



# Executive Committee

Tue 11 Jan  
2022  
6.30 pm

Council Chamber,  
Redditch Town Hall

**REDDITCH BOROUGH COUNCIL**

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a  
difference*

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**If you have any queries on this Agenda please contact  
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## ***GUIDANCE ON FACE-TO-FACE MEETINGS***

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**Due to the current Covid-19 pandemic Redditch Borough Council will be applying social distancing arrangements for holding face-to-face meetings.**

**Please note that this is a public meeting and is open to the public to attend**

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

### **GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON**

In advance of the Committee meeting, Members are strongly encouraged to consider taking a lateral flow test, which can be obtained from the NHS website. Should the test be positive for Covid-19 then the Member must not attend the Committee meeting, should provide their apologies to the Democratic Services team and must self-isolate in accordance with national rules.

Members and officers must wear face coverings during the Executive Committee meeting, unless exempt. Face coverings should only be removed temporarily if the Councillor or officer is speaking or if s/he requires a sip of water and should be reapplied as soon as possible. As Councillors may remove their face coverings from time to time during the meeting, seating will be placed two metres apart, in line with social distancing measures to protect meeting participants.

Hand sanitiser will be provided for Members to use throughout the meeting.

The meeting venue will be fully ventilated and Members and officers may need to consider wearing appropriate clothing in order to remain comfortable during proceedings.

### **PUBLIC ATTENDANCE**

Members of the public are able to access the meeting to observe proceedings if they wish to do so. However, due to social distancing requirements to ensure the safety of participants during the Covid-19 pandemic, there will be limited capacity at the meeting and members of the public will be allowed access on a first come, first served basis. Members of the public in attendance are strongly encouraged to wear face coverings, to use the hand sanitiser that will be provided and will be required to sit in a socially distanced manner at the meetings. It should be noted that members of the public who choose to attend in person do so at their own risk.

In line with Government guidelines, any member of the public who has received a positive result in a Covid-19 test on the day of a meeting must not attend in person and must self-isolate in accordance with the national rules.

**Notes:**

**Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded from the meeting.**

# Executive

## Committee

Tuesday, 11th January, 2022

6.30 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:

Matthew Dormer  
(Chair)  
Gemma Monaco  
(Vice-Chair)  
Joanne Beecham  
Aled Evans  
Peter Fleming

Anthony Lovell  
Nyear Nazir  
Mike Rouse  
Craig Warhurst

### 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 - 10)

### 5. Homelessness Prevention Grant 2022/23 (Previously Flexible Homelessness Support Grant and Homelessness Reduction Grant) (Pages 11 - 16)

### 6. Council Tax Empty Home Discount and Premium (Pages 17 - 34)

### 7. Independent Remuneration Panel 2022/23 (Pages 35 - 50)

### 8. Financial Outturn 2020/21 Report (Pages 51 - 56)

This report is due to be pre-scrutinised at a meeting of the Budget Scrutiny Working Group scheduled to take place on Monday 10<sup>th</sup> January 2022. Any recommendations on this subject will be reported for the consideration of the Executive Committee in a supplementary pack.

### 9. Housing Revenue Account (HRA) Rent Setting 2022/23 (Pages 57 - 60)

This report is due to be pre-scrutinised at a meeting of the Budget Scrutiny Working Group scheduled to take place on Monday 10<sup>th</sup> January 2022. Any recommendations on this subject will be reported for the consideration of the Executive Committee in a supplementary pack.

## **10. Fees and Charges 2022/23 (Pages 61 - 98)**

This report is due to be pre-scrutinised at a meeting of the Budget Scrutiny working Group scheduled to take place on Monday 10<sup>th</sup> January 2022. Any recommendations on this subject will be reported for the consideration of the Executive Committee in a supplementary pack.

## **11. Council Tax Base 2022/23 (Pages 99 - 102)**

This report is due to be pre-scrutinised at a meeting of the Budget Scrutiny Working Group scheduled to take place on Monday 10<sup>th</sup> January 2022. Any recommendations on this subject will be reported for the Executive Committee's consideration in a supplementary pack.

## **12. Worcestershire Regulatory Services (WRS) Board - Budget Recommendations (Pages 103 - 116)**

## **13. Overview and Scrutiny Committee**

There is due to be a meeting of the Overview and Scrutiny Committee on 6<sup>th</sup> January 2022. Any recommendations arising from this meeting will be reported for Members' consideration.

## **14. 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.

## **15. Advisory Panels - update report**

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

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

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

## 17. Exclusion of the Press and Public

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

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

These paragraphs are as follows:

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

- Para 3 – financial or business affairs;

## 18. Release of covenants affecting land (Pages 117 - 124)



## **Executive Committee**

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Wednesday, 15th  
December, 2021

### **MINUTES**

#### **Present:**

Councillor Matthew Dormer (Chair), Councillor Gemma Monaco (Vice-Chair) and Councillors Joanne Beecham, Aled Evans, Peter Fleming, Anthony Lovell, Mike Rouse and Craig Warhurst

#### **Officers:**

Michael Birkinshaw, Kevin Dicks, Claire Felton, Sue Hanley and Guy Revans

#### **Principal Democratic Services Officer:**

Jess Bayley-Hill

#### **46. APOLOGIES**

An apology for absence was received on behalf of Councillor Nyear Nazir.

#### **47. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **48. LEADER'S ANNOUNCEMENTS**

The Leader advised that at the meeting of the Overview and Scrutiny Committee held on 13<sup>th</sup> December 2021, Members pre-scrutinised the New Cemetery Provision report and had agreed three recommendations. This meeting was live streamed and the Leader had watched the proceedings, as had many other members of the Executive Committee. There were a number of members of the public who spoke to the Overview and Scrutiny Committee on the subject of the New Cemetery Provision report and the Leader thanked those members of the public for taking the time to speak to the Committee.

Councillor Wheeler, who chaired the Overview and Scrutiny Committee meeting, had been invited to attend the Executive Committee meeting to outline the findings of the Committee, including key points raised by the public.

Chair

# Executive Committee

Wednesday, 15th December, 2021

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**49. MINUTES (TO FOLLOW)**

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 7<sup>th</sup> December 2021 be approved as a true and correct record and signed by the Chair.**

**50. QUESTIONS ON NOTICE**

The following Question on Notice was considered in accordance with paragraph 16.3 of the Executive Committee Procedure Rules:

Question from Ms Joni Lovell:

“Please can the site given as 'land off Ipsley church lane' be referred to as 'top Ipsley meadow, part of the Ipsley water meadows, part of Arrow Valley Park South, an integral part of Arrow Valley Country Park, which is Public Open Space with unrestricted access for RECREATION **and** how will the Executive committee be taking into account public comments at the Overview and Scrutiny committee 48 hrs ago and the 800 plus public objection comments on the publics only consultation, which was on a full planning application for this one particular site?”

The Leader provided the following answer to this question:

“The terminology “land off Ipsley Church Lane” was used within the recent change of use planning application and, as such, is recognised by Members and the wider public. It would be counterproductive to change this title at this late stage and might lead to confusion, as the public might think the new title relates to a different site.

The role of the Overview and Scrutiny Committee is to gather evidence and to make recommendations, based on that evidence, to the Executive Committee. This occurred at the meeting of the Overview and Scrutiny Committee held on 13<sup>th</sup> December 2021. Whilst the minutes of that meeting are not available for our consideration this evening, the meeting was live streamed and I, and other colleagues present this evening, watched the live stream of the meeting and heard the comments from the public. In addition, the recommendations made by the Overview and Scrutiny Committee have been published in a supplementary pack for our consideration. Councillor Jenny Wheeler, who chaired the Overview and Scrutiny Committee meeting, is here this evening to present the Committee’s recommendations for our consideration and I am sure that in doing so she will highlight some of the key points that were raised at the meeting.



# Executive Committee

Wednesday, 15th December, 2021

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The Executive Committee will not be considering matters relating to the consultation on the planning application that was considered in October 2021, as this related to an entirely separate process.”

## 51. NEW CEMETERY PROVISION

The Portfolio Holder for Environmental Services introduced the New Cemetery Provision report for the Executive Committee’s consideration.

Members were advised that the issue of a reduction in capacity, in terms of new burial provision in the Borough, had been identified and discussed by Members since 2010. Since then, the availability of burial space in the Borough at existing cemeteries had decreased further.

There were two options available to the Council moving forward:

- a) To provide no more new burial sites for the use of residents in the Borough. There was the possibility, though no guarantee, that a private sector provider would provide a burial service in this scenario. The Council would have no influence over the land that a private provider would purchase for a cemetery in this situation nor could the Council control how the service was delivered.
- b) The Council could take action to ensure that new burial provision could be made available to Redditch residents in the future. Should Members prefer this option, consideration needed to be given to the appropriate location for the site of new graves. This could include reusing burial plots at the Plymouth Road Cemetery, although this would potentially be morally questionable, given the Council had access to land that could be used for burial purposes. There was also land at other sites, including at Bordesley Abbey and land off Ipsley Church Lane which could potentially be used for this purpose.

There was approximately 18 months of burial site provision remaining in existing cemeteries managed by the Council. The Portfolio Holder for Environmental Services expressed concerns that if no decision was taken, space for new burial provision would run out, leaving many families without a place in the Borough to bury their loved ones. This would impact on families who did not have access to pre-purchased plots in existing cemeteries, potentially resulting in a two-tier system in the Borough whereby some families would be able to bury loved ones in existing family burial sites whilst others would need to travel outside the Borough. The Executive Committee was asked to note that this could have a particularly significant impact on families from more deprived

## Executive Committee

Wednesday, 15th December, 2021

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backgrounds, who might struggle to travel to alternative sites outside the Borough.

The Portfolio Holder for Environmental Services commented that the Council's preferred option would be to continue to deliver new burial provision in the Borough. The preferred site of the Council was land off Ipsley Church Lane. He concluded by stating that, given the circumstances, it would be a derogation of duty for the Executive Committee not to make decisions on this subject during the meeting.

Following the introduction from the Portfolio Holder for Environmental Services, the Bereavement Services Manager delivered a presentation and in doing so highlighted a number of areas for Members' consideration:

- The Council already operated three cemeteries and four closed church yards.
- Plymouth Road Cemetery was already closed to new burials, whereby a grave was used for the first time by a family. Burials continued to take place in that cemetery for pre-purchased graves, though capacity was limited.
- There remained capacity for new burials at the Abbey Cemetery site for six more months.
- There was capacity for new burials to take place for five more years at the cemetery at Edgioake Lane, subject to the current rate of demand remaining the same. However, once the Abbey Cemetery could no longer accommodate new graves, demand would increase and then there would only be capacity at the Edgioake Lane cemetery for new graves for 12 months.
- A site at Brooklands Lane had been identified in 2010 as a possible location for a new cemetery. However, this option had been rejected because it was found to be unsuitable as it was located on a minor aquifer and therefore failed the initial ground water testing required by the Environment Agency.
- A total of 25 further potential sites had subsequently been investigated since 2014 by the Council as potential locations for a cemetery. Of these sites, 16 had been assessed but found to be unsuitable, five sites were deemed suitable for further investigation, but then discounted, 4 sites were assessed, deemed suitable for further investigation, but not recommended for use and 1 site had been assessed, deemed suitable for further investigation, and then recommended for approval.
- The majority of cemeteries in the country were based on two traditional designs that had been formulated in the Victorian era. The first traditional model had a requirement for tree planting and the second traditional model adopted a garden style design.

## Executive Committee

Wednesday, 15th December, 2021

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- There were other options available to Councils when developing new cemeteries and Westall Park Natural Burial Ground, in Holberrow Green, Worcestershire was cited as an example of this alternative design model.
- Redditch Borough Council had a history of providing innovative Bereavement Services. The crematorium had adopted measures that benefited the environment, with the use of waste heat at the crematorium to reduce energy usage at the Abbey Stadium, which was a green apple award winning scheme. This was still used as an example of best practice nationally and had recently been mentioned in the all-party parliamentary group on funerals and bereavements annual report published in 2021.
- The Council would aim to be equally innovative in terms of the new proposed cemetery that would be introduced in the Borough. The focus would be on introducing a cemetery which was designed to enhance the local ecology and biodiversity.
- There was no statutory requirement for the Council to deliver burial provision in the Borough.
- There were cemeteries in Bromsgrove District and at Westall Park with the capacity to accommodate new graves. However, the challenge of not providing burial space in a cemetery in the Borough was that this would conflict with requirements in the Local Plan. There was limited public transport available to enable Redditch residents to access both Bromsgrove and Westall Park Natural Burial Ground and families would therefore need to use private methods of transport to access those cemeteries.
- Customer demand had been reviewed and in total, 60% of the Council's customers required new graves. It was these customers who would be disadvantaged if the Council decided to take no further action in respect of this matter.
- There were three potential options available to the Council in terms of the provision of new burial space:
  - Reuse of grave sites at Plymouth Road Cemetery. This could only occur subject to legislative change through a private law bill in Parliament. The Council would need to be provided with the powers to extinguish existing rights of burial, to disturb human remains and to move memorials. Should this approach be adopted the Council would be able to secure new graves for approximately 10 years. Experts had advised the Council that it could take up to five years to progress this option further. Members were asked to note that anybody could submit an objection to the reuse of particular sites and this could result in the award of financial compensation by the Council to interested parties. Furthermore, many of the graves were situated in consecrated ground and therefore the Council would also

# Executive Committee

Wednesday, 15th December, 2021

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require approval through a separate legal process involving the Bishop's Faculty.

