii) Two or more roomed units

Each combined living room / kitchen 11 m<sup>2</sup>

Each living room (without kitchen facilities) 9 m<sup>2</sup>

Each bedroom 6.5 m<sup>2</sup>

Each separate kitchen 3.5 m<sup>2</sup>

###### (b) Two or more persons units of Accommodation

###### (i) One room units

- A bed sitting room including kitchen facilities  
for two persons 20 m<sup>2</sup>

- A bed sitting room for two persons with  
separate kitchen facilities. 15 m<sup>2</sup>

(ii) Two or more Roomed Units

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

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

**2.13 General Principles Of Occupation**

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

**2.14 Kitchen Facilities For Bedsits**

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



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

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

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

The facilities shall comprise as a minimum: -

- Cooking

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

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

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

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

Additional requirements specific to kitchen areas within bedsitting rooms:-

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

(b) Separate Kitchen Directly Off the Bedsitting Room

The kitchen must be of sufficient size and layout to enable food to be prepared safely and hygienically. A minimum floor area of 3.5 m<sup>2</sup> for a single person letting and 4.5 m<sup>2</sup> for a two person letting is normally required for this purpose. The facilities to be provided are as those for kitchens within the bedsitting room.

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

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

(d) Communal Kitchen Shared With Other Units Of Accommodation

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

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

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

## **2.15 Personal Washing And Bathing Facilities For Bedsits**

### **(a) Baths and Showers**

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

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

### **(b) Wash Hand Basins**

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

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

**2.16 Toilet Facilities For Bedsits**

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

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

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

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

*Explanatory note*

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

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

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

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

**2.17 Fire precautions in bedsits**

- (a) 3 or 4 storey properties

The required fire protection scheme will in most cases consist of

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

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

The consortium operates under the title 'Homestamp' and a copy of the advice booklet mentioned above can be found on the website [www.homestamp.com](http://www.homestamp.com).

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

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

(b) 2 Storey Properties

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

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

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

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

## **2.18 Heating In Bedsits**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**2.22 Room Sizes and Permitted Occupation**

The following are the minimum floor areas required:

(a) One Person Units of Accommodation

(i) Each bedroom/study where all occupants of the house have access to a separate communal living room – 6.5 m<sup>2</sup>

(ii) Each bedroom/study where all occupants of the house do not have access to a separate communal living room – 10 m<sup>2</sup>

NB It is recognised that many houses which are used to provide shared accommodation for students may have one bedroom which is marginally below the required floor area of 6.5 m<sup>2</sup>. In such cases it is acceptable to allow for up to ten per cent shortfall in floor area subject to the following conditions:

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

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



(b) Two Person Units of Accommodation

- Each bedroom/study where all occupants have access to a separate communal living room 11 m<sup>2</sup>
- Each bedroom/study where all occupants do not have access to a separate communal living room. 15 m<sup>2</sup>

(c) Communal Rooms(i) Kitchens

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

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

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

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

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

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

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

(ii) Dining Kitchens (only applicable where provided)

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

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

- Dining kitchens for 2 to 5 persons 11.5 m<sup>2</sup>

plus an additional 1 m<sup>2</sup> for every additional person thereafter.

(iii) Combined Living Rooms and Dining Rooms

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

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

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

- Living room and dining room for 2 to 5 persons 11 m<sup>2</sup>
- Living room and dining room for 6 persons 13 m<sup>2</sup>

plus an additional 1m<sup>2</sup> for every additional person thereafter.

(iv) Combined Living/Dining Room/Kitchens

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

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

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

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

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

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

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

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

### **2.23 General Principles of Occupation**

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

### **2.24 Kitchen Facilities for Shared Houses**

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

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

Each shared kitchen shall comprise as a minimum:

(a) Cooking Facilities

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

(b) Sinks

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

(c) Food Preparation

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

(d) Food Storage

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

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

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

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

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

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

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

## **2.25 Personal Washing and Bathing Facilities for Shared Houses**

### **(a) Baths and Showers**

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

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

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

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

### **(b) Wash Hand Basins**

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

## 2.26 Toilet Facilities for Shared Houses

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

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

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

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

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

### *Explanatory note*

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

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

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

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

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

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

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

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

The consortium operates under the title Homestamp and a copy of the advice booklet mentioned above can be found on the website [www.homestamp.com](http://www.homestamp.com).

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

(b) 2 Storey Properties

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

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

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

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

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

## **2.28 Heating in Shared Houses**

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

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

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

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

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

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

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

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

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

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

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

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

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

**2.32 Room Sizes and Permitted Occupation**

The following are the minimum floor areas required.

**(a) One Person Units of Accommodation**

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

**(b) Two Person Units of Accommodation**

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

(c) Communal Rooms

## (i) Kitchens (self catering)

- Kitchens for 2 to 5 persons 7 m<sup>2</sup>
- Kitchens for 6 to 10 persons 10 m<sup>2</sup>
- Kitchen for 11 to 15 persons 14 m<sup>2</sup>

Plus an additional 1 m<sup>2</sup> for each person above 15.

## (ii) Dining Room/Kitchen (self catering)

- Dining/kitchen for 2 to 5 persons 12 m<sup>2</sup>
- Dining/kitchen for 6 to 10 persons 20 m<sup>2</sup>
- Dining/kitchen for 6 to 10 persons 24 m<sup>2</sup>

Plus an additional 1 m<sup>2</sup> for each person above 15.

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

- Dining/living/kitchen for 2 to 5 persons 18 m<sup>2</sup>
- Dining/living/kitchen for 6 to 10 persons 24 m<sup>2</sup>
- Dining/living/kitchen for 11 to 15 persons 30 m<sup>2</sup>

Plus an additional 1 m<sup>2</sup> for each person above 15.

## (iv) Separate Dining/Living Rooms

- Dining/living room for 2 to 5 persons 11 m<sup>2</sup>
- Dining/living room for 6 to 10 persons 16 m<sup>2</sup>
- Dining/living room for 11 to 15 persons 22 m<sup>2</sup>

Plus an additional 1 m<sup>2</sup> for each person above 15.

**2.33 General Principles of Occupation**

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

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

## **2.34 Kitchen Facilities for Halls of Residence**

### **(a) Fully Catered Accommodation**

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

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

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

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

(b) Partially Catered and Self Catered Accommodation

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

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

Each shared kitchen shall comprise as a minimum:

(i) Cooking Facilities

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

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

(ii) Sinks

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

(iii) Food Preparation

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

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

(iv) Food Storage

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

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

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

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

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

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

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

## **2.35 Personal Washing and Bathing Facilities for Halls of Residence**

(a) Baths and Shows

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

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

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

(b) Wash Hand Basins

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

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

### **2.36 Toilet Facilities for Halls of Residence**

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

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

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

#### *Explanatory note*

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

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

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

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

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

### **2.37 Fire Precaution in Halls of Residence**

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



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

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

### **2.38 Heating in Halls of Residence**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(i) Bedrooms where kitchen facilities are separately provided:

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

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

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

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

### (iii) Communal Rooms

In general need or short term accommodation there must be a communal living room (or rooms) provided unless the bedrooms meet the higher room area standard as detailed above. A communal living room of at least 15 m<sup>2</sup> must be provided for the first four persons in occupation plus 1 m<sup>2</sup> for each additional person thereafter.

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

## **2.43 Kitchen Facilities for Hostel Type Accommodation**

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

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

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

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

The following general principles apply to catered accommodation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A minimum floor area of 7m<sup>2</sup> per set of such kitchen facilities is required.

(ii) Breakfast and evening Meals Provided

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

(iii) Breakfasts Only Provided

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

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

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

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

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

A minimum kitchen floor area of 7m<sup>2</sup> per set of such kitchen facilities is required.

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

(b) Self Catering Accommodation

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

(i) Food Preparation Facilities within the Unit of Accommodation

The facilities shall comprise as a minimum:

- Cooking:

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

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

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

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

(ii) Shared Kitchens

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

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

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

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

- A minimum two metre run of fixed work surface (minimum 500 mm depth).
- Two twin 13 amp switched power sockets suitably sited in relation to the work surface and in addition to any sockets serving any major appliances.
- A minimum kitchen floor area of 7m<sup>2</sup> per set of such kitchen facilities is required.
- For food storage purposes a refrigerator plus adequate storage for dry/canned foods and utensils/crockery/cutlery shall be provided within each unit of accommodation.

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

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

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

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

(b) Wash Hand Basins

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

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

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



## 2.45 Toilet Facilities for Hostel-type Accommodation

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

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

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

### *Explanatory note*

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

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

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

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

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

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

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

## 2.46 Fire Precautions Hostel Type Accommodation

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

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

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

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

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

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

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

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

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

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

## **2.47 Heating in Hostel Type Accommodation**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**2.52 Room Sizes and Permitted Occupation**

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

**One Person, Four Room Flat**

Bedroom	7.0 m <sup>2</sup>
Living room	11.5 m <sup>2</sup>
Kitchen	5.5 m <sup>2</sup>
Total habitable floor area	24 m <sup>2</sup>

**One Person Flatlet With Separate Kitchen**

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

One Person Flatlet With Separate Bedroom

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

Two Person, One Bedroom Flat

Bedroom	10.5 m <sup>2</sup>
Living room	13.0 m <sup>2</sup>
Kitchen	5.5 m <sup>2</sup>
Total habitable floor area	29.0 m <sup>2</sup>

Three Person, Two Bedroom Flat

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

Four Person, Three Bedroom Flat

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

**2.53 General Principles Of Occupation**

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

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

#### **2.54 Kitchen Facilities For Flats**

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

- Cooking

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

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

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

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

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

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

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

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

**(b) Wash hand Basins**

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

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

**2.56 Toilet Facilities for Flats**

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

**2.57 Fire Precautions in Flats**

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

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

**2.58 Heating in Flats**

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

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

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

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



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

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

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

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

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

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

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

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

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

## **2.60 Mixed Category A and F (Bedsits and Flats)**

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

## **2.70 Temporary Accommodation for Seasonal or Migrant Workers**

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

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

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

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

**Ventilation**

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

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

**Lighting**

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

**Layout**

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

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

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

### Sinks

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

### Food Preparation Surfaces

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

### Food Storage Cupboards

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

### Cooking Appliances

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

### **Compact Domestic Kitchens**

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

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

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

### **Bathrooms (Includes Shower Rooms)**

#### The Room

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

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

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

### Ventilation

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

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

### Baths and Showers

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

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

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

Baths or showers shall not be provided in kitchens.

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

### Wash Hand Basins

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

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

### Water Closets

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

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

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

### **Cold Water Supplies**

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

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

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

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

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

### **Hot Water Supplies**

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

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

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

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

### **Disposal of Waste Water And Drainage**

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

## Section 4

Property and Tenancy Management Standards**4.10 The Management of Houses in Multiple Occupation (England) Regulations 2006**

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

The duties of the manager are as follows:

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

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

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

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

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



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

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

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

#### **4.20 Management Arrangements and Competency of the Manager**

##### **4.21 Management Arrangements**

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

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

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

#### **4.22 Financial Arrangements**

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

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

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

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

#### **4.23 Terms of Occupation**

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

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

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

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

**4.24 Temporary Exemption Notices**

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

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

**4.25 HMO Declarations**

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

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

#### **4.30 Regulatory Powers**

#### **4.31 Offences**

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

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

#### **4.32 Interim Management Orders**

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

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

#### **4.33 Final Management Orders**

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

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

#### **4.34 Rent Repayment Orders**

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

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

## **5.0 The Housing Health And Safety Rating System (HHSRS)**

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

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

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

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

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

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

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

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

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

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

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

You can download a version of the document from the website [www.communities.gov.uk](http://www.communities.gov.uk)

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

Alternatively you can obtain a copy from:

DCLG Publications  
PO Box 236  
Wetherby  
West Yorkshire LS23 7NB

Tel 08701 226 236  
Fax 08701 226 237  
e-mail [communities@twoten.com](mailto:communities@twoten.com)

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

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

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

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

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

## Decision type

Non-key

## Wards affected

(All Wards);

## Purpose and summary

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

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

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

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

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

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

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

County Council.

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

## **Recommendation(s)**

**That:**

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

## **Alternative options**

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

## **Key considerations**

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

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

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

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

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

## Equality duty

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

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

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

## Resource implications

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

## Legal implications

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

## Risk management

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

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

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

## Consultees

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

## Appendices

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

## Background papers

None

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

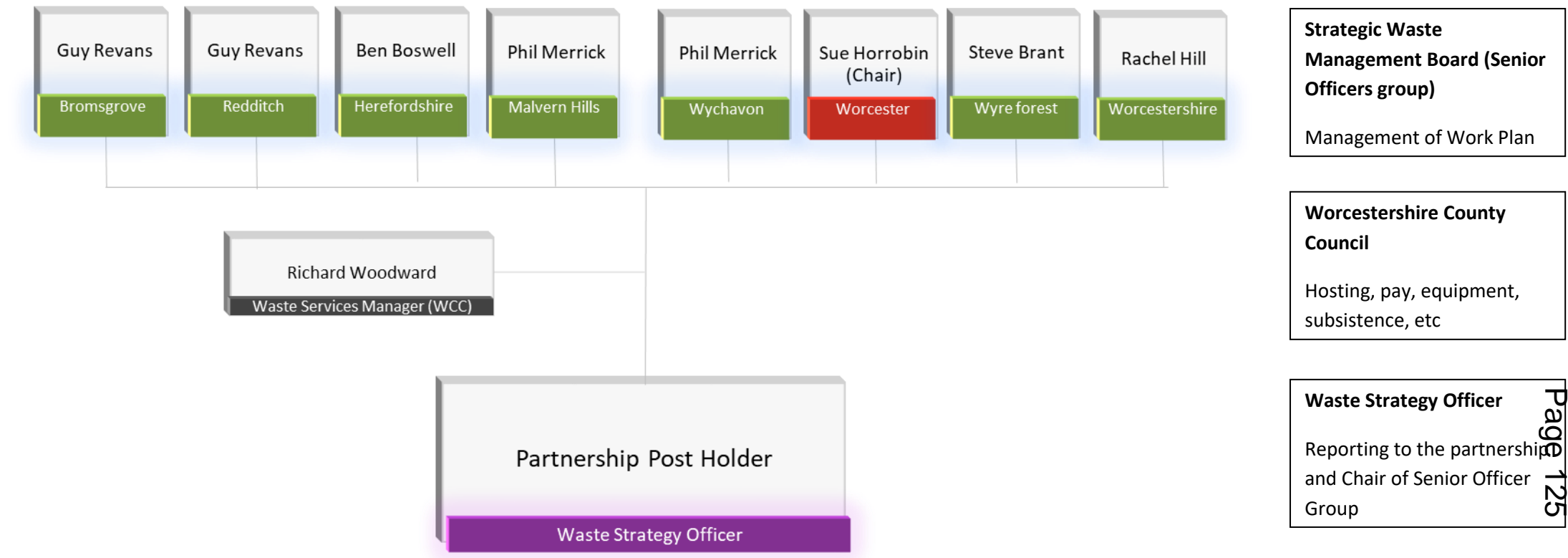
Work Area	Key Actions	Key Tasks	Resource Requirements	Additional Resource Requirements (£)
Partnership Management	Manage partnership meetings	<ul style="list-style-type: none"><li>Prepare for and organise partnership meetings (MWMB, SOG, WOM, BCM)</li><li>Support chairman to facilitate</li><li>Compile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