- Land off Ipsley Church Lane could be used as the site for a new cemetery. The Council had secured outline planning permission to use the site as a cemetery, subject to addressing a number of conditions that had been set by the Planning Committee. This site would involve the shortest implementation time of all the potential sites, of two years, before burial space could be made available. The development of the site as a cemetery would also involve the lowest levels of financial expenditure for the Council, particularly as planning costs and tests on areas such as ground water had already been completed. Should this option be approved, it would result in new grave plots being provided for a further 80 years.
- The Bordesley Abbey site was located close to the existing Abbey Cemetery and could be used as a cemetery. However, this location, comprising three small sections of land, would not in combination meet requirements in the Local Plan. The site was also located in a listed heritage site and scheduled monument consent would therefore be required to utilise the land for a cemetery. Discussions had been held with Worcestershire County Council's Archaeology department, which had advised that the financial costs involved in securing both planning permission and scheduled monument consent would be so significant as to render the site unviable. Members were also asked to note that, should the Council approve this option as the site for a cemetery, there would be a three-year period before burials could commence.
- In comments raised during public consultation and at the Overview and Scrutiny Committee, concerns had been raised about the potential loss of open space used for recreational purposes, should the site off Ipsley Church Lane be approved. However, this land would remain accessible to the public if it was used as a cemetery, with plans in place to retain the existing lines of desire. Furthermore, use of the cemetery would occur in phases and it was likely that parts of the site would not be used for up to 30 years. In addition, public access to the site would remain available.
- Concerns had also been raised about the potential appearance of the cemetery. The Committee was advised that the Council would be aiming to have a ground-breaking cemetery which would appear very different to the traditional Victorian models.
- Questions had been raised during the Overview and Scrutiny Committee meeting regarding the public consultation that would take place in respect of the cemetery design. Members were informed that the Council would aim to consult with the

## Executive Committee

Wednesday, 15th December, 2021

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public on the design and layout of the proposed cemetery before an application was considered at a meeting of the Planning Committee. The architects who would be procured to design the site would also be required to undertake public consultation, including on site.

Following the presentation of the report, Councillor Jenny Wheeler, Vice Chair of the Overview and Scrutiny Committee who chaired the meeting of the Committee held on 13<sup>th</sup> December 2021, was invited to present the Committee's conclusions in respect of the New Cemetery Provision report. Councillor Wheeler explained that the Committee had received a presentation on the subject of the report and had welcomed contributions from Officers and the Portfolio Holder for Environmental Services on this subject.

The Overview and Scrutiny Committee had endorsed the three recommendations in the report. However, the Executive Committee was asked to note that whilst the first and third recommendations had received unanimous support, the second recommendation had been approved by a majority of Members present without unanimous support.

The Executive Committee was informed that during consideration of the Overview and Scrutiny Committee meeting, members of the public had been invited to speak and a written statement had also been read out on behalf of a resident. Concerns had been raised by the public regarding the public consultation process that had been undertaken in respect of the report. Questions had also been raised about the process that had been followed with respect to revisiting the 26 sites that had been identified, which previously had been announced by the Council. The public had also raised concerns about the potential loss of public open space, should the land off Ipsely Church Lane be used as the site of a cemetery and questions had been raised about how this site had come to be identified as the Council's preferred option. The Executive Committee was asked to consider this feedback both in relation to the New Cemetery Provision report and in order to learn lessons about any future reports that focused on areas of significant interest to the public.

The Executive Committee discussed the outcomes of the Overview and Scrutiny Committee's deliberations in respect of the New Cemetery Provision report and in doing so commented on the following points:

- The organisation of the Overview and Scrutiny Committee meeting and the detailed scrutiny of the report that had been undertaken. Members praised the Overview and Scrutiny

## Executive Committee

Wednesday, 15th December, 2021

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Committee for this work and complimented Councillor Wheeler on her chairing of the meeting.

- The action that had been taken to re-examine each of the 26 sites that had been assessed. The Leader confirmed that he had revisited each site, in consultation with Officers, and had concluded that the most appropriate site had been identified as the Council's preferred option.
- The consultation that had been held with the public in respect of the Council's preferred site. The Leader commented that both he and the Portfolio Holder for Climate Change had met with residents at the preferred site to discuss the proposals.
- The feedback that had been received from the public in respect of the consultation on the planning application that was considered in October 2021 and the focus of this consultation feedback.
- The location of the residents who had responded in this consultation process. Members noted that the majority of respondents had lived in Matchborough and Ipsley.
- The length of time in which the consultation process in respect of the planning application had applied, which had been longer than usual.
- The restrictions in respect of public consultation during the Covid-19 pandemic and the need to keep Council staff, Officers and members of the public safe.
- The suggestion that had been received from the public regarding compulsory purchase by the Council of alternative sites and the difficulties with the compulsory purchase process.
- The public access that would remain available to the site should a cemetery be introduced at land off Ipsley Church Lane. Members commented that this would effectively remain public open space because there would continue to be public access to the site and much of the site would remain undeveloped for many years.
- The extent to which the public were concerned about the introduction of a cemetery based on the Victorian model of cemeteries.

Members subsequently discussed the New Cemetery Provision report in detail and in doing so commented that there had been a significant amount of time spent by the Council in terms of reviewing options for new cemetery provision in the Borough. The reducing capacity at existing cemeteries in the Borough meant that burial provision would run out in respect of new graves in the next 18 months. Unfortunately, for all of the sites that had been identified, this meant that there could be a period of time in which it would not be possible to provide new graves in the Borough. Delaying a decision on this subject would extend the time in which

## Executive Committee

Wednesday, 15th December, 2021

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burial provision would not be available for new grave sites in the Borough even further.

The Council had a duty to deliver services to all residents and whilst burial services were not a statutory function, Members concurred that it was morally appropriate for the authority to continue to operate cemeteries and provide burial space in the Borough. There were many residents who would prefer to be buried, rather than cremated. The decision about options after a person had died was often deeply personal and could be influenced by a range of factors including personal circumstances, faith and family preferences.

Decisions in December 2021 about burial provision would influence arrangements in place for younger and future generations for the following 80 years. Members expressed concerns that younger generations would feel let down if no decisions were taken at this stage in respect of future burial provision.

Reference was made to the funding that had been proposed in the report and clarification was requested with respect to the source of this funding. Officers confirmed that the £320,000 funding that had been requested would be capital expenditure.

The Executive Committee also discussed the extent to which land off Ipsley Church Lane was covered by a covenant in respect of land use. Officers confirmed that there was no covenant in place in relation to the land concerned.

Members noted that concerns had been raised by residents in the public consultation process for the planning application regarding the potential for the land off Ipsley Church Lane to become waterlogged and for there to be problems with the water course. Officers explained that cemeteries were heavily regulated in relation to water tables. Any new cemetery was required by the Environment Agency to provide an annual report on ground water conditions. These requirements were tighter than those in place in relation to historic cemetery sites. Members were also asked to note that technically ground water was different to surface water.

Consideration was given to the alternative sites that had been identified, particularly the potential for a cemetery to be developed at the Bordesley Abbey site. Members commented that this had previously been identified as a potential site for a wildlife park. However, when Historic England had been consulted over this idea, the feedback regarding potential development at the site had been quite critical and it was therefore possible that there would be similar opposition to development of the site for a cemetery for similar reasons.

# **Executive Committee**

Wednesday, 15th December, 2021

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The need for the new cemetery to be biodiverse was also discussed. Members commented that, subject to appropriate designs, there would be opportunities for the new cemetery to attract new wildlife to the area and this would benefit local habitats. This could also be used as the basis for educating children and young people and Officers confirmed that the Council would work with local schools in respect of educational opportunities.

Members concluded by thanking the Head of Environmental Services and the Bereavement Services Manager for their hard work in respect of the New Cemetery Provision report. Democratic Services were also thanked for their hard work in respect of preparing the Overview and Scrutiny and Executive Committee meetings to consider the report, particularly in light of the changing Government rules in respect of holding the meetings safely during the Covid-19 pandemic.

## **RESOLVED that**

- 1) Redditch Borough Council continue to provide new burial provision; and**
- 2) Ipsley Church Lane be progressed as the preferred option to provide new burial provision.**

## **RECOMMENDED that**

- 3) a sum of £320,000 be budgeted to progress new burial provision.**

The Meeting commenced at 6.30 pm  
and closed at 7.54 pm



**EXECUTIVE**

**11<sup>th</sup> January 2022**

**Homelessness Prevention Grant Allocation for 2022/23**

Relevant Portfolio Holder	Councillor Craig Warhurst
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Report Author	Job Title: Amanda Delahunty Contact email:a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269
Wards Affected	All
Ward Councillor(s) consulted	Not Applicable
Relevant Strategic Purpose(s)	<ul style="list-style-type: none"><li>• Finding somewhere to live</li><li>• Aspiration, work and financial independence</li><li>• Living independent, active and healthy lives</li><li>• Communities which are safe, well maintained and green.</li></ul>
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

**1. RECOMMENDATIONS**

**The Executive RESOLVE as follows:-**

- 1.1 That the initiatives in 3.9 be approved to receive allocation of funding 2022/23.**
- 1.2 That delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2022/23 in support of existing or new schemes.**

**2. BACKGROUND**

- 2.1** This report seeks Members' approval to award the DLUHC Homelessness Prevention Grant to specific schemes recommended by the Strategic Housing Manager. Additionally, it seeks to delegate authority to the Head of Community and Housing Services, in consultation with the Portfolio Holder for Housing, to allocate any underspend of grant during 2021/22 on schemes to prevent homelessness and assist those who actually become homeless.

**EXECUTIVE****11<sup>th</sup> January 2022**

- 2.2 The purpose of the ringfenced Homelessness Prevention Grant fund is to give local authorities control and flexibility in managing homelessness pressures and supporting those who are at risk of homelessness. The Government expects local authorities to use it to deliver the following priorities:
- 2.3 To fully enforce the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness
- 2.4 Reduce family temporary accommodation numbers through maximising family homelessness prevention
- 2.5 Eliminate the use of unsuitable bed and breakfast accommodation for families for longer than the statutory six week limit.

**Financial Implications**

- 3.1 The Council is anticipating that it will receive £314,926 Homelessness Prevention Grant 2022/23 which is ring fenced by the Department for Levelling Up, Housing and Communities (DLUHC) for the prevention of homelessness. The Temporary Accommodation Management Fund (TAMF) previously received through the DWP has been amalgamated into this grant.
- 3.2 The amount the Council would have ordinarily expected from the former Temporary Accommodation Management Fund of £66,380.
- 3.3 The notification of the grant is expected during the last week of December 2021 and officers will verbally confirm at the meeting any changes in the anticipated grant.
- 3.4 The Council expects the following for Homelessness Prevention Services and Housing Options in 2022/23 (including grant from Worcestershire County Council), as follows:

<b>Grant</b>	<b>2022/23</b>
County Council YPPW Grant	£11,200
Homelessness Prevention Grant	£314,926

**EXECUTIVE**

**11<sup>th</sup> January 2022**

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Underspend from 2021/22	£66,008
Total Grant Available	£392,134

**Legal Implications**

- 3.5 The Council has statutory duty under the Homelessness Reduction Act 2017 to assist those who are threatened with homelessness or experiencing actual homelessness and has placed additional duties on the Council regarding preventing and relieving homelessness
- 3.6 The Homelessness Prevention Grant has been ring fenced to homelessness prevention and tackling homelessness by the Ministry of Housing, Communities and Local Government.

**Service / Operational Implications**

- 3.7 The main provisions of the Homelessness Reduction Act 2017 have extended the period during which the Council has to treat someone as threatened with homelessness from 28 to 56 days. This applies to all eligible households who approach the Council for homeless prevention assistance regardless of any priority need, intentionality or local connection criteria.
- 3.8 There is also a duty to relieve homelessness for all eligible applicants for up to 56 days. The Council's resources now have a greater focus on preventing homelessness wherever possible.
- 3.9 Proposed Allocation of Homelessness Prevention Grant of £392,134.