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



Part B - Post Management

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



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## JOB DESCRIPTION

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

**Management / Supervisory Responsibility for:**

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

**Our People Values:**

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

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

**Purpose of job:**

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

**Main Activities & Responsibilities:**

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

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

**Generic Accountabilities:**

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

**Contacts:**

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

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

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

**Additional Information:**

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

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## PERSON SPECIFICATION

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

### EXPERIENCE:

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

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

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

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

### KNOWLEDGE, SKILLS AND ABILITIES:

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

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

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

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

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

**ADDITIONAL INFORMATION:**

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

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



**EXECUTIVE**

**4<sup>TH</sup> AUGUST 2020**

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**FINANCIAL IMPACT – CORONAVIRUS PANDEMIC**

<b>Relevant Portfolio Holder</b>	Councillor David Thain , Portfolio Holder for Finance and Enabling Services
<b>Relevant Head of Service</b>	Jayne Pickering, Executive Director Finance and Corporate Resources
<b>Non-Key Decision</b>	

**1. SUMMARY OF PROPOSALS**

- 1.1 This report aims to provide a briefing for members on the potential impact of the current Coronavirus Pandemic on the Council's financial performance for the first quarter of 2020-21 and beyond.

**2. RECOMMENDATIONS**

- 2.2 **That the projected budgetary impact of the Coronavirus Pandemic outlined on this report and related actions both taken so far and planned for the future be noted.**

**3. KEY ISSUES**

**Financial Implications**

- 3.1 In terms of the financial impact of the Covid-19 pandemic, the council has seen a significant loss of income from fees and charges, Housing Revenue Account (HRA) rental income and can also expect losses on business rates and council tax collection. The overall impact is difficult to predict and will to a large extent depend on how quickly the economy returns to normal levels of activity.
- 3.2 If the Government does not provide full funding to mitigate the financial losses, the Council's reserves will be used at a faster rate than predicted in the Medium Term Financial Plan (MTFP), the Funding Gap will increase and a more radical approach will be necessary to accelerate the Savings plans after the most significant period of the pandemic has passed and movement restrictions have been significantly relaxed. There is a limited ability to draw down balances to support any reduction in income or additional costs due to the need to increase balances in light of the S24 Notice.
- 3.3 The Ministry of Housing, Communities and Local Government (MHCLG) have undertaken a data collection exercise using the Delta system to

**EXECUTIVE**

**4<sup>TH</sup> AUGUST 2020**

gauge the degree of impact of the ongoing pandemic on public sector finances. A submission was made by this Council to meet the deadline of the 15<sup>th</sup> May; similar data collection exercises are continuing on a monthly basis with the next return due date being 19<sup>th</sup> June. It is hoped these data collection exercises will result in additional funding. The Local Government Association, Societies of District and County Council Treasurers and District Councils' Network continue to lobby hard on the sector's behalf.

- 3.4 The estimated losses to the Council in 2020/21 based on a 4 months restriction of movement (lockdown) and the a slow recovery (3 months partial impact) is as follows:

	<b>4 month total loss of income</b>	<b>3 month 50% loss impact (Aug-Oct)</b>	<b>2020/21 shortfalls in income</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
On-street car parking	32	12	44
Planning	4	1	5
Building control	30	20	50
Potential cost associated with Leisure shortfalls in income	500	600	1,100
Bulky Waste	22	8	30
Property rental	150	25	175
Planning	80	20	100
Land Charges	80	40	120
Licensing - General	18	7	25
Licensing - Taxi	62	40	102
Dial A Ride	19	7	26
Shopmobility	10	4	13
Lifeline	120	50	170
Other Income	200	121	321
Council Tax Support (RBC Share)	209	39	249
<b>TOTAL</b>	<b>1,536</b>	<b>994</b>	<b>2,530</b>

**3.5 HRA**

Officers are monitoring rental from HRA tenancies to ensure that the debts are managed in a proactive way and support is given to tenants, particularly in light of the increase in Universal Credit claimants and the potential of a further increase once the furlough scheme finishes. Whilst initial estimates were showing a significant increase in debt, recent officer reports have shown debt levels at around £1.2m. As a prudent measure

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the return to Government for July will state an estimated level at approximately £2m for the year. A dedicated team are contacting tenants on a daily basis to offer support and advice to enable debts to be reduced during these challenging times.

- 3.6 It is important to stress that these estimates are based on the assumptions set out at 3.4. These were the agreed assumptions for data collected across the County and within the Government returns to enable a consistent review. However, it is quite conceivable that actual Council losses could be considerably more than this and potentially double the amounts shown above.
- 3.7 As can be seen in the table above the main areas of estimated losses are Leisure services provision, HRA Rental income and Council Tax losses. Officers are currently working with Rubicon to address the financial impact of the forced closure of the leisure centre and this will be reported to members once the position is clearer in terms of reopening. No impact of Business Rate loss has been factored into the position as it is hoped that the allocation of grants has provided much needed financial support to businesses during this period.
- 3.8 In addition to the income losses there has been additional expenditure by the Council to enable services to be continued during the pandemic. Estimates are included in the Government return to ensure that this cost is offset by funding received. To date the additional spend of approximately £50k has been incurred on home working kit, homelessness support and agency staff to cover staff absence.
- 3.9 As Members are aware funding has been received from Central Government to support the Council in addressing additional pressures resulting from the pandemic. From the initial funding of £1.6bn the Council received £38k which was seen to be inadequate in terms of the potential pressures the Council faced. This was increased to £840k in the second tranche of funding received resulting in a total allocation of under £900k. A further round was announced in early July and we have received confirmation that a further £158k is to be allocated to the Council bringing the total to just over £1m. The main areas of concern in relation to provision of leisure services and HRA debt have yet to be addressed by Government and lobbying for support continues for these areas.
- 3.10 Officers will continue to review the accounts and cash flow of the Council to ensure that the income losses are reported to ensure that any impact on future budget projections is mitigated. The review of the Medium Term Financial Plan will commence in late July and the impact of the pandemic will clearly be a significant pressure to address in this review.
- 3.11 We have also received £510k from the government to provide hardship payments of up to £150 to all working age council tax support claimants. Based on current and expected caseloads