<b>Initiatives</b>	<b>£ (up to)</b>
Redditch Nightstop - Outreach Worker to support 21 to 35 year olds and prevent homelessness or work towards planned moves into suitable and sustainable accommodation and the Safe Accommodation and Support scheme.	55,600
Redditch Nightstop Core Funding	13,000
CCP Rough Sleeper Outreach Service - 2.8 FTE posts across Bromsgrove and Redditch	75,246
Fry Accord – 18 units of supported accommodation for Ex Offenders or those likely to offend	15,457

**REDDITCH BOROUGH COUNCIL****EXECUTIVE****11<sup>th</sup> January 2022**

St Basils – Provide 23 units of accommodation for young people aged 16- 23 years of age additional funding to provide 24 hour cover following a reduction in funding from County Council	14,200
Newstarts - Furniture Project to provide furniture for homeless households.	5,000
Homelessness Prevention - Spend to Save budget for use by Housing Options Officers	17,060
Temporary Accommodation Management – as 3.1 above	66,380
St Basils Smallwood Almshouses - Progression Coach to offer additional support that can operate outside of normal office hours to fit around a young persons education, training and employment.	26,500
Citizens Advice Debt Advice	23,000
Sanctuary Scheme for Victims of Domestic Abuse	20,000
Young Persons Pathway Worker	26,000
Crash Pad	14,033
County Partnership Manager	6,300
Hopes – Single and Childless Couples Homeless Prevention Service	4,996
<b>Total</b>	<b>£382,772</b>

- 3.10 Delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Housing to use any unallocated Grant during the year or make further adjustments to current initiatives as necessary to ensure full utilisation of the Grant for 2022/23.

#### **4. LEGAL IMPLICATIONS**

- 4.1 Homelessness support and prevention initiatives and schemes developed and funded through DLUHC Grant assist the Council in meeting its statutory duties to those threatened with homelessness and those who are actually experiencing homelessness, including those placed in Temporary Accommodation under the Homeless provisions of the Housing Act 1996 (as amended).

**EXECUTIVE****11<sup>th</sup> January 2022**

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**5. STRATEGIC PURPOSES - IMPLICATIONS****Relevant Strategic Purpose**

- 5.1 Homelessness Prevention Grant allows the Council to support a range of holistic services to help prevent or tackle homelessness and rough sleeping in the District. The combination of practical support such as furniture and Sanctuary measures compliment those services that provide outreach support to help clients access accommodation, sustain tenancies, manage budgets, engage in positive activities and access employment. The breadth of services available support all of the strategic purposes provide opportunities for:

- Finding somewhere to live
- Aspiration, work and financial independence
- Living independent, active and healthy lives
- Communities with are safe, well maintained and green

**Climate Change Implications**

- 5.2 The recycling of furniture supports the Council's green thread as it minimises waste and provides reuse and recycling of household items wherever possible.

**6. OTHER IMPLICATIONS****Equalities and Diversity Implications**

- 6.1 The Homelessness Grant and Homelessness Prevention Grant will benefit customers by offering household's more options to prevent their homelessness, support them to remain in their own homes or help the Council to manage and support households in Temporary Accommodation.
- 6.2 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.

**Operational Implications**

- 6.3 The management and administration of grant forms a significant part of the Strategic Housing Team's day to day operations.

**7. RISK MANAGEMENT**

- 7.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness, or who are in housing need, will have limited alternative options. There is also

**EXECUTIVE**

**11<sup>th</sup> January 2022**

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therefore the risk that they may have to make a homeless approach and this could consequently lead to the following negative outcomes:

- Increased B&B costs
- Increased rough sleeping in the District
- Impacts on physical and mental health, educational achievement, ability to work and similar through increased homelessness

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

**8. APPENDICES and BACKGROUND PAPERS**

None.

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Craig Warhurst	14 <sup>th</sup> December 2021
Lead Director / Head of Service	Judith Willis	8 <sup>th</sup> December 2021
Financial Services	Judith Willis	30 <sup>th</sup> December 2021
Legal Services	Clare Flannagan	15 <sup>th</sup> December 2021
Policy Team (if equalities implications apply)	Not applicable	
Climate Change Officer (if climate change implications apply)	Matt Bough	22 <sup>nd</sup> December 2021

**Executive Committee**  
**2022**

11<sup>th</sup> January

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**COUNCIL TAX EMPTY HOMES DISCOUNTS AND PREMIUMS**

Relevant Portfolio Holder	Councillor M Rouse
Portfolio Holder Consulted	Yes
Relevant Head of Service	Chris Forrester, Head of Financial and Customer Services
Report Author	Job Title: David Riley Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418
Wards Affected	All Wards
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	Finding Somewhere to Live
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. **RECOMMENDATIONS**

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

- 1) From 1<sup>st</sup> April 2022 the level of Council Tax discount to be applied under Section 11A (4) and Section 11A (4A) for each class of dwellings as defined by The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended) will be:**

**Class A [“second homes with a planning restriction”] 0%: no discount**

**Class B [“second homes with a planning restriction”] 0%: no discount**

**Class C [“vacant dwellings”]**

- a. Where the dwelling has been unoccupied and unfurnished for a continuous period of not more than 14 days - 100% discount**
- b. Where the dwelling has been unoccupied and unfurnished for more than 14 days - 0%: no discount.**
- c. Where the dwelling is**
  - i. unoccupied and substantially unfurnished; and**

**Executive Committee**  
202211<sup>th</sup> January

- ii. the owner of the dwelling is a local housing authority;  
and
- iii. when next in use the dwelling will be occupied under the provisions of the Housing act 1985

100% discount.

Owner will be defined by reference to section 6(5) and 6(6) of the Local Government Finance Act 1992 .

For the purposes of Class C when considering whether a dwelling falls within the description any period of occupation, not exceeding 6 weeks, during which it was not unoccupied and substantially unfurnished shall be disregarded.

**Class D [“dwellings requiring major repair works”] - 100% discount**

- 2) From 1<sup>st</sup> April 2022 the additional council tax premium applied under section 11B of the LGFA '92, for long-term empty dwellings will be
  - i) For a dwelling that has been a long-term empty dwelling for less than 5 years – 100% premium
  - ii) For a dwelling that has been a long-term empty dwelling for 5 years or more, but less than 10 years – 200% premium
  - iii) For a dwelling that has been a long-term empty dwelling for at least 10 years – 300% premium
- 3) The Head of Financial and Customer Services on a case-by-case basis may consider a reduction to the long-term empty premium.

## **2. BACKGROUND**

- 2.1 From the introduction of council tax in 1993 until March 2004 properties in England which had been unoccupied and substantially unfurnished (vacant dwellings) were subject to a statutory exemption for the first 6 months that they were unoccupied and after that date the council tax was subject to a 50% discount. Properties which were furnished but were no one's sole or main residence (second homes) were subject to a 50% discount
- 2.2 The Local Government Act 2003 inserted section 11A into the Local Government Finance Act 1992 (LGFA '92) and gave billing authorities



**Executive Committee**  
**2022**11<sup>th</sup> January

---

in England a discretionary power to remove the discount for vacant dwellings or to set a discount of between 1% and 50%; and to reduce the discount for second homes to 10%.

- 2.3 The Council Tax (Prescribed Classes of Dwellings) Regulation 2003 prescribed the classes of dwellings for which billing authorities could reduce the empty home discounts. The regulations included specific exceptions where the second home discount could not be adjusted and would remain at 50%. These exceptions included unoccupied caravans and boats; second homes where the liable person is required to live elsewhere for work purposes and is liable for council tax at that address; and the second homes of ministers of religion and service personnel where they are living elsewhere to perform their duties in premises that are exempt from council tax.
- 2.4 The legislation allowing billing authorities discretion to amend discounts remained unchanged from 2003 until April 2013 when the Government - having consulted on technical reforms to council tax – made several changes to council tax legislation.
- 2.5 The changes introduced from April 2013 removed two statutory exemptions from council tax; amended section 11A of the LGFA '92 giving billing authorities further discretion to adjust discounts for second homes and vacant homes; and inserted a new Section 11B which allowed premiums for long-term empty homes.
- 2.6 The two exemptions removed were the class A exemption which was given to properties that were vacant and undergoing major repair works to make them habitable or structural alterations and had been so for less than 12 months, and the class C exemption which was provided to homes that had been vacant for less than 6 months.
- 2.7 The new powers allowed billing authorities to adjust the level of discount for homes that would have been exempt under class A and to set a discount of between 0% and 100% for the first 12 months that they were undergoing repairs.
- 2.8 Homes that would have been exempt under class C would be classed as vacant dwellings. The existing power to set a discount for vacant dwelling of between 0% and 50% was extended. The new provisions allowed for a discount of between 0% and 100% for all vacant dwellings in the area, or for a billing authority to define a class of dwellings for which a discount of between 0% and 100% would be set.
- 2.9 The ability to set a discount for second homes was extended to allow the discount to be removed completely.

**Executive Committee**  
**2022**11<sup>th</sup> January

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- 2.10 In addition billing authorities were given the discretionary power to charge a premium of 50% for long-term empty homes. The premium would increase the council tax that could be charged up to 150% of the normal amount. A long-term empty home was defined as one which had been unoccupied and substantially unfurnished for more than 2 years.
- 2.10 The 2013 changes provided greater flexibility over the amount of council tax to charge for empty homes, and over the type of empty homes for which discounts could be applied. The changes also gave billing authorities the ability to use the council tax premiums to incentivise owners to bring empty homes into use.
- 2.11 The Rating (Property in Common Occupation) and Council Tax (Empty Property) Act 2018 provided further powers to adjust the premium for long term empty properties. The level of premiums that could be charged were increased to 100% for homes empty for 2 years or more but less than 5 years, 200% for homes left empty for 5 years or more but less than 10 years, and 300% for homes left empty for 10 years or more.
- 2.12 The Council Tax (Prescribed Classes of Dwellings) Regulations 2003 were amended to introduce two classes of property for which a long-term empty premium cannot be charged. These classes are homes owned by members of the armed forces which would be their sole or main residence if they were not living in armed forces accommodation; and annexes which are used as part of the sole or main residence of a person living in the other part of the property.
- 2.13 Redditch Borough Council does not apply long-term empty premiums, the following discounts are given for empty homes:

Second homes:

no discount, full council tax is payable.

Vacant homes:

50% discount for the first three months a property is vacant.

0% discount for homes vacant for more than 3 months

100% discount for vacant new homes for the first three months

REDDITCH BOROUGH COUNCIL**Executive Committee**  
**2022**11<sup>th</sup> January

50% discount for vacant new homes empty for more than 3, but less than 6 months.

Dwellings undergoing repair works:

100% discount.

- 2.14 National council tax taxbase information is published annually by Government. The data published in November 2020 provides information on the council tax discounts, and premiums levied by each billing authority in England. The information published indicates that in 2020 just 10 of the 314 billing authorities forecasted no premiums would be levied by that authority. The implementation of empty home premiums would bring Redditch Borough Council in line with almost all other local authorities in England.
- 2.15 The tabulation below provides an indication of the number of dwellings for which empty home premium is levied at a national and regional level. Vacant Dwellings are those which have been unoccupied and unfurnished for 6 months or more.

Region	# Dwellings	# Vacant	# Premium	% Dwellings subject to premium	% Vacant Dwellings subject to premium
England	24,109,277	278,470	69,201	0.29	24.85
South East	3,841,069	37,103	8,260	0.22	22.26
North West	3,253,662	46,894	13,048	0.40	27.82
East Midlands	2,070,331	25,832	5,543	0.27	21.46
East of England	2,658,277	27,076	5,665	0.21	20.92
London	3,607,934	31,529	9,086	0.25	28.82
Yorkshire & Humber	2,389,792	32,702	8,458	0.35	25.86
South West	2,598,603	26,543	5,596	0.22	21.08
West Midlands	2,476,202	29,636	7,940	0.32	26.79
North East	1,213,407	21,155	5,605	0.46	26.49

- 2.16 Nationally 1.16% of chargeable dwellings are left vacant for 6 months or more; and 24.85% of the stock of vacant dwellings were projected to be subject to an empty home premium.
- 2.17 The second table shows the most recent information on the number of vacant dwellings within the Borough of Redditch, and a local projection of those dwellings that would potentially be subject to an

**Executive Committee**  
**2022**11<sup>th</sup> January

---

empty home premium. The data is shown for each council tax valuation band.

**REDDITCH BOROUGH COUNCIL****Executive Committee  
2022**11<sup>th</sup> January

	A	B	C	D	E	F	G	H	Total
Chargeable Dwellings	7866	12169	7915	4442	3415	1273	468	22	37,570
Vacant	128	87	66	33	19	9	5	1	348
Less than 5 Years	29	18	25	10	6	5	1	1	95
5 to 10 Years	3	6	1	0	0	1	0	0	11
Over 10 Years	6	1	2	1	1	0	0	0	11

- 2.18 The percentage of chargeable dwellings left vacant for 6 months or more in Redditch is 0.93% this is below the national rate. When making a comparison at billing authority level, the vacancy rate recorded in CTB1 returns is between 0% and 3.77% with a median figure of 1.09%. Redditch would be placed within the 33<sup>rd</sup> percentile so has a lower vacancy rate than 67% of all councils.
- 2.19 The number of dwellings that are subject to an empty home premium, at a national level is 0.29%. Within Redditch current figures indicate 0.35% of dwellings have been empty for more than 2 years and could be subject to a premium.
- 2.20 Redditch has a lower-than-average rate of vacant dwellings but would potentially see a higher proportion of dwellings being subject to a premium. The potentially higher level of premiums within Redditch is likely to be the result of two factors. Firstly, the absence of premiums means there is limited incentive to bring empty homes back into use, and secondly the annual exercises to cleanse empty home data were not carried out in 2020 and 2021 and properties which have become occupied have not been identified and removed from the empty homes listing.
- 2.21 The introduction of a premium is likely to have an immediate impact in reducing the number of empty homes, as the owners of the premises update records or take steps to make the property available for let. It should be accepted that the number of premises subject to a premium is likely to reduce to a level in line with the national average.
- 2.22 The financial impact of introducing empty homes premiums is detailed within the financial implications section of this report.
- 2.23 The authority should consider all Government guidance before introducing the empty home premium. The specific guidance - "Council

**Executive Committee**  
**2022**11<sup>th</sup> January

---

Tax Definitions of Empty and Second Homes” and “Council Tax Guidance for Properties for sale and letting” is considered within the legal implications section of the report.