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- 3.12 Funding has also been allocated by the Government for opening of the High Streets safely. The Fund will provide councils with additional funding to support their business communities with measures that enable safe trading in public places. Redditch has been allocated £88k to spend on specific costs that will enable safe high streets across the District. Some of this funding has been used to provide hand sanitisers and signage in the high street to keep customers safe.
- 3.13 It is unlikely that the Government will provide full funding to mitigate the financial losses arising as a result of the pandemic. The Council's focus has to remain at present on sustaining essential services and playing its part in responding to the pandemic through the Local Resilience Forum, but attention needs to be now given to Council recovery. This will include ensuring support to our communities, potentially with an increase in unemployment and providing support and advice to businesses to help them increase trade in the new environment. In addition, if additional funding from the Government does not cover all the lost income and extra costs faced by the Borough Council, and the gap between the two is significant, the Council's own recovery will focus on where savings have to be made and over what timespan in order to bring the position into line with the MTFP. It is stressed that it is impossible at this stage to know the scale of the issue to be addressed, as there is no certain knowledge about the totality of Government funding or about the Council's loss of income and extra costs. It is therefore impossible to predict what steps might be required but it is right that the Council should be candid with local residents and others about what might have to happen. Over the next few months the following actions will be undertaken and reported to members were appropriate;
- a) development and presentation to members of the Councils recovery plan to demonstrate how the strategic purposes will be delivered over the next few months
  - b) full review of the Council Plan to ensure that key elements can be delivered and identifying where there are areas that may be deferred to future years
  - c) embedding digital and other methods of service delivery that have worked perfectly satisfactorily during the pandemic, particularly if these would reduce operational costs for the Council;

**4     Legal Implications**

- 4.1 Under section 114 of the Local Government Finance Act 1988, the chief financial officer in consultation with the monitoring officer has the power to issue a report if there is, or is likely to be an imbalanced budget. A full council meeting must then take place within 21 days to consider the notice. In the meantime, no new agreements involving spending can be entered into. The impact of this would effectively be to "freeze" the financial activity of the council in terms on any new/non-essential expenditure. There is no plan to do so at present and it is understood that MHCLG are considering further measures, in addition to the funding and other changes mentioned

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above, to minimise the risk of any council being the subject of a section 114 notice.

- 4.2 Officers have been in discussion with the External Auditors as to the impact of Covid on the Section 24 Notice. The intention of the Audit team is to assess the decisions and actions taken by the Council since September 2019 to enable a judgement to be made in terms of the S24.

**5 Service / Operational Implications**

- 5.1 During the pandemic a number of services had been reduced to enable teams to focus on the delivery of the core services to the communities. These services are now being reintroduced and a recovery plan is under development by officers to present to members in August.

**6 Customer / Equalities and Diversity Implications**

- 6.1 Vulnerable members of the community have been supported by the Council and other partners during this period and this will continue to ensure all support is given where needed.

**7 RISK MANAGEMENT**

- 7.1 There is a risk that the lockdown is longer or that the recovery is slower than assumed resulting in a more severe financial impact for the Council. Projections will therefore be kept under review as circumstances develop. In the meantime we will plan for total losses of up to £5m (to include HRA) before government support.

**AUTHOR OF REPORT**

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# Overview and Scrutiny Committee

Thursday, 2nd July, 2020

## MINUTES

### Present:

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

### Also Present:

Councillor Matthew Dormer – Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships

### Officers:

Kevin Dicks, Judith Willis and Helen Broughton

### Democratic Services Officers:

J Bayley and J Gresham

## 5. REDDITCH COMMUNITY LOTTERY - UPDATE

The Redditch Partnership Manager introduced the Redditch Community Lottery Update and in doing so highlighted the following:

- the timeline of activity
- the promotional channels of the lottery including the use of social media and local newspapers and the impact of Covid-19 on the promotion of the lottery
- the percentage split of each lottery ticket purchased

Councillor Dormer, Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships thanked officers for their hard work on setting up the Redditch Community Lottery.

There was a lengthy discussion regarding the figures that were presented in the report and whether they were as expected. The

.....  
Chair

# Overview and Scrutiny Committee

Thursday, 2nd July, 2020

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Redditch Partnership Manager explained that the operator of the lottery, Gatherwell Ltd, had indicated that they were in line with their expectations. It was requested that the Redditch Partnership Manager review the figures provided and report back to the Overview and Scrutiny Committee at a later date.

In addition, Members requested future updates on the following: -

- What were the average number of tickets sold per week?
- What was the average cash pay out to the organisations per week?
- Was the Council expected to meet the target?
- How did the Council keep the lottery in residents' minds?
- What areas of Redditch have most of the ticket sales come from including the demographics?

Members requested a breakdown of the charities and the amount each had received in order to understand the differing amounts that had been awarded. The Head of Community and Housing Services reported that organisations promoted to their customers and some were more effective at raising support. As many organisations had not been able to meet during the Covid-19 Lockdown this might have had an impact on their ability to promote the lottery.

At this point the Chair moved to make a recommendation to the Executive Committee. The recommendation was as follows: -

“That the Executive Committee

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

On being put to the vote the proposal was agreed.

## **RECOMMENDED that**

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



# **Overview and Scrutiny Committee**

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Thursday, 2nd July, 2020

The Meeting commenced at 6.30 pm  
and closed at 8.43 pm

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**EXECUTIVE COMMITTEE**

**4<sup>th</sup> August 2020**

**Finance Monitoring Outturn 2019/20**

<b>Relevant Portfolio Holder</b>	Councillor David Thain, Portfolio Holder for Corporate Management
<b>Relevant Head of Service</b>	Jayne Pickering, Executive Director Finance and Corporate Resources
<b>Non Key Decision</b>	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

**1. Purpose and summary**

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

**2. Recommendations**

**The Executive Committee is asked to RESOLVE**

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

**That Executive RECOMMEND to Council**

- 2.2 Approval of the movement of £1,105k in existing reserves as included in Appendix 2.**
- 2.3 Approval of the addition of new reserves of £1,380k as included in Appendix 2.**
- 2.4 Approval of the carry forward to the 2020/21 capital programme of £6,749k as detailed in Appendix 4.**
- 2.5 Approval of the inclusion of the Town Deals fund revenue grant of £173k in 2019/20 together with all associated costs (see 3.4).**
- 2.6 Approval of the increase to the revenue budget for 2020/21 due to receiving £40k SEP Grant (Strategic Economic Plan) (see 3.5)**
- 2.7 Approval of a capital grant to Worcestershire County Council for improvement works at Holly Trees Children's Centre leased by Redditch Borough Council (Parenting Support) of £15k in 2019/20. (See 6.1)**
- 2.8 Approval of an increase in the 2020/21 Capital Programme of £839k for Disabled Facilities Grants. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG). (see 6.2)**

**EXECUTIVE COMMITTEE**

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

**3. Revenue budgets**

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

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

**EXECUTIVE COMMITTEE**

**4<sup>th</sup> August 2020**

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

Please note figures have been rounded

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

**Financial Commentary:**

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

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

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

**EXECUTIVE COMMITTEE**4<sup>th</sup> August 2020

The variances to report are :