- 2.24 This report also seeks approval for a revision to the level of discount for vacant homes. The existing discounts are detailed in 2.13 above. It is proposed that the 50% discount for vacant homes is removed to be replaced by a 100% discount for the first 14 days that a property is vacant, and then 0% discount from day 15 onwards.
- 2.25 The existing graduated discount for new properties of 100% for three months and then 50% for the next three months will also be removed and the new standard discount for vacant homes applied.
- 2.26 The higher level of discount for new homes was introduced in 2013 as it was felt that a potential council tax charge on completion of a new property could disincentivise developers from building new homes. An analysis of discounts awarded in the 2019/20, 2020/21 and 2021/22 council tax years shows that 60, 34 and 41 new properties were granted a discount that exceeded 14 days. 48 of the 135 new homes discounts granted were given to housing associations which may fall to be exempt from council tax under exemption class B. There would be a limited impact from the removal of the discount for newly completed dwellings and it is proposed that the discount is removed.
- 2.27 The new 14-day discount at 100% for unoccupied and unfurnished properties will assist in the timely administration of council tax. The existing discount of 50% means that a council tax liability accrues from the first day that the property is empty, and this leads to regular disputes between landlords, tenants, and the local authority; and vendors, purchasers, and the local authority concerning the correct date for changes to council tax liability. The 14-day 100% discount will limit the administrative burden of obtaining evidence to support liability change dates.
- 2.28 The report also proposes a 100% discount for vacant homes owned by a local housing authority and used for meeting the provisions of the housing act 1985. This change is intended to place local authority housing in the same position as charitable housing associations and registered social landlords whose properties when unoccupied attract a Class B exemption from Council Tax.
- 2.29 Registered Social Landlords that are charitable organisations retain an exemption from Council Tax – under exemption class B – where the property is unoccupied and when next in use will be used for charitable purposes.

**Executive Committee**  
**2022**11<sup>th</sup> January

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- 2.30 Local Authority Housing does not benefit from this exemption, which means when council housing is unoccupied the local authority is required to make payments of council tax.
- 2.31 The cost of the council tax payments is met by the Housing Revenue Account. The income is then shared by all precepting authorities. In the 2021/22 council tax year the cost will be approximately £130,000.
- 2.32 Providing a discount for local authority housing will enable funds to be retained and support the provision of social housing to people within Redditch.
- 2.33 The remaining change to discounts will be the levying of a 100% charge once a property has been vacant for more than 14 days. This change will bring the authority into line with neighbouring authorities which, after a short period of 100% discount, levy the full council tax charge.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The introduction of empty home premium will increase the council tax levied on long term empty homes within the district. Assuming a distribution of long-term empty homes and premiums in line with national averages as reported in CTB1 returns this would lead to an increase in council tax collected of approximately £320,000.
- 3.2 The increased council tax would be shared by precepting authorities and approximately 13%, £48,000, would be retained locally by Redditch Borough Council.
- 3.4 The changes to the discount for vacant homes would increase the council tax levied on empty homes by approximately £123,000 the increased council tax would be shared by precepting authorities.
- 3.5 The implementation of a 100% discount for vacant homes owned by a local housing authority would reduce the costs to the Housing Revenue Account by approximately £130,000.

**4. LEGAL IMPLICATIONS**

- 4.1 The legislative basis for the amendments to discounts for empty homes and for the imposition of empty homes premiums has been set out within the background section of the report.
- 4.2 Section 11A of the Local Government Finance Act 1992 provides local authorities with the discretion to determine the level of discount to

**Executive Committee**  
**2022**11<sup>th</sup> January

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apply to vacant and second homes. Section 11B provides local authorities with the discretion to charge premiums for long-term empty homes.

- 4.3 There is no requirement for the authority to consult with taxpayers before making changes to the empty home discounts or before implementing premiums, however the authority should have consideration for the Government's guidance on discounts and premiums.
- 4.4 Section 66 of the Local Government Finance Act 1992 allows for determinations under section 11A and 11B to be challenged by an application for judicial review.
- 4.5 The president of the Valuation Tribunal for England, Professor Graham Zellick QC in appeals

4635M121095/176C, K v Wolverhampton City Council  
1840M127193/176C, F v Wychavon District Council  
3430M119853/176C, J v South Staffordshire Council

Heard cases which concerned the levying of a premium of 50% on long term empty homes.

- 4.6 The president of the tribunal concluded that the three appeals constituted a challenge to the council's determination to apply a premium and as such were excluded by virtue of section 66 of the LGFA '92 from being scrutinised by the tribunal.
- 4.7 The president stated within paragraph 42 of the decision notice:
- "Whether the determinations are unlawful either because of a failure to give consideration to the Government's Guidance or other relevant considerations or because an unqualified determination is one no reasonable billing authority could make are quintessentially judicial review questions (even apart from section 66). That, of course, presupposes that the Government is correct in believing that the legislation allows billing authorities to make these distinctions."*
- 4.8 Having regard to the decision notice and the power of individuals to apply for a judicial review of the determination the council should consider the Government's guidance when determining changes to discounts and premiums.
- 4.9 The power to implement a premium was proposed in the Government consultation Technical Reforms to Council Tax. Following this



**Executive Committee**  
**2022**11<sup>th</sup> January

---

consultation, the Government announced that it would proceed with the introduction of premiums but commenced a further consultation to determine views on the cases where the empty home premium should not be charged.

- 4.10 The second consultation entitled – “Technical Reforms to Council Tax – when dwellings should not be liable to the empty home premium” – sought views on three specific scenarios where the Government was of the view that a premium would not be charged. These were

A dwelling which was genuinely on the market for sale or letting.

A dwelling which is the sole or main residence of a member of the armed forces, who is absent from the property because of such service.

A dwelling which is an annexe which is unoccupied because it is being treated, by the occupier of the main dwelling, as part of that dwelling.

- 4.11 The consultation responses were generally supportive of the 2<sup>nd</sup> and 3<sup>rd</sup> exceptions to the empty home premium, however, for properties genuinely marketed for sale responses raised the difficulties for local authorities in determining which properties were marketed for sale, and monitoring compliance with this exception.

- 4.12 Government inserted class E and F into the Council Tax (Prescribed Classes of Dwellings) Regulations – providing for annexes and homes owned by serving members of the armed forces – to be exempt from the premium; however, no statutory exception was introduced for properties which were being marketed for sale. The Government reiterated their view that such properties should not be subject to the premium and proposed to publish guidance on properties for sale.

- 4.13 “Council Tax Empty Homes Premium: Properties for Sale and Letting” was published in May 2013. This guidance states:

*5. While the decision to make a determination under Section 11B of the Local Government Finance Act 1992 is for billing authorities to make, the government would expect that due consideration is given to the health of the local housing market when making determinations.*

*6. The government’s intention behind the decision to provide billing authorities with the power to charge a premium was not to penalise owners of property that is genuinely on the housing market for sale or rent.*

**Executive Committee**  
**2022**

**11<sup>th</sup> January**

---

*7. The government expects billing authorities to consider the reasons why properties are unoccupied and unfurnished, including whether they are available for sale or rent, and decide whether they want such properties to be included in their determination.*

*When considering the reasons an authority may want to take account of the following:*

- *on average, how long are properties in their area been available for sale or rent before completion/occupation*
- *what is the average price/rent in the local area?*

*8. The above list is not exhaustive and billing authorities will want to consider all factors they think are relevant before making a decision.*

4.14 The Government guidance states that in their view authorities should consider whether properties for sale should be included in the determination under section 11B and exclude these cases if local circumstances merit such a decision.

4.15 Section 11B of LGFA '92 – which allows the introduction of a premium states:

*11B (1) For any financial year, a billing authority in England may by determination provide in relation to its area, or such part of its area as it may specify in the determination, that if on any day a dwelling is a long-term empty dwelling—*

*(a) the discount under section 11(2)(a) shall not apply, and*

*(b) the amount of council tax payable in respect of that dwelling and that day (“the relevant day”) shall be increased by such percentage of not more than the relevant maximum] as it may so specify.*

4.16 This should be compared with Section 11A (4A) which allows a discount for vacant homes which states:

*(4A) For any financial year for which a class of dwellings is prescribed for the purposes of this subsection, a billing authority in England may by determination provide—*

*(a) in relation to all dwellings of that class in its area, or*

*(b) in relation to such description of dwellings of that class as it may specify in the determination,*

**Executive Committee**  
**2022**11<sup>th</sup> January

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*that the discount under section 11(2)(a) shall not apply or shall be such percentage (which may be 100) as it may so specify.*

- 4.17 The provision allowing for a premium gives billing authorities the power to implement a premium for all dwellings in the area, or for such part of its area as it may specify. The power to exclude dwellings from the premium appears to be a geographical one by applying the premium to part of the area only. There does not, on reading the legislation, appear to be a power to determine a class of dwellings which would be exempt from the empty home premium, or to limit the application of the premium by defining a class of dwellings which are subject to premium.

- 4.18 Within the decision notice of Professor Graham Zellick Q.C. the power of the local authority to distinguish between properties is considered and it is stated:

*17. It is in fact open to question whether the statutory provisions as enacted allow billing authorities to design determinations which distinguish between properties in line with the Government Guidance. At least one of the respondents (Wychavon) appears to take that view.*

*18. Section 11B(1) does not on its face appear to allow such differences in treatment, particularly when read in conjunction with subsections (2) and (3) which do give such a power to the Secretary of State. This may be said to argue against any corresponding power in the local authority*

- 4.19 Section 11B (4) does mention a premium determination being applied to a class of dwellings, and reads:

*(4) Where a determination under this section has effect in relation to a class of dwellings—*

*(a) the billing authority may not make a determination under section 11A(3), (4) or (4A) in relation to that class, and*

*(b) any determination that has been made under section 11A(3), (4) or (4A) ceases to have effect in relation to that class.*

This section removes the billing authority's power to vary discounts under section 11A for dwellings that are subject to a premium and makes it clear that any variable discount ceases to apply when a premium becomes due. The section does not explicitly allow a billing authority to define the type or class of dwellings that are subject to the premium.

**Executive Committee**  
**2022**11<sup>th</sup> January

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- 4.20 The only circumstances in which dwellings could at a local level be removed from the premium would be through using the powers under section 13A (1) (C) to reduce the Council Tax payable on case-by-case basis or by determining a class of dwellings for which a local discount should apply.
- 4.21 The costs of any decisions made under Section 13A (1) (C) are required to be met locally by the billing authority through a transfer from the general fund to the collection fund.
- 4.22 It is the Government's view – as expressed in the explanatory notes to the Council Tax (Prescribed Classes of Dwelling) (England) (Amendment) Regulations 2012 – that billing authorities may define a class of dwellings for which the premium does, and does not apply, however the legislative provisions do not appear to support this.
- 4.23 The housing market within the Borough of Redditch is at this time buoyant – with an average time on the market reported as 130 days, a median time on the market of 30 days [source [home.co.uk](https://www.home.co.uk) Redditch House Prices Report].
- 4.24 At this time it is proposed that all dwellings in Redditch should be subject to the empty home premium this is because:
- a) There is no indication from house sales, or housing market data that would indicate specific local difficulties in selling empty homes.
  - b) The legislative framework – especially the powers under section 11B – do not appear to give the authority discretion to exclude a class of dwellings from the premium.
  - c) The authority retains the power – under section 13A (1)(C) - on a case-by-case basis to reduce the amount of council tax payable, and this power would include a reduction in the premium.

**5. STRATEGIC PURPOSES - IMPLICATIONS****Finding Somewhere to Live**

- 5.1 The proposed implementation of empty home premiums and adjustment to empty home discounts will support the strategic purpose through using the powers within the council tax system to encourage homeowners to bring long term property back into use.

**Executive Committee**  
**2022**11<sup>th</sup> January

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- 5.2 The retention of the existing discount for properties that are undergoing major repair works to make them habitable maintains and incentive to support developers in bringing property back to a standard suitable for sale or letting.
- 5.3 The introduction of 100% discount for unoccupied local housing authority homes will support the provision of affordable social housing within the Borough.
- 5.3 The organisation has a priority of ensuring financial stability and the proposed adjustments to discounts and premiums will provide assurance that the authority is using all its available powers to ensure that the taxbase is maximised.

**Climate Change Implications**

- 5.4 None

**6. OTHER IMPLICATIONS****Equalities and Diversity Implications**

- 6.1 None

**Operational Implications**

- 6.2 The implementation of premiums will lead to an initial increase in demand on the Revenue Services Section. Steps will be taken to manage the demand by ensuring communications is made with homeowners who will become subject to the premium and information is provided on steps that can be taken to bring the home back into use.
- 6.3 Training and briefings will be provided to officers on the legislative framework, the application of premiums and the circumstances in which the premium may be waived or come to an end.
- 6.4 It is anticipated that some council taxpayers may take steps to evade the premium and a process for compliance checks will be developed. At present there is no specific resource for the inspection of empty premises and monitoring of discounts/premiums.

**Executive Committee**  
**2022**11<sup>th</sup> January**7. RISK MANAGEMENT**

- 7.1 The table below identifies specific risks and mitigations in relation to the administration of grants. The table is not exhaustive and provides information on the main identified risks.

<b>Risks</b>	<b>Mitigations</b>
Taxpayers subject to premiums may be dissatisfied with the decision of the authority.	<p>Clear communications to be issued with Council Tax demand notices setting out the reasons for the changes.</p> <p>Establish links with internal Housing Strategy team to help to publicise methods by which empty homes can be brought back into use.</p>
Failure to deliver and manage changes to discounts/premiums effectively.	<p>Timetable for full system testing of new discount and premiums will be set.</p> <p>Discounts and Premiums will be tested fully during year end testing processes.</p>
Revenues Officers/Customer Services and other Council Officers not prepared for changes	<p>Full briefing sessions to be provided to all Revenues and Customer Services Officers setting out details of changes and framework for levying premiums.</p> <p>Briefing note to internal departments detailing changes and impacts of premiums.</p>
Increase in appeals and liability disputes.	<p>Guidance will be provided to officers on appeals and appropriate responses to liability, discount and premium disputes.</p>
Manipulation of council tax system to avoid empty home premium	<p>Homeowners may provide false information to evade the application of the empty home premium.</p> <p>Briefings to teams will include information on steps that should be taken to validate changes to liability on long-term empty homes.</p> <p>Inspections and compliance of empty homes will be required to ensure that premiums are levied correctly.</p>

**Executive Committee**  
**2022**

11<sup>th</sup> January

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**8. APPENDICES and BACKGROUND PAPERS**

Council Tax Base England Statistics:

[Government Statistics - Council Tax Base](#)

Technical Reforms of Council Tax

[Government information - technical reforms of Council Tax](#)

Technical Reforms of Council Tax when dwellings should not be liable to the empty home premium

[Government information - technical reforms - exemptions](#)

Council Tax Definitions of Empty and Second Homes

[Government definitions of empty homes and second homes](#)

Council Tax Guidance for Properties for Sale or Letting

[Government guidance - Council Tax - properties for sale or to let](#)

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Mike Rouse	December 2021
Lead Director / Head of Service	Head of Financial and Customer Services	December 2021
Financial Services	Head of Financial and Customer Services	December 2021

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE  
2022**

11 January

**Report of the Independent Remuneration Panel – recommendations for members’ allowances for 2022-23 and the members allowances scheme**

Relevant Portfolio Holder	Councillor M Dormer Leader and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships; Councillor M Rouse Portfolio Holder for Finance and Enabling
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton
Report Author	Job Title: Darren Whitney Contact email: darren.whitney@bromsgroveandredditch.gov.uk Contact Tel: 01527 881650
Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	N/A
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

**1. RECOMMENDATIONS**

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

**1.1 whether or not to accept all, some or none of the recommendations of the Independent Remuneration Panel for 2022-23;**

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

**2. BACKGROUND**

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

**EXECUTIVE COMMITTEE  
2022**11 January

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- 2.2 The panel recommends basic allowances, special responsibility allowances (SRA), travel, subsistence and dependent carer allowances.

**3. FINANCIAL IMPLICATIONS**

- 3.1 If the Council makes changes to the current amounts of allowances there may be additional savings or costs. If the Council implements all the recommendations of the IRP, using IRP scheme, costs would be decreased in the region of £3,200. It should be noted that the scheme recommended by the IRP only allows for one SRA per Councillor and does not include a payment for Executive Members without Portfolio. If the Council implements the recommendations of the IRP and includes SRA and Executive Members without Portfolio costs will rise by approximately £13,300.
- 3.2 The upcoming budget will need to reflect any changes made from the recommendations in this report and the future costs will need to be covered in the medium term financial plan.

**4. LEGAL IMPLICATIONS**

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

**5. STRATEGIC PURPOSES - IMPLICATIONS****Relevant Strategic Purpose**

- 5.1 None as this report deals with statutory functions.

**Climate Change Implications**

- 5.2 None in this report.

**6. OTHER IMPLICATIONS****Equalities and Diversity Implications**

- 6.1 None in this report.

**EXECUTIVE COMMITTEE  
2022**

11 January

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**Operational Implications**

- 6.2 There are no direct service or operational implications arising from this report. Once the Council has agreed the allowances for 2022-23 Officers will update and publish the Members' Allowances Scheme as appropriate.

**7. RISK MANAGEMENT**

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

**8. APPENDICES and BACKGROUND PAPERS**

Report and recommendations from the Independent Remuneration Panel for 2022-23.

Background papers:

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

[Members' Scheme of Allowances - Redditch constitution](#)

**EXECUTIVE COMMITTEE**  
**2022**11 January

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**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder		
Lead Director / Head of Service		
Financial Services		
Legal Services		

**Independent Remuneration Panel  
for Worcestershire District Councils**

**Annual Report and Recommendations for 2022-23**

**Redditch Borough Council**

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**December 2021**

<b>Contents</b>	<b>Page</b>
Recommendations to Council	1
Introduction and Context	2
Background Evidence and Research Undertaken	2
Basic Allowance 2022/23	4
Special Responsibility Allowances 2022/23	5
Mileage and Expenses 2022/23	5
Allowances to Parish Councils	5
The Independent Remuneration Panel	5
Appendix 1 – Current and Recommended Allowances	8
Appendix 2 – Summary of Research	9

**Recommendations**

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

- 1. That the Basic Allowance for 2022-23 is £4,732, representing a 1.75% increase.**
- 2. That the Special Responsibility Allowances are set out in Appendix 1**
- 3. That travel allowances for 2022-23 continue to be paid in accordance with the HMRC mileage allowance**
- 4. That subsistence allowances for 2022-23 remain unchanged**
- 5. That the Dependent Carer's Allowance remains unchanged**
- 6. That for Parish Councils in the Borough, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by Borough Council and in accordance with the relevant Regulations**

### **Introduction and Context**

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

The law requires each Council to 'have regard' to the recommendations of the Panel and we noted that Redditch Borough Council declined to implement the Panel's recommendation for 2021/22. Members decided that during a global pandemic, at a time when many people were struggling financially, it was difficult to justify an increase to Members' allowances.

This year the Panel offered to meet with the Leader of the Council to discuss any other particular issues. Panel members met with the Leader and discussed Special Responsibility Allowances, hours and workload plus consideration of nearest neighbours.

Our recommendations are based on thorough research and benchmarking and we have presented the Council with what we consider to be an appropriate set of allowances to reflect the roles carried out by the Councillors. The purpose of allowances is to enable people from all walks of life to become involved in local politics if they choose.

The Panel does acknowledge that in the current challenging financial climate there are difficult choices for the Council to make. It is for the Council to decide how or whether to adopt the recommendations that we make.

As indicated above, a common theme from this year's visits was the appropriateness of the 11-hour weekly reference point used in calculating the Basic Allowance for a 'back-bench' Elected Member. It will be noted that the current reference to 11hours was based on an exercise carried out within Worcester City Council in 2015 and adopted by the other five participating local authorities. All local authorities have been asked whether they wish to participate in a review of this reference point during 2022/23

### **Background Evidence and Research Undertaken**

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

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

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

- Analysed and considered the Annual Survey of Hours and Earnings (ASHE) statistics for 2021 which gives the mean hourly wage rate for Worcestershire at £16.51.
- Benchmarked the Basic Allowance against allowances for comparable roles paid by the Chartered Institute of Public Finance and Accountancy (CIPFA) "Nearest Neighbour" Councils for each authority



- Taken account of the predicted National Pay Award (1.75%) for the majority of Local Government employees
- Considered the Consumer Price Index information as at October 2021

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

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

The figure being recommended by the Panel of £4,732 for the Basic Allowance appears reasonable and appropriate when compared to other Local Authorities.

Arising from our research, in **Table 1** we have included information showing the Members' allowances budget for Basic and Special Responsibility Allowances paid for 2020-21 as a cost per head of population for each Council. To give context, we have included details of the proportion of net revenue budget spent by each Council on basic and Special Responsibility allowances.

**Table 1 - Total spend on Basic and Special Responsibility Allowances (SRA) as a cost per head of population 2020-21 figures**

<b>Authority, population<sup>1</sup> and number of Councillors</b>	<b>Total spend Basic Allowances</b>	<b>Total spend on SRA</b>	<b>SRA as a percentage of total Basic Allowance</b>	<b>Cost of total basic and SRA per head of population</b>	<b>Total of basic and SRA as a percentage of Net General Revenue Fund expenditure</b>
	<b>£</b>	<b>£</b>	<b>%</b>	<b>£</b>	<b>%</b>
Bromsgrove DC (31) 100,569	140,258	66,323	47.29	2.05	1.761
Malvern Hills DC (38) 79,445	170,414.90	67,893.52	40	3.00	2.3
Redditch Borough (29) 85,568	127,869	94,538	73.93	2.60	2.601
Worcester City (35) 100,265	153,510	73,927	48.16	2.27	1.45
Wychavon (45) 131,084	199,521	90,612	45.4	2.21	1.68

<sup>1</sup>ONS population estimates mid 2020. Totals for Basic and Special Responsibility allowances paid are as published by each authority for the 2020-21 financial year.

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

**Table 2 - Average allowance per Member of each authority (Basic and Special Responsibility Allowances, 2020 – 21 figures)**

<b>Authority (number of Councillors)</b>	<b>Amount £</b>
Bromsgrove District (31)	6,664
Malvern Hills District (38)	6,271
Redditch Borough (29)	7,669
Worcester City (35)	6,498
Wychavon District (45)	6,447

### **Basic Allowance 2022 - 23**

#### **Calculation of Basic Allowance**

The Basic Allowance is based on:

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

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

As mentioned earlier, in 2015 Worcester City Councillors recorded the time spent per week on Council business for a number of weeks during the early autumn. This was considered to reflect an appropriate "average" period of time for meetings and other commitments. The results from this survey showed that the average input was 10 hours and 50 minutes per week. This figure matches the one used for a number of years by the Panel, based on previous research with constituent councils, to calculate the basic allowance. As indicated earlier, all councils have been asked whether they wish to participate in a review of the 11-hour reference point during 2022/23

We reviewed the levels of wage rates for Worcestershire as set out in the ASHE data (details in appendix 2) and the benchmark information available to us from the Chartered

Institute of Public Finance and Accountancy (CIPFA) “nearest neighbours” authorities as part of our research into the level of basic allowance recommended. We are also aware that the majority of local government employees received an average of 2.75% increase in pay during the financial year 2020/21 (dependent on scale) and had been offered a 1.75% increase for the financial year 2021/22. At the time of concluding this report, the pay award had not been accepted, but was used as a reference point for the Panel’s considerations.

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

### **Special Responsibility Allowances (SRA) 2022/23**

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

### **Mileage and Expenses 2022-23**

The Panel notes that the Council has used the HMRC flat rate for payment of mileage for all types of vehicles for Councillors and recommends that this continue.

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

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

### **Allowances to Parish Councils 2022-23**

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

This year the Panel has not been asked to make recommendations on any matters by any Parish in Redditch.

### **The Independent Remuneration Panel**

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

The members of the Panel are:

**Reuben Bergman** – Reuben Bergman – Reuben is a Fellow of the CIPD with significant senior HR leadership experience across a range of public sector organisations in both England and Wales. He currently runs a HR Consultancy Business in Worcestershire providing advice and support on managing change, employment law, HR policy

development, mediation, management coaching and employee relations. Reuben has led successful equal pay reviews in three separate local authorities and is known for his successful work in managing change and developing effective employee relations. He is a qualified coach, mediator and a Shared Service architect. He has won national awards for his work on employee engagement and the development of an innovative Café style leadership development programme.

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

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

**Xenia Goudefroy** – Xenia is a Management Accountant with experience in the financial controlling and forecasting for a range of companies in the private sector. She holds an Advanced Diploma in Management Accounting and has completed a Master's degree in Business Administration at University Vila Velha and in International Management at the Steinbeis University Berlin. As a focus topic of her thesis she has developed the order-to-cash process for new business models. Since she moved to the UK in 2017 in her free time she has been volunteering to help people in need and is also working as a volunteer at the Worcester fish-pass to help preserve the natural habitat of migrating species. She is fluent in three languages and enjoys learning new skills.