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

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

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

- **Rubicon Leisure**

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

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

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

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

- There is an overspend showing with Business development – Business due to addition repairs and maintenance costs required at one of the community centres along with a loss of income due to another centre being vacant **£50k**.
- There are also overspends with Economic development due to additional electricity costs and maintenance costs on the markets along with Legal costs associated for settlement of the Rubicon Centre **£34k**
- Some of these costs have been offset against additional income received on Licencing fees

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received in 2019/20 **£38k.**

**Help me be financially independent (£22k saving)**

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

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

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

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

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

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

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

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

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

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

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

**Enable others to work/do what they need to do (to meet their purpose) (£336k saving)**

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

- There is a underspend within Asset & Property Management which is due to staff vacancies within the Property team due to a service review following the transfer back from Place Partnership. There are also energy savings on gas and electricity and some small operational budgets **£128k.**
- There is a small overspend within central post opening due to increased postage costs which

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will be addressed going into the new financial year 2020/21 **£23k**.

- Corporate Services are projected an overspend for the year due to setting aside a reserve to fund potential service review costs **£70k**.
- Equalities and Policy have some savings on salaries and other general supplies and services **£22k**.
- Facilities Management have salary savings due to vacancies but will be addressed as part of a wider service review **£21k**.
- Human Resources are showing a saving due to salary vacancies to date of which some have now been recruited to. There is also a small saving on the corporate occupational health budget **£32k**.
- There are further salary savings in Corporate Management Team (CMT), Customer service support, Legal and Democratic services due to vacant posts. These are expected to be filled going into the new financial year **£177k**.
- ICT also have savings due to less than expected costs on Microsoft licences. There have also been some vacancies within ICT but are hoped to be recruited to by the year end **£52k**.

**Corporate Financing (£216k saving)**

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

**3.4 Town Deals Fund £173k**

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

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

- Urban regeneration, planning and land use interventions
- Skills and enterprise infrastructure
- Connectivity

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

The role of the board is to:

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



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

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

**3.5 SEP Funding £40k**

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

**3.6 Dial A Ride – Additional New Fees and Charges**

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

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

The fee was not originally included as it was anticipated that a voluntary sector community car scheme (Bluwave) would have the capacity to deliver these journeys, however, from January the demand cannot be met. It has therefore been agreed that Dial A Ride will transport medical customers who are in wheelchairs, have four wheel walkers or carry oxygen as Bluwave do not have the facilities to carry these passengers. Dial A Ride will continue to signpost other medical customers to Bluwave, however if Bluwave are not able to meet the journey need they will inform Dial A Ride to fulfil the journey. In the meantime, Bluwave will be promoting their service to try and recruit more Redditch volunteer drivers.

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

**4. Savings Monitoring**

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

**EXECUTIVE COMMITTEE**

**4<sup>th</sup> August 2020**

**5. Cash Management**

**5.1 Borrowing**

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

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

**5.2 Investments**

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

**6. Capital Budgets**

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

Please note figures have been rounded

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

**Financial Commentary:**

**Keep my place safe and looking good**

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

**EXECUTIVE COMMITTEE****4<sup>th</sup> August 2020**

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

**Help me run a successful business**

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

**Help me to live my life independently**

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

**Provide Good things for me to see, do and visit**

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

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

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

**6.1 Capital Grant – Holly Trees Children’s Centre**

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

**6.2 Disabled Facilities Grants**

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

**EXECUTIVE COMMITTEE****4<sup>th</sup> August 2020****6.3 HMO Lifetime Loans**

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

**6.4 Environmental Services new IT system**

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

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

It is therefore requested that members recommend:

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

**7. Housing Revenue Account**

Appendix 1 details the financial position for the Housing Revenue Account (HRA) for the period April 2019 – March 2020.

**8. Earmarked Reserves**

The position as at 30th March 2019/20 is shown in Appendix 2. This now includes reserves associated with potential service review costs.

**9. General Fund Balances**

The addition of the 2019/20 saving will increase the balances to £1.599m with the level of recommended retained balances of £750k

**10. Legal Implications**

No Legal implications have been identified.

## **EXECUTIVE COMMITTEE**

**4<sup>th</sup> August 2020**

### **11. Service/Operational Implications**

Managers meet with finance officers on a monthly basis to consider the current financial position and to ensure actions are in place to mitigate any overspends.

### **12. Customer / Equalities and Diversity Implications**

No direct implications as a result of this report.

### **13. Risk Management**

The financial monitoring is included in the corporate risk register for the authority.

## **APPENDICES**

Appendix 1 - HRA Outturn April – March 2019/20  
Appendix 2 - Earmarked Reserves 2019/20  
Appendix 3 - Savings Monitoring 2019/20  
Appendix 4 - Capital carry forwards  
Appendix 5 - Capital Programme 2019/20  
Appendix 6 - Environmental services business case

## **AUTHOR OF REPORT**

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**HOUSING REVENUE ACCOUNT (HRA) 2019/20**

	2019/20 Full Year Budget £'000	2019/20 Full Year Actual £'000	2019/20 Full Year Variance £'000	
<b>INCOME</b>				
Dwelling Rents	22,857	22,983	-126	rental income higher than anticipated
Non-Dwelling Rents	523	541	-18	
Tenants' Charges for Services & Facilities	649	559	90	issues at St David's Hse caused loss of personal care charge income and reduced FIT solar panel income
Contributions towards Expenditure	43	54	-11	St David's Hse core funding from WCC not reduced as initially proposed
<b>Total Income</b>	<b>24,072</b>	<b>24,137</b>	<b>-65</b>	
<b>EXPENDITURE</b>				
Repairs & Maintenance	5,293	5,659	366	fire alarm costs and reduced leasehold flats recharge income
Supervision & Management	8,660	8,322	-338	vacancies and lower internal overhead recharge
Rent, Rates, Taxes & Other Charges	144	173	29	insurance claim costs
Provision for Bad Debts	273	88	-185	reduced provision calculation
Depreciation & Impairment of Fixed Assets	5,729	5,869	140	increase in depreciation due to rise in property valuation on reduced property numbers
Interest Payable & Debt Management Costs	4,179	4,194	15	1-4-1 receipts repayment interest
<b>Total Expenditure</b>	<b>24,278</b>	<b>24,305</b>	<b>27</b>	
<b>Net cost of Services</b>	<b>206</b>	<b>168</b>	<b>-38</b>	
<b>Net Operating Expenditure</b>	<b>206</b>	<b>168</b>	<b>-38</b>	
Interest Receivable	-36	-143	-107	increase in internal interest rate of
Revenue Contribution to Capital Outlay	2,912	2,913	1	
Use of Balances	-170	-26	144	
Transfer to/(from) Earmarked Reserves	-2,912	-2,912	0	
<b>(Surplus)/Deficit on Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>HRA GENERAL RESERVE</b>				
Surplus as at 1 April 2019	770	770	0	
Surplus/(deficit) for 2019/20	-170	-26	144	
Surplus as at 31 March 2020	600	744	144	