**Tim Hunt** – Tim is a qualified journalist with more than 25 years' experience in media and communications. He spent seven years covering community and local authority news in Worcestershire and Warwickshire, including four as editor of two local newspapers, before going on to work in corporate communications and events. Tim now runs his own PR agency and is a Member of the Chartered Institute of Marketing.

**Susan Moxon** - Susan has worked in the Education sector for over 20 years, working in schools in Warwickshire and Birmingham and then with the Department for Education, where she worked in the 6th form funding team, analysing data from incoming enquiries, mainly from schools and colleges regarding the calculation of their funding statements. She has also acted as an independent observer at Teacher Disciplinary Hearings ensuring that the panel members followed procedures and were unbiased in their decision making. Previously she was an Exams Support Officer providing advice to schools and colleges in Hereford, Worcester and Gloucester about entering students for external exams and assessments, her particular area of expertise.

She is currently Clerk to the Governing Bodies at two First Schools in Worcestershire and to two local charities. She organises meetings, manages the accounts and is the main point of contact with applicants, local providers and the Charity Commission.

**Martin Litt** - Martin spent over a decade of his professional career in the wine industry before co-founding a small digital marketing agency, QUAFF Digital, specialising in working with SMEs across the midlands. He is also the local authority governor at the primary school his daughter attends, where he sits on the resources committee.

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

The Panel has been advised and assisted by:

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

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

The Panel also wishes to place on record its thanks to Jonathan Glover for his time and work for the Panel over three years and wish him well as he retires from the Panel.

**Caroline Murphy and Matthew Davies, Co-Chairs of Independent Remuneration Panel**

## Appendix 1

**Independent Remuneration Panel for District Councils in Worcestershire  
Recommendations for 2022/23**

**Redditch Borough Council**

<b>Role</b>	<b>Rec'd Multiplier 2021/22 (IRP)</b>	<b>Current Multiplier (Council Agreed)</b>	<b>Rec'd Allowance 2021/22 (IRP) £</b>	<b>Current Allowance 2021/22 (Council Agreed) £</b>	<b>Rec'd Multiplier 2022/23 (IRP)</b>	<b>Rec'd Allowance 2022/23 (IRP) £</b>
Basic Allowance for all Councillors	1	1	4,650	4,437	1	4,732
Special Responsibility Allowances:						
Leader	3	3	13,950	13,311, plus 6,656 as portfolio holder	No change from recommendation in 2021/22	14,196
Deputy Leader	1.75	1.75	8,137.50	7,765, plus 6,656 as portfolio holder	No change from recommendation in 2021/22	8,281
Portfolio Holders	1.5	1.5	6,975	6,656	No change from recommendation in 2021/22	7,098
Executive Members without portfolio	****	1	****	4,437	****	****
Chair of Overview and Scrutiny Committee	1.5	1.5	6,975	6,656	No change from recommendation in 2021/22	7,098
Chairs of Overview and Scrutiny Task Groups	0.25	0.25	1,162.50	1,109	No change from recommendation in 2021/22	1,183
Chair of Audit, Governance and Standards Committee	0.25	0.25	1,162.50	1,109	No change from recommendation in 2021/22	1,183
Chair of Planning Committee	1	1	4,650	4,437	No change from recommendation in 2021/22	4,732
Chair of Licensing Committee	0.75	0.75	3,487.50	3,328	No change from recommendation in 2021/22	3,549
Political Group Leaders	0.25	0.25	1,162.50	1,109	No change from recommendation in 2021/22	1,183

**Appendix 2****Summary of Research**

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

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

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

Information on the level of Basic and Special Responsibility Allowances was obtained to benchmark the levels of allowances recommended to the Council. The average basic award across all the "nearest neighbour" authorities was £5,979 as at November 2021.

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

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

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

Published by the Office for National Statistics, the Annual Survey of Hours and Earnings (ASHE) shows detailed information at District level about rates of pay. For benchmarking purposes, the Panel uses the levels for hourly rates of pay excluding overtime (currently £16.51 as at December 2021). This is multiplied by 11 to give a weekly rate, which is then multiplied by 44.4 weeks to allow for holidays. This was the number of hours spent on Council business by frontline Councillors which had been reported in previous surveys and substantiated by a survey with Worcester City Councillors in the autumn of 2015. The rate is then discounted by 40% to reflect the element of volunteering that each Councillor undertakes in the role. As a benchmark indicator this would produce a figure of £4,838 per annum.

CPI (Consumer Price Inflation)

In arriving at its recommendations the Panel has taken into account the latest reported CPI figure available to it, published by the Office for National Statistics. This was 4.2% in October 2021.

Local Government Pay Award

The Panel was mindful of the current local Government pay award offer of 1.75% and its dispute by UNISON and GMB. However, the Panel is bound by the constraints of time; therefore, it references the current award at the time of writing its report.

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## **EXECUTIVE**

**11<sup>th</sup> January 2022**

### **Revenue Outturn 2020/21**

Relevant Portfolio Holder	Cllr Mike Rouse
Portfolio Holder Consulted	Yes
Relevant Head of Service	Chris Forrester
Report Author	Job Title: Head of Finance & Customer Services email:chris.forrester@bromsgroveandredditch.gov.uk Contact Tel: 0152764252
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

#### **1. Purpose and summary**

The purpose of this report is to set out the Council's Revenue outturn position for the financial year April 2020 – March 2021 (subject to final accounts closedown procedures and audit).

#### **2. Recommendations**

**The Executive is asked to RESOLVE that**

- 2.1 the current financial position in relation to the revenue budgets for the year April 2020 – March 2021 as detailed in the report is noted; and**
- 2.2 the additional £120k of general covid grant that will be paid to Rubicon Leisure to balance the year end position, as agreed by the S 151 Officer under delegated authority, be noted.**

#### **3. Revenue budgets**

- 3.1 This report provides details of the revenue outturn position of the Council for 2020/21 and performance against budget.
- 3.2 This report presents the financial outturn position and performance against budget by service.
- 3.3 The table below sets out the revenue outturn position compared to budget:

## EXECUTIVE

11<sup>th</sup> January 2022

Service	2020/21 Original Budget	2020/21 Revised Budget	2020/21 Actuals	2020/21 Variance
	£	£	£	£
<b>Business Transformation &amp; Organisational Development</b>	1,667,517.00	1,576,921.95	1,569,282.09	-7,639.86
<b>Chief Executive</b>	-2,628,903.00	-2,427,459.00	-2,072,008.91	355,450.09
<b>Community &amp; Housing GF Services</b>	2,000,756.00	1,738,238.53	1,531,780.83	-206,457.70
<b>Corporate Financing</b>	-9,702,415.00	-9,057,990.12	-9,240,653.08	-182,662.96
<b>Environmental Services</b>	2,676,940.00	2,660,624.72	2,437,678.26	-222,946.46
<b>Financial &amp; Customer Services</b>	1,832,247.00	1,414,809.67	1,671,234.68	256,425.01
<b>Legal, Democratic &amp; Property Services</b>	2,046,633.00	1,972,087.55	1,735,193.66	-236,893.89
<b>Planning, Regeneration &amp; Leisure Services</b>	1,138,274.00	1,153,815.70	1,006,645.15	-147,170.55
<b>RBC Regulatory Client</b>	352,702.00	352,702.00	346,748.15	-5,953.85
<b>RBC Rubicon Client</b>	648,249.00	648,249.00	671,315.55	23,066.55
<b>Starting Well - GF</b>	-32,000.00	-32,000.00	-31,170.43	829.57
<b>Total</b>	<b>0.00</b>	<b>-0.00</b>	<b>-373,954.05</b>	<b>-373,954.05</b>

- 3.4 The above table shows that the revenue outturn position was underspent by £373,954.05 in total.
- 3.5 The above table also clearly shows the impact of Covid-19 on the year's performance against budget. This report will now set out a financial commentary on this outturn position by service area (highlighting Covid-19 related impacts where applicable).

### **Business Transformation & Organisational Development (Total underspend of £8k)**

- 3.6 The above table shows that in summary this service area was under by £8k. The main variations being as follows:
- £37k underspend due to salary vacancies in HR
  - £36k shortfall in income from street naming and numbering
  - £21k underspend on corporate training budget due to Covid 19 and the reduced ability to deliver training

### **Chief Executive (Total overspend of £355k)**

- 3.7 The above table shows that in summary this service area was overspent by £355k. The main variations being as follows:

## **EXECUTIVE**

**11<sup>th</sup> January 2022**

- £342k overspend on corporate services primarily due to higher than originally budgeted for pension costs (this being previously reported at Q3). This has now been factored into ongoing budgets.

### **Community & Housing GF Services (Total under £206k)**

3.8 The above table shows that in summary this service area was under by £206k. The main variations being as follows:

- £138k underspend on underspend is due to staff restructure in anti-social behaviour team - however this is recharged to HRA (so is not a general fund saving).

### **Corporate Financing (Total under £183k)**

3.9 The above table shows that in summary this service area was under £183k. The main variations being as follows:

- £183k underspend driven largely by interest payable being lower due to a lower than forecast borrowing requirement (due to Covid-19 monies being paid in advance into our accounts) and lower interest rates (cut to historically low levels due to Covid-19), as well as a lower than budgeted MRP charge for the year due to previous year underspend on capital programme (partially Covid impacted).

### **Environmental Services (Total underspend of £223k)**

3.10 The above table shows that in summary this service area was underspent by £223k. The main variations being as follows:

- £112k additional income from bereavement services (due to Covid pandemic).
- £63k savings on hedge cutting team due to the success of the trial of using less agency workers and vehicles.

### **Financial & Customer Services (Total over of £256k)**

3.11 The above table shows that in summary this service area was over by £256k. The main variations being as follows:

- £256k under recovery in benefits as there have not been any court recoveries taking place due to the pandemic (the rules not allowing for this action). This has been projected through the year.

### **Legal, Democratic & Property Services (Total under of £237k)**

3.12 The above table shows that in summary this service area was under by £237k. The main variations being as follows:

## **EXECUTIVE**

**11<sup>th</sup> January 2022**

- £332k underspend in assets and facilities management due to savings on utility budgets and other premise based operational budgets within some of our public buildings including the Town Hall. These savings were due to the pandemic's impact re reduced opening hours during the year and reflect the usual operational costs of heating and operating our assets.
- £54k overspend in business development predominantly due to the loss of income from Learning online & civic suite hire due to current circumstances.

### **Planning, Regeneration & Leisure Services (Total underspend of £147k)**

3.13 The above table shows that in summary this service area was underspent by £147k. The main variations being as follows:

- Parks and events were underspent by £127k as events have not taken place also due to COVID-19 along with some temporary salary savings
- £90k overspend on economic and tourism development due to some additional costs following the closure of the Rubicon Business centre. There is also a shortfall in income at the other business centres projected.

### **RBC Regulatory Client (Total underspent £6k)**

- There were no material variances

### **RBC Rubicon Client (Total overspend £23k)**

- The additional amounts paid to Rubicon Leisure were paid from general covid grant, and so are not shown in this service line

### **Starting Well (Total overspend £829)**

- There were no material variances

### **Covid grant**

3.14 The council received significant un-ringfenced covid grant during the year to support service delivery and mitigate the impact of covid. It has been applied as follows:

**EXECUTIVE**

11<sup>th</sup> January 2022

<b>General Covid Funding</b>	<b>£</b>
<b>Amount Received (four initial tranches)</b>	<b>1,455,981</b>
Amount spent 19/20	<b>12,657.32</b>
Amount spent 20/21	<b>862,884.57</b>
<b>Remaining balance at 31/3/21</b>	<b>580,439.11</b>
<b>Fifth tranche of grant</b>	<b>496,389</b>
<b>Total remaining covid grant</b>	<b>1,076,828.11</b>

- 3.15 It is important to note that of the £863k applied in 20/21 year, £543k was paid over to Rubicon Leisure to support them due to the reduction in leisure income as covid forced the closure of leisure facilities. A further £120k has been requested in this report.

**4. Treasury and Cash Management**

**Borrowing**

As at 31st March 2020 the council had no short term borrowing, and £104m long term borrowing.

**Investments**

At 31<sup>st</sup> March 2020 we had placed £4.5m in investment accounts to generate an income for the Council.

**5. General Fund Balances**

Due to the (non-recurring) savings during the year identified above, including the impact of Covid-19, an underspend of £374k has been achieved. This will increase the general fund balance by that amount.

**6. LEGAL IMPLICATIONS**

No legal implications have been identified.

**7. STRATEGIC PURPOSES - IMPLICATIONS**

**Relevant Strategic Purpose**

- 7.1 This relates to all strategic purposes.

**Climate Change Implications**

- 7.2 No direct climate change implications were identified.

## **EXECUTIVE**

**11<sup>th</sup> January 2022**

### **8. OTHER IMPLICATIONS**

#### **Equalities and Diversity Implications**

- 8.1 No equalities and diversity implications were identified.

#### **Operational Implications**

- 8.2 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.

### **9. RISK MANAGEMENT**

- 9.1 The financial monitoring is included in the corporate risk register for the authority.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE****11<sup>th</sup> January 2022****HOUSING REVENUE ACCOUNT RENT SETTING 2022/23**

Relevant Portfolio Holder	Councillor Craig Warhurst, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Chris Forrester
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To present Members with the proposed dwelling rent increase for 2022/23.

**2. RECOMMENDATIONS**

The Committee is asked to **RECOMMEND** to Council that

- the actual average rent increase for 2022/23 be set as September 2021 CPI, 3.1%, plus 1% resulting in an increase of 4.1%.
- when void social rent properties are re-let. The rent will be set at the recalculated Target Rent (Formula Rent) for the new tenant.

**3. KEY ISSUES****Financial Implications**

- 3.1 The rent increase above is in line with Government guidance on rent increases. It is set as September 2021 CPI, 3.1%, plus 1% resulting in an increase of 4.1%.
- 3.2 The Council has some dwellings with actual rent charge below Target Rent (Formula Rent) levels. In line with the Government's rent standard for social rents, when these void properties are re-let, the rent will be set at the re-calculated target rent for a new tenant. This represents a minimum of £2k additional income to the HRA if these properties are let for a full year.
- 3.3 As members are aware the system of housing revenue account subsidy ceased on the 31st of March 2012 and was replaced with a devolved system of council housing finance called self-financing. The proposal in the form of a financial settlement meant a redistribution of

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE****11<sup>th</sup> January 2022**

the 'national' housing debt. This resulted in the Council borrowing £98.9 million from the Public Works Loan Board.

- 3.4 Self-financing placed a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12 at £122.2 million, however, the debt cap has now been removed and officers are currently reviewing implications of this change on councils future social housing growth strategy.
- 3.5 The Direction on the Rent Standard 2019 issued by the Government in February 2019 confirmed that from 1 April 2020 weekly dwelling rents can be increased in line with CPI inflation (Consumer Price Index), plus 1% for the 5 year period through to 2024/25. This is the third year following the new rent standard guidance.

**2022/23**

- 3.6 For 2022/23, based on the legislative changes, the actual average rent increase will be 4.1%. The average rent on a 52 week basis will be £84.07 or £91.07 on a 48 week basis. This compares to the average for 2021/22 on a 52 week basis of £80.63 and £87.35 on a 48 week basis.

**Legal Implications**

- 3.7 Section 21 of the Welfare and Reform Act 2016 required 'In relation to each relevant year, registered providers of social housing must secure that the amount of rent payable in respect of that relevant year by a tenant of their social housing in England is at least 1% less than the amount of rent that was payable by the tenant in respect of the preceding 12 months.' This has now come to an end, and on 4 October 2017, DCLG announced that "increases to social housing rents will be limited to CPI plus 1% for 5 years from 2020."
- 3.8 Consultation on a new rent direction took place between September and November 2018. The response to the consultation was published on 26 February 2019 with the Government confirming the October 2017 announcement.

**Service/Operational Implications**

- 3.9 The Council needs to approve the rents in a timely manner in order to allow officer time to notify the tenants of the annual rent. Tenants must have 28 calendar days' notice of any change to their rent charge.

**Customer/Equalities and Diversity Implications**



**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE****11<sup>th</sup> January 2022**

- 3.10 The rent increase will be applied by the same percentage regardless of property size. The equality and diversity implications of the changes will be evaluated and considered as part of the decision making process.

**4. RISK MANAGEMENT**

- 4.1 There is a risk to that rents are not approved in sufficient time to allow for notification of tenants of the increase. This will be monitored throughout the process.

**5. APPENDICES**

None

**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

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Tel: 01527 64252

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**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**11<sup>th</sup> January 2022**FEES AND CHARGES 2022-23**

Relevant Portfolio Holder	Cllr. Mike Rouse, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	
Relevant Head of Service	Chris Forrester
Report Author	Job Title: Head of Finance & Customer Services email:chris.forrester@bromsgroveandredditch.gov.uk Contact Tel: 0152764252
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All strategic purposes
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

**1. SUMMARY OF PROPOSALS**

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

**2. RECOMMENDATIONS**

- 1 It is recommended that Executive consider the fees and charges as included at Appendix 1 and RECOMMEND that;
- 2 **Council approve all of the fees and charges that are included in Appendix 1**
- 3 **Council agree that all fees and charges included in Appendix 1 are charged commencing 1<sup>st</sup> April 2022.**

**3. KEY ISSUES****Financial Implications**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A process was followed for the review of income to be realised from 1<sup>st</sup> April 2022. This included an assessment of each fee to identify how it met the Councils strategic purposes and the level of increase that was proposed. The levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services.
- 3.2 Fees were to be considered using the following criteria:

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**11<sup>th</sup> January 2022

- Service to be subsidised by the Council
- Service to break even
- Service to make a surplus to offset other overhead costs

- 3.3 Appendix 1 details all of the fees and charges for each area with a commentary against each block.

**Legal Implications**

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

**Service / Operational Implications**

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

**Customer / Equalities and Diversity Implications**

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

**4. RISK MANAGEMENT**

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

**5. APPENDICES**

Appendix 1 – Fees and Charges

**6. BACKGROUND PAPERS**

None.

**7. KEY**

**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE COMMITTEE**

11<sup>th</sup> January 2022

None

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REDDITCH BOROUGH COUNCIL					Appendix 1
<b><u>Business Transformation &amp; Organisational Development</u></b>					
Rounded to the nearest 10p.					
<b>Service Category</b>	<b>Charge 1st April 2021</b>	<b>% Change</b>	<b>increase/ decrease</b>	<b>Proposed charge from 2022</b>	<b>COMMENTS</b>
	£		£	£	
<b><u>New &amp; Existing Properties</u></b>					
Naming a Street	<b>312.80</b>	5.00%	15.60	<b>328.40</b>	Increase to cover the additional costs being incurred in order to provide the service  A 48% increase has been applied in order to bring into line with other Local Authorities.
Additional charge for each new premise on a street	<b>130.00</b>	5.00%	6.50	<b>136.50</b>	
Naming and numbering of an individual premise	<b>146.70</b>	5.00%	7.30	<b>154.00</b>	
Additional charge for each adjoining premise (eg Blocks of flats)	<b>77.00</b>	5.00%	3.90	<b>80.90</b>	
Confirmation of address to solicitor/conveyancer/ occupier or owner	<b>36.40</b>	5.00%	1.80	<b>38.20</b>	
Additional charge including naming of building	<b>72.30</b>	48.45%	35.00	<b>107.30</b>	

REDDITCH BOROUGH COUNCIL					
<u>Chief Executive</u>					
Roundings to the nearest 10p.					
Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>Photocopying per copy</b>					All printing costs rationalised, individual quotes will be provided.
A4 (black & white)	0.30				
A4 (colour)	0.40				
A4 binding	Variable rate				
A4 plastic cover	Variable rate				
A3 (black & white)	0.40				
A3 (colour)	0.70				
A2 (black and white)	5.00				
A2 (colour)	5.00				
A1 (black and white)	7.00				
A1 (colour)	7.00				
A0 (black and white)	10.00				
A0 (colour)	10.00				
<b>Other Corporate Charges</b>					
Copy P60	5.90	0.00%	0.00	<b>5.90</b>	
Replacement ID badge	5.90	0.00%	0.00	<b>5.90</b>	
Attachment of Earnings per deduction	1.10	0.00%	0.00	<b>1.10</b>	
<b>Venue hire additional services</b>				<b>0.00</b>	
Feature on official social media & website	Please contact us £30-£100				
Place your promotional material in reception	10.00			Request a quote	
Print your materials	Request a quote				





<b>REDDITCH BOROUGH COUNCIL</b>					
<b><u>Community Fees and Charges</u></b>					
Roundings to the nearest 10p.					
Service Category	Charge 1st April 2021 £	% Change	increase/ decrease	Proposed charge from 2022 £	COMMENTS
<b><u>Private Sector Housing</u></b>					
House Fitness Inspections	127.00	5.00%	6.40	<b>133.40</b>	Rounded Sept RPI - Inflation Rate
Registration of housing in multiple occupation: per occupant	125.00	5.00%	6.30	<b>131.30</b>	Rounded Sept RPI - Inflation Rate
Service and Administration of Improvement,  Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004, per hour	35.00	5.00%	1.80	<b>36.80</b>	Rounded Sept RPI - Inflation Rate
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + officer p/hr + 10% admin			Actual + officer p/hr + 10% admin	
<b><u>Lifeline</u></b>					
Installation Fee - New Charge (Private & HRA)	52.00	5.00%	2.60	<b>54.60</b>	
Lifeline (per week)	4.25	5.00%	0.20	<b>4.46</b>	Rounded Sept RPI - Inflation Rate
Alarms private user pre April 2004 x 52 weeks*	2.60	5.00%	0.10	<b>2.70</b>	
Replacement Pendant	Actual cost + 17% admin fee			Actual cost + 17% admin fee	
- Key Safe	Manufacturers cost + 17% admin fee			Manufacturers cost + 17% admin fee	
- GSM Alarm Hire	5.50	5.00%	0.30	<b>5.80</b>	
- GPS Tracker Hire	7.00	5.00%	0.40	<b>7.40</b>	Rounded Sept RPI - Inflation Rate
- Daily Living Activity Equipment	7.00	5.00%	0.40	<b>7.40</b>	
<b>*This is a lifetime set price and cannot be increased</b>					
<b><u>Hire Products</u></b> (Linked to Lifeline and activated in the monitoring centre)					
Hire of smoke alarm per week	1.40	5.00%	0.10	<b>1.50</b>	
CO2 Detector per week	1.40	5.00%	0.10	<b>1.50</b>	
Bogus Caller Panic Button (per week)	1.40	5.00%	0.10	<b>1.50</b>	Rounded Sept RPI - Inflation Rate
Flood Detector (per week)	1.40	5.00%	0.10	<b>1.50</b>	
Falls Detector (per week)	1.40	5.00%	0.10	<b>1.50</b>	
Additional pendant (per week)	1.40	5.00%	0.10	<b>1.50</b>	
<b><u>Dial a Ride Service</u></b>					
Minibus - single journey	4.00	5.00%	0.20	<b>4.20</b>	
Minibus - single journey with concessionary pass	3.00	5.00%	0.20	<b>3.20</b>	
Customers with a concessionary bus pass (per single <b>medical journey</b> )	4.00	5.00%	0.20	<b>4.20</b>	
Customers without a concessionary bus pass (per single <b>medical journey</b> )	5.00	5.00%	0.30	<b>5.30</b>	Rounded Sept RPI - Inflation Rate
Registration fee	15.00	5.00%	0.80	<b>15.80</b>	
*Promotional offer* for customers who register with both dial a ride and shopmobility (with the new charges it would normally be £30.00 - £15.00 per service)	20.00	5.00%	1.00	<b>21.00</b>	
<b><u>Shopmobility</u></b>					
Annual registration fee	15.00	5.00%	0.80	<b>15.80</b>	Rounded Sept RPI - Inflation Rate
Daily Charge (Redditch resident)	3.50	5.00%	0.20	<b>3.70</b>	

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	Comments
	£			£	
Daily Charge (Non Redditch resident)	5.00	5.00%	0.30	<b>5.30</b>	Rounded Sept RPI - Inflation Rate
Daily Escort fee charge	2.50	5.00%	0.10	<b>2.60</b>	
Daily Pay as you go charge (no registration fee)	6.50	5.00%	0.30	<b>6.80</b>	
Manual Wheelchair (resident)	2.00	5.00%	0.10	<b>2.10</b>	
Manual Wheelchair (non-resident)	3.00	5.00%	0.20	<b>3.20</b>	
Wheelchair Hire - per day	5.00	5.00%	0.30	<b>5.30</b>	
Wheelchair Hire - per week	20.00	5.00%	1.00	<b>21.00</b>	
Wheelchair Hire - per month	70.00	5.00%	3.50	<b>73.50</b>	