## HRA CAPITAL 2019/20

	2019/20 Full Year Budget £'000	2019/20 Full Year Actual £'000	2019/20 Full Year Variance £'000
C1012 1-4-1 Housing Replacement	4,277	4,162	-115
C1201 Catch Up Rep-Bath Replacements	100	117	17
C1202 Catch Up Rep-Kitchen Upgrades	100	232	132
C1204 Asbestos General	1,000	359	-641
C1205 Structural Repairs	60	25	-35
C1206 General Roofing	50	0	-50
C1207 Electrical Upgrades	400	368	-32
C1209 Upgrade Of Central Heating Systems	400	262	-138
C1210 Window Replacements	100	12	-88
C1222 Equipment & Adaptations	696	510	-186
C1246 External Cladding & Wall Hanging	0	4	4
C1248 Drainage	0	5	5
C1249 Water Supply	50	1	-49
C1250 Environmental Enhancements	375	61	-314
C1254 Kitchen voids	0	2	2
C1255 FRA Works	500	807	307
C1256 Stock Condition Survey	150	344	194
C1257 Fencing Renewals	90	0	-90
C1258 Housing System	537	343	-194
C6300 Design & Supervision	350	0	-350
	<b>9,235</b>	<b>7,614</b>	<b>-1,621</b>



Description	Balance b/fwd 1/4/2019	Budgeted Release 2019/20	Revised Balance b/fwd 1/4/2019	Transfers in existing reserve 2019/20	Transfers out existing reserve 2019/20	New Reserve 2019/20	C/fwd 31/3/2020	Planned use for 2020/21 Budget	Comment
<b>GF Earmarked Reserves</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>		
<b>Business Rates Grants</b>	(7)	7	0	0	0	0	0	0	Small Business Rate Relief - Ringfenced grant
<b>Commercialism</b>	(29)	0	(29)	0	29	0	0	0	To help fund costs in relation to commercialism projects
<b>Community Development</b>	(4)	2	(2)	0	0	(65)	(66)	0	To support the costs associated with community projects
<b>Community Safety</b>	(225)	0	(225)	(243)	225	(59)	(302)	0	External grant funding to be released over a number of years on Community Safety Projects ongoing
<b>Corporate Services</b>	(150)	150	0	0	0	(150)	(150)	0	Funding to support potential costs of future service reviews.
<b>Customer Services</b>	(12)	12	0	0	0	0	0	0	Contribution to WCC for an open portal
<b>Economic Growth Development</b>	0	0	0	0	0	(330)	(330)	0	To fund the Economic Development opportunities across the District
<b>Electoral Services</b>	(41)	19	(22)	(23)	0	0	(44)	0	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
<b>Equalities</b>	(11)	11	0	0	0	0	0	0	To fund licence fees
<b>Equipment Replacement</b>	(73)	0	(73)	0	26	0	(48)	0	ICT equipment reserve
<b>Financial Services</b>	(72)	0	(72)	(66)	7	0	(132)	0	Brexit reserve and also funds to support the new enterprise system
<b>Corporate Financing</b>	(3,246)	0	(3,246)	(2,002)	3,095	0	(2,154)	0	The reserve has been created to offset the loss on Business rates collection and appeals in 2019/20.
<b>Housing Benefits Implementation</b>	(199)	0	(199)	(70)	0	0	(269)	0	Specific welfare reform grant received
<b>Housing Support</b>	(725)	50	(675)	(20)	47	(98)	(746)	50	Government Specific Grant - annual funding
<b>Land charges</b>	(9)	0	(9)	0	0	0	(9)	0	To fund potential litigation in relation to Land Charges
<b>Land Drainage</b>	(141)	0	(141)	0	12	0	(129)	0	To support costs associated with health and safety issues within the environment
<b>Parks and Open spaces</b>	(23)	10	(13)	(8)	13	0	(8)	0	To fund a review of the local allotments.
<b>Planning</b>	(30)	0	(30)	0	39	(678)	(669)	0	Custom build grant to provide support to the council towards expenditure lawfully incurred in relation to the provision and maintenance of a self-build register. Along with grants for One Public estates, Business Improvement district grant and Town deals grant.
<b>Public Donations</b>	(6)	0	(6)	0	6	0	0	0	Accumulated donations for designated projects.
<b>Sports Development</b>	(63)	0	(63)	(68)	63	0	(68)	0	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
<b>Town Centre</b>	(45)	0	(45)	0	43	0	(2)	0	To support improvements in the Town Centre High Street
<b>Warmer Homes</b>	(12)	0	(12)	0	0	0	(12)	0	To support the costs associated with community projects (repair)
<b>Totals</b>	<b>(5,125)</b>	<b>262</b>	<b>(4,863)</b>	<b>(2,500)</b>	<b>3,604</b>	<b>(1,380)</b>	<b>(5,138)</b>	<b>50</b>	
<b>HRA Capital Reserve</b>									
<b>Capital Reserve-HRA</b>	(18,236)	0	(18,236)	0	2,912	0	(15,324)	0	Reserve to enable the debt repayment on HRA, and future repairs and maintenance along with support for the Housing Growth Programme.
<b>Totals</b>	<b>(18,236)</b>	<b>0</b>	<b>(18,236)</b>	<b>0</b>	<b>2,912</b>	<b>0</b>	<b>(15,324)</b>	<b>0</b>	

-23,360

262

-23,099

-2,500

6,517

-1,380

-20,461

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Department	Strategic Purpose	Description of saving	2019-20 £'000	Year end			
				On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
Community Services	Help me live my life independently	Lifeline - Additional Income from Cannock Chase contract	-90	Y			
Community Services	Help me live my life independently	Lifeline - Additional Income from Cannock Chase contract - SLA	-30	Y			
Community Services	Help me live my life independently	Reduction in budget following changes to the Grants to Voluntary Bodies scheme	-20	Y			
Corporate Services	Enabling	Print contract	-54	Y			
Corporate Services	Enabling	Savings realised on supplies and services	-2	Y			
Corporate Services	Enabling	Savings realised on supplies and services	-1	Y			
Corporate Services	Enabling	Savings realised on supplies and services	-1	Y			
Corporate Services	Enabling	10 year pension liability from 2008 restructure	-84	Y			
Corporate Services	Enabling	Vacancy management	-206	Y			
Corporate Services	Enabling	Transformational service redesign	-181	Y			
Customer Access & Financial Support	Enabling	NNDR budget	-13	Y			
Customer Access & Financial Support	Help me be financially independent	Benefits - HRA Recharge for service	-40	Y			
Customer Access & Financial Support	Help me run a successful business	Property - Additional rental income	-58	Y			
Customer Access & Financial Support	Help me be financially independent	Audit budgets	-4	Y			
Customer Access & Financial Support	Help me be financially independent	Audit budgets	-3	Y			
Customer Access & Financial Support	Help me be financially independent	Audit budgets	-14	Y			
Environmental Services	Keep my place safe and looking good	Additional Income from increased cremation fees	-32	N			10
Environmental Services	Keep my place safe and looking good	Budgets not required	-10	Y			
Legal and Democratic	Help me find somewhere to live in my locality	Land charges	-1	Y			
Legal and Democratic	Enabling	Additional Income	-5	Y			
Rubicon Client	enabling	Reduction in forecast for ongoing systems implementation	-38	N			
Regulatory Client	Help me run a successful business	Additional Income	-3	Y			
Regulatory Client	Help me run a successful business	Additional Income	-10	Y			
Parenting & Family Support	help me live my life independently (incl health & activity)	Additional Income	-16	Y	-16		
Housing General Fund	Help me to find somewhere to live in my locality	Accumulation of minor reductions in various budget lines	-5	Y			
Housing General Fund	Help me to find somewhere to live in my locality	Reduction in crash pad costs	-11	Y			
Housing General Fund	Help me to find somewhere to live in my locality	Flexible Homelessness Support Grant awarded for 2019/20	-193	Y			
Housing General Fund	Help me to find somewhere to live in my locality	Public liability insurance budget removed as not applicable	-2	Y			
			-1,127		-16		10

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Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
				£'000	£'000	£'000	£'000	
Public Building	CAFS	keep my place safe and looking good	borrowing/capital receipts	374	198	-176	176	The project has had delays and a service restructure therefore a request is made to roll forward of the balance £176,308
Small Area Improvements	Community Services	keep my place safe and looking good	borrowing/capital receipts	40	0	-40	40	A request is made to roll forward the budget as there has been no requests this financial year for help with community safety/security project this year
Upgrade hardwired lifeline schemes	Community Services	help me live my life independently	borrowing/capital receipts	29	16	-13	13	The project has commenced and will be ongoing and will therefore require the balance carried forward into 2020/21.
Home Repairs Assistance	Community Services	help me live my life independently	borrowing/capital receipts	60	12	-48	48	Discretionary home repairs assistance is underspent which is due to a lack of applications being received despite advertising so a request to roll forward is made to 2020/21.
Disabled Facilities Grant	Community Services	help me live my life independently	DFG grant	1,381	663	-718	718	It is to be requested to carry forward an underspend on the Disabled Facilities Grants due to delays in referrals from occupational therapists.
HMO Grants	Community Services	help me live my life independently	borrowing/capital receipts	43	25	-18	18	Small underspend requested to be rolled forward due to a growing need now required for these grants. A request for an increase in the capital budget for next year has also been made in the outturn report.
Energy & Efficiency Installs.	Community Services	help me live my life independently	borrowing/capital receipts	110	20	-90	90	This fund has been unable to be spent this year due to the need to procure the energy advice service prior to restarting the Bromsgrove Energy Efficiency Fund. However the energy advice service has now been procured and has commenced in the final quarter of the financial year and will continue through to March 31st 2022
Camera Replacement programme	Community Services	keep my place safe and looking good	borrowing/capital receipts	139	94	-44	44	part of the bigger CCTV project part funded by PCC ongoing works roll forward last year spend funded from Pcc (£83,904)
Improved Parking Scheme ( includes locality funding)	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	240	159	-81	81	The Improved Parking Schemes were all completed except for Ashton Close. Extensive Gas diversion works were required in advance of the main construction works commencing on site. However, due to Cadent's extensive lead-in period to undertake such gas diversion works, no construction works have been possible on site to date.
Vehicle replacement	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	231	108	-122	122	£40k – dial-a-ride decided that this additional bus was not required. Carry forward - £25k orders placed for the new Luton van delivery expected March 2020 but delayed due to COVID 19. £36k unfortunately by the time the specification was agreed with the service area there was not time to undertake the correct procurement exercise. £45k orders placed for the new mowers delivery expected March 2020 but delayed due to COVID 19. £3.5k order placed for trailer with expected March 2020 but delayed due to COVID 19. £26k – Due to the reduction in Forestry Crews and spare chippers available it was not necessary to purchase this at this time requested by service area to carry forward
Locality Capital Projects	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	325	231	-94	94	There is an underspend due to delays on certain schemes and therefore only a few Locality Schemes commencing on site. Such schemes have been completed, those being Batchley Shops Infrastructure Improvements, and the submission of the Planning Application for Green Lane, Studley - Highway Improvement Scheme. Unfortunately, Stratford DC have to refused the first application as they were against the residential development element of the scheme. Therefore, the scheme has been withdrawn, and is to be re-submitted when design revisions are complete with the residential development elements being omitted, and the proposal will only cover the removal of the bridge structure and embankments and providing an at-level pedestrian and cycle crossing.
Wheellie Bin purchase	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	115	76	-39	39	The original budget for 2019/20 was £74,500, which is closely in line with our actual expenditure, but we had carry forward of approx. £37,000 from the 2018/19 financial year. This was as a result of some costs for the Garden waste service being incurred in the 2017/18 financial year rather than the 18/19 year as originally expected, and less of the new developments coming online than expected during 2017/18. We had expected higher take up of our garden waste service in 2019/20, and we seem to have remained at a steady level on new development rather than seeing a double hit with development expected in 2018/19 completing in 2019/20 alongside the other developments we had forecast for 2019/20. The money put in to be carried over into 2020/21 is effectively the money brought forward from 2018/19. We are reviewing our existing stock of large communal bins at Flats across Redditch housing stock in 2020, and expect to have higher costs in replacing damaged stock during the 2020/21 financial year as a result, so expect to utilise this carried forward funding on that.
Replacing the fixed four post vehicle lift within the workshop with a mobile four column lift	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	25	0	-25	25	The workshop four poster ramp is being replaced by mobile column lifts from Totalkare, delivery expected March 2020 but delayed due to COVID 19. New delivery date now for August 2020.
Car Park Maintenance	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	26	21	-5	5	Resurfacing to Kenilworth Close car park planned to take place by Contractor for last week in March. Unfortunately works cancelled due to COVID-19 shut down procedures being implemented.
New Finance Enterprise system	Finance	Enabling	borrowing/capital receipts	455	237	-218	218	New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 and a request is made to re-profile some of the budget into the first quarter of 2020/21.
Regeneration Fund	Finance	keep my place safe and looking good	borrowing/capital receipts	4,125	899	-3,225	3,225	There have been limited opportunities for investment properties during the year and therefore the budget is expected to be requested to be carried forward into 2020/21.
Sports Contributions to support improvements to Outdoor facilities at Terry Field	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 - 2014/311/FUL	30	0	-30	29	The works are now expected to be completed Spring / summer 2020
Investment into Health and Fitness Facilities	Leisure & Cultural Services	Provide good things, for me to see, do and visit	s106 / Reserve £10k	29	0	-29	29	The spec is being developed to get quotations to spend in Q1 20/21
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	172	0	-172	172	Following consultations the spec is now developed and works are expected to commence in Autumn 2020
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	184	0	-184	184	Following consultations the spec is now developed and works are expected to commence in Autumn 2020
Terrys Field - Sports Contribution to support existing approved funding at	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 - 2014/323/FUL. Former Swimming Baths, Hewell	9	0	-9	9	The works are now expected to be completed Spring / summer 2020

Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
				£'000	£'000	£'000	£'000	
Maintenance and improvements to playing pitches and sports facilities in Feckenham Cricket ground	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 2016/347/FUL - The Paddocks astwood lane	18	15	-3	3	The works are now expected to be completed Spring / summer 2020
Improvement to Morton Stanley -Play Area for toddler and junior play	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	80	0	-80	80	This project should be started summer 2020 following consultations and bid for funding for café and toilets
Improvement to Morton Stanley Open Space	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	26	0	-26	26	This project should be started summer 2020 following consultations and bid for funding for café and toilets
Improvement to Sports Pitches infrastructure in Morton Stanley Park	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	99	0	-99	99	The works are now expected to be completed Spring / summer 2020
Improvement to original Pump Track at AVCP	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	61	0	-61	61	This project will start Autumn 2020 after bid to sport england for additional contribution
Improvement of 'Green Parking' at Arrow Valley South	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	17	0	-17	17	The project has been delayed by bad weather and Covid and therefore will now be completed summer 2020
Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	22	0	-22	22	The contractors are to be appointed and works are therefore to take place during 20/21
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	147	0	-147	147	The contractors are to be appointed and works are therefore to take place during 20/21
Pitch or sports facilities improvements at the Abbey Stadium	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	17	0	-17	17	The works are now expected to be completed Spring / summer 2020
POS/Play Improvements to Forge Mill (24,528 POS and 26,700 Play) and Bordesley Abbey Visitor Centre. E1	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	51	0	-51	51	The works are now expected to be completed Spring / summer 2020
Removal of 5 weirs through Arrow Valley Park	Leisure & Cultural Services	keep my place safe and looking good	borrowing/capital receipts	437	0	-437	437	The works are now expected to be completed Spring / summer 2020
Morton Stanley Play, Sport and Open Space Improvements (General)	Leisure & Cultural Services	Provide good things, for me to see, do and visit	S106 Funding	333	0	-333	333	The works are now expected to be completed Spring / summer 2020
Open space improvements - North Moons moat	Leisure & Cultural Services	keep my place safe and looking good	S106 Funding	3	0	-3	3	We are currently working with the moons moat community group and the project is now expected to be finalised in the spring and summer 2020/21
Improvements at Business Centres	Planning & Regeneration	help me run a successful business	borrowing/capital receipts	80	6	-74	74	It was hoped the project to be 50% complete by year end but unfortunately due to covid-19 this has slowed down the progress. Therefore due to the circumstances it is requested this to be rolled forward into the new financial year.
			<b>Total</b>	9,531	2,782	-6,749	6,748	

Description	Department	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Public Building	CAFS	borrowing/capital receipts	426	250	250	0
GF Asbestos	CAFS	borrowing/capital receipts	40	40	40	0
Small Area Improvements	Community Services	borrowing/capital receipts	40	0	0	0
Upgrade hardwired lifeline schemes	Community Services	borrowing/capital receipts	13	0	0	0
Home Repairs Assistance	Community Services	borrowing/capital receipts	88	40	40	0
Disabled Facilities Grant	Community Services	DFG grant	718	0	0	0
HMO Grants	Community Services	borrowing/capital receipts	18	0	0	0
Energy & Efficiency Installs.	Community Services	borrowing/capital receipts	90	0	0	0
Camera Replacement programme	Community Services	borrowing/capital receipts	44	0	0	0
New Digital Service	Community Services	borrowing/capital receipts	86	51	51	51
Improved Parking Scheme ( includes locality funding)	Environmental Services	borrowing/capital receipts	0	400	400	0
Improved Parking Scheme - Coupass Cottages - Feckenham	Environmental Services	borrowing/capital receipts	81	0	0	0
Vehicle replacement	Environmental Services	borrowing/capital receipts	866	316	2,258	1,195
Locality Capital Projects	Environmental Services	borrowing/capital receipts	94	0	0	0
Locality Capital Projects - Green Lane, Studley	Environmental Services	borrowing/capital receipts	200	0	0	0
Locality Capital Projects - Garage Condition Survey (Housing)	Environmental Services	borrowing/capital receipts	100	0	0	0
Locality Capital Projects - Capital Landscape Improvement	Environmental Services	borrowing/capital receipts	25	0	0	0
Wheelie Bin purchase	Environmental Services	borrowing/capital receipts	124	85	85	0
Replacing 3 fuel pumps and upgrading tank monitoring equipment	Environmental Services	borrowing/capital receipts	25	0	0	0
Replacing the fixed four post vehicle lift within the workshop with a mobile four column lift	Environmental Services	borrowing/capital receipts	25	0	0	0
Car Park Maintenance	Environmental Services	borrowing/capital receipts	30	25	25	0
Fleet Management Computer System	Environmental Services	borrowing/capital receipts	17	0	0	0
Environmental Services Computer System	Environmental Services	borrowing/capital receipts	38	0	0	0
Regeneration Fund	Finance	borrowing/capital receipts	5,225	2,000	2,000	2,000
New Finance Enterprise system	Finance	borrowing/capital receipts	218	0	0	0
Sports Contributions to support improvements to Outdoor facilities at Terry Field	Leisure & Cultural Services	S106 - 2014/311/FUL	30	0	0	0
Investment into Health and Fitness Facilities	Leisure & Cultural Services	s106 / Reserve £10k	29	0	0	0
Open space improvements - North Moons moat	Leisure & Cultural Services	S106 Funding	3	0	0	0
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	S106 Funding	172	0	0	0
Arrow Valley Country Park - Play, Open Space and Sports Improvements.	Leisure & Cultural Services	S106 Funding	184	0	0	0
Terrys Field - Sports Contribution to support existing approved funding at	Leisure & Cultural Services	S106 Funding	9	0	0	0
Maintenance and improvements to playing pitches and sports facilities in Feckenham Cricket ground	Leisure & Cultural Services	S106 Funding	3	0	0	0

Description	Department	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Improvement to Morton Stanley -Play Area for toddler and junior play	Leisure & Cultural Services	S106 Funding	80	0	0	0
Improvement to Morton Stanley Open Space	Leisure & Cultural Services	S106 Funding	26	0	0	0
Improvement to Sports Pitches infrastructure in Morton Stanley Park	Leisure & Cultural Services	S106 Funding	99	0	0	0
Improvement to original Pump Track at AVCP	Leisure & Cultural Services	S106 Funding	61	0	0	0



Description	Department	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Improvement of 'Green Parking' at Arrow Valley South	Leisure & Cultural Services	S106 Funding	17	0	0	0
Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	Leisure & Cultural Services	S106 Funding	22	0	0	0
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	Leisure & Cultural Services	S106 Funding	147	0	0	0
Pitch or sports facilities improvements at the Abbey Stadium	Leisure & Cultural Services	S106 Funding	17	0	0	0
POS/Play Improvements to Forge Mill (24,528 POS and 26,700 Play) and Bordesley Abbey Visitor Centre. PI	Leisure & Cultural Services	S106 Funding	51	0	0	0
Removal of 5 weirs through Arrow Valley Park	Leisure & Cultural Services	borrowing/capital receipts	437	0	0	0
Morton Stanley Play, Sport and Open Space Improvements (General)	Leisure & Cultural Services	S106 Funding	333	0	0	0
Café and Infrastructure Morton Stanley Park	Leisure & Cultural Services	borrowing/capital receipts	100	0	0	0
Improvements at Business Centres	Planning & Regeneration	borrowing/capital receipts	74	0	0	0
<b>Total current Capital programme</b>			10,524	3,206	5,149	3,246

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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