**REDDITCH BOROUGH COUNCIL**

**Environmental**

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b><u>Bulky Household Waste</u></b>					
<b>The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted seperately.</b>					
Bulky collection - per single unit*	9.00	5.56%	0.50	<b>9.50</b>	Increased diesel and maintenance costs. Collection non-refundable in order to protect residents where items are taken by persons unknown which may later be fly-tipped once valuable elements removed.
<b>*Dependant on size, these items charged for as a multiple of units.</b>					
Items that are classed by WCC as non domestic waste	Quotation				
Items not on the boundary of the property	Quotation				
Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour	50.00	0.00%	0.00	<b>50.00</b>	Rarely used - No need to increase cost.
Garden Waste Collection Service - new charge	46.00	0.00%	0.00	<b>46.00</b>	
Garden Waste Set up fee - new charge	20.00	0.00%	0.00	<b>20.00</b>	Prices held in recognition of disruption in 2020 & 2021 due to Covid 19
Re-issue of service - new charge	40.00	0.00%	0.00	<b>40.00</b>	
<b><u>MOT</u></b>					
Class 4 (car)	Set by VOSA			Set by VOSA	
Class 7 (van)	Set by VOSA			Set by VOSA	
Class 5 vl (minibus)	Set by VOSA			Set by VOSA	
<b>VOSA have yet to set a revised charge.</b>					
<b>Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.</b>					
<b><u>Crematorium/Cemetery</u></b>					
<b>The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc</b>					
<b>Interment</b>					
Full earth interment under 1 year (non resident only)	0.00	0.00%	0.00	<b>0.00</b>	
Full earth interment under 1 year (Redditch resident)	No Charge			<b>No Charge</b>	
Interment 1 year to 17 (inc) years (non resident only)	0.00	0.00%	0.00	<b>0.00</b>	
Interment 1 year to 17 years (inc) (Redditch Resident)	No Charge			<b>No Charge</b>	
<b>Interment 18 years and over*</b>					
Single Depth	649.00	5.00%	32.50	<b>681.50</b>	
Double Depth	649.00	5.00%	32.50	<b>681.50</b>	
Interment of cremated remains *	216.00	5.00%	10.80	<b>226.80</b>	
Interment of cremated remains - non resident under 18 years	No Charge			<b>No Charge</b>	
Interment of cremated remains (Redditch Resident under 18 years only)	No Charge			<b>No Charge</b>	

Rounded Sept RPI - Inflation Rate

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>Scattering cremated remains in grave or in rose/memorial garden (roll back turf)</b>	90.00	5.00%	4.50	<b>94.50</b>	Rounded Sept RPI - Inflation Rate
<b><u>Charges for Burials</u></b>					
<b>Exclusive Right of Burial for 75 years</b>					
In adult size grave	1,634.00	5.00%	81.70	<b>1,715.70</b>	
In babies grave	281.00	5.00%	14.10	<b>295.10</b>	
In child's grave (4 x 2)	299.00	5.00%	15.00	<b>314.00</b>	Rounded Sept RPI - Inflation Rate
In ashes grave	625.00	5.00%	31.30	<b>656.30</b>	
<b><u>Extending Rights in existing grave for 25 years</u></b>					
In existing full earth grave	466.00	5.00%	23.30	<b>489.30</b>	
In child's grave	99.00	5.00%	5.00	<b>104.00</b>	
In ashes grave	182.00	5.00%	9.10	<b>191.10</b>	
Assignment / Transfer of Exclusive Right	106.00	5.00%	5.30	<b>111.30</b>	Rounded Sept RPI - Inflation Rate
Certified copy of entry in Register of Burials	23.00	5.00%	1.20	<b>24.20</b>	
Disinterment of Remains - Cremated Remains	568.00	5.00%	28.40	<b>596.40</b>	
<b><u>Cemetery Memorials</u></b>					
Memorial application administration fee	106.00	5.00%	5.30	<b>111.30</b>	Rounded Sept RPI - Inflation Rate
<b><u>Cremation related fees</u></b>					
Direct Cremation 18+ years	434.00	5.00%	21.70	<b>455.70</b>	Rounded Sept RPI - Inflation Rate
Cremation 17 years and under	No Fee			<b>No Fee</b>	
Cremation 18+ years 09:00am and 09:30am	577.00	5.00%	28.90	<b>605.90</b>	Rounded Sept RPI - Inflation Rate
Cremation 18+ years 10:15am onwards	746.00	5.00%	37.30	<b>783.30</b>	
<b><u>None Resident Cremation Fees</u></b>					
Cremation 18+ years 9:00 am ans 09:30am	677.00	5.01%	33.90	<b>710.90</b>	
Cremation 18+ years 10:30am onwards	846.00	5.00%	42.30	<b>888.30</b>	
Scattering of ashes from other Crematoria	64.00	5.00%	3.20	<b>67.20</b>	
Certified extract from Register of Cremations	23.00	5.00%	1.20	<b>24.20</b>	
Replacement certificate of cremation	12.00	5.00%	0.60	<b>12.60</b>	
Organist's fee	58.00	5.00%	2.90	<b>60.90</b>	
Extra Service Time in Chapel	181.00	5.00%	9.10	<b>190.10</b>	
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	251.00	5.00%	12.60	<b>263.60</b>	Rounded Sept RPI - Inflation Rate
Use of Chapel for burial service (RBC Cemeteries)	181.00	5.00%	9.10	<b>190.10</b>	
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.00 am and 09:30am	577.00	5.00%	28.90	<b>605.90</b>	
Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards	746.00	5.00%	37.30	<b>783.30</b>	
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	84.00	5.00%	4.20	<b>88.20</b>	
Late arrival at Crematorium (only if service runs into next time slot)	181.00	5.00%	9.10	<b>190.10</b>	
Cremation of a body part where the original cremation was elsewhere -	168.00	5.00%	8.40	<b>176.40</b>	
<b><u>Caskets</u></b>					
Wooden cremated remains casket	119.00	5.00%	6.00	<b>125.00</b>	Rounded Sept RPI - Inflation Rate
<b><u>Chapel music additional options</u></b>					
Webcast of Chapel Service inc VAT	88.00	5.00%	4.40	<b>92.40</b>	
Webcast Live & 28 Day view inc downloadable version inc VAT	50.00	5.00%	2.50	<b>52.50</b>	
Keepsake copy of Webcast (DVD/USB) inc VAT	74.00	5.00%	3.70	<b>77.70</b>	
Single Photo inc VAT	27.00	5.00%	1.40	<b>28.40</b>	
Slideshow (up to 25 photos) inc VAT	75.00	5.00%	3.80	<b>78.80</b>	
Pro Tribute (up to 25 photos set to music) inc VAT	99.00	5.00%	5.00	<b>104.00</b>	
Family made video for checking inc VAT	24.00	5.00%	1.20	<b>25.20</b>	Restructured - Rounded Sept RPI - Inflation Rate
Keepsake copy of Pro Tribute (DVD/USB/Downloadable) inc VAT	30.00	5.00%	1.50	<b>31.50</b>	
Additional physical copies (DVD/USB) inc VAT	44.00	5.00%	2.20	<b>46.20</b>	
Each extra 25 photos inc VAT	38.00	5.00%	1.90	<b>39.90</b>	
Extra work (such as adding videos to pro tribute) inc VAT	38.00	5.00%	1.90	<b>39.90</b>	
Administration for first visual tribute in a service - new charge	24.00	0.00%	-24.00	<b>0.00</b>	These to be deleted as replaced with lines above

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Administration for additional visual tributes in same service - new charge	12.00	0.00%	-12.00	0.00	These to be deleted as replaced with lines above
Visual tribute cost per photograph - new charge	3.00	0.00%	-3.00	0.00	These to be deleted as replaced with lines above
Visual tribute cost per minute of video - new charge	6.00	0.00%	-6.00	0.00	These to be deleted as replaced with lines above
Visual tribute(s) only provided on USB - new charge	30.00	0.00%	-30.00	0.00	These to be deleted as replaced with lines above
CD of Chapel Service	61.00	0.00%	-61.00	0.00	These to be deleted as replaced with lines above
Additional copies of CD of chapel service - new charge	38.00	0.00%	-38.00	0.00	These to be deleted as replaced with lines above
DVD of Chapel Service	74.00	0.00%	-74.00	0.00	These to be deleted as replaced with lines above
Additional copies of DVD of chapel service - new charge	44.00	0.00%	-44.00	0.00	These to be deleted as replaced with lines above
Visual tribute(s) added to DVD / USB recording of service - new charge	24.00	0.00%	-24.00	0.00	These to be deleted as replaced with lines above
Webcast of Chapel Service	88.00	0.00%	-88.00	0.00	These to be deleted as replaced with lines above
<b><u>Memorials</u></b>					
Book of Remembrance - Name + 1 line	94.00	5.00%	4.70	98.70	
Each additional line in the Book	35.00	5.00%	1.80	36.80	
Miniature Book of Remembrance - Name + 1 line	83.00	5.00%	4.20	87.20	
Remembrance Card - Name + 1 line	41.00	5.00%	2.10	43.10	Rounded Sept RPI - Inflation Rate
Additional lines in miniature and cards	29.00	5.00%	1.50	30.50	
Crests - Floral depiction	59.00	5.00%	3.00	62.00	
- Badge or other	71.00	5.00%	3.60	74.60	
Bench with 10 year lease & top rail engraving (max 40 letters) -	880.00	35.00%	308.00	1,188.00	
Bench with 10 year lease & standard silver plaque (max 60 letters) -	837.00	35.01%	293.00	1,130.00	Supplier increase over last two years = 35%
Bench replacement plaque - £110.00	121.00	35.04%	42.40	163.40	
<b><u>Wall Plaques – Internal</u></b>					
Indoor single (12" x 3") - 5 year lease	200.00	5.00%	10.00	210.00	
Indoor single (12" x 3") - 10 year lease	318.00	5.00%	15.90	333.90	Rounded Sept RPI - Inflation Rate
Indoor single (12" x 3") - 20 year lease	436.00	5.00%	21.80	457.80	
Indoor double (12" x 6") - 5 year lease	318.00	5.00%	15.90	333.90	
Indoor double (12" x 6") - 10 year lease	436.00	5.00%	21.80	457.80	Rounded Sept RPI - Inflation Rate
Indoor double (12" x 6") - 20 year lease	554.00	5.00%	27.70	581.70	
<b><u>Outdoor Wall Plaques</u></b>					
5 year lease	224.00	5.00%	11.20	235.20	
10 year lease	342.00	5.00%	17.10	359.10	
20 year lease	459.00	5.00%	23.00	482.00	Rounded Sept RPI - Inflation Rate
Photo or motif	188.00	5.00%	9.40	197.40	
<b><u>Bird Bath Memorial</u></b>					
<b>5 year lease</b>					
Size 1 - small	212.00	5.00%	10.60	222.60	
Size 2	236.00	5.00%	11.80	247.80	
Size 3	260.00	5.00%	13.00	273.00	
Size 4	283.00	5.00%	14.20	297.20	Rounded Sept RPI - Inflation Rate
Size 5 - large	307.00	5.00%	15.40	322.40	
<b>10 year lease</b>					
Size 1 - small	330.00	5.00%	16.50	346.50	
Size 2	354.00	5.00%	17.70	371.70	
Size 3	378.00	5.00%	18.90	396.90	
Size 4	401.00	5.00%	20.10	421.10	Rounded Sept RPI - Inflation Rate
Size 5 - large	423.00	5.00%	21.20	444.20	
<b>20 year lease</b>					
Size 1 - small	448.00	5.00%	22.40	470.40	
Size 2	472.00	5.00%	23.60	495.60	
Size 3	496.00	5.00%	24.80	520.80	
Size 4	519.00	5.00%	26.00	545.00	Rounded Sept RPI - Inflation Rate
Size 5 - large	543.00	5.00%	27.20	570.20	
<b>Motif</b>	118.00	5.00%	5.90	123.90	
<b>Barbican Memorial</b>					Memorial added as not previously on price list

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Inscribed tablet including 3 year lease	262.00	5.00%	13.10	275.10	
Standard Motif	105.00	5.00%	5.30	110.30	
Photo of 1 person	126.00	5.00%	6.30	132.30	
Photo of 2 people	199.00	5.00%	10.00	209.00	
Photo of 3 people	257.00	5.00%	12.90	269.90	
Other items are available but quoted individually					
<b>Additional inscription on plaque</b>	147.00	5.00%	7.40	154.40	
<b><u>Memorial Plaque extension fee 5 years ONLY - Withdrawn</u></b>	148.00			Not Applicable	Withdrawn option to extend for 10 and 20 years due to the lack of space and price people will pay
<b><u>Indoor Memorial Tree</u></b>					
Standard Leaf - 3 year lease - new charge	69.00	5.00%	3.50	72.50	Rounded Sept RPI - Inflation Rate
Additional Leaves - new charge	48.00	5.00%	2.40	50.40	
<b><u>Memorial Vaults</u></b>					
Double Unit - 20 year lease including first interment and casket	1,324.00	5.00%	66.20	1,390.20	Rounded Sept RPI - Inflation Rate
2nd interment of remains including casket	182.00	5.00%	9.10	191.10	
Inscribed tablet upto 80 letters	148.00	5.00%	7.40	155.40	
Additional Letters (per letter)	4.20	5.00%	0.20	4.40	
Standard Motif	106.00	5.00%	5.30	111.30	
Photo of 1 person	127.00	5.00%	6.40	133.40	
Photo of 2 people	201.00	5.00%	10.10	211.10	
Photo of 3 people	259.00	5.00%	13.00	272.00	
Other items are available but will be quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	
<b>High Hedge Complaints</b>	237.60	5.00%	11.90	249.50	No increase last year
<b><u>Memorial Posts</u></b>					
Memorial plaque - 3 year lease	254.00	5.00%	12.70	266.70	Rounded Sept RPI - Inflation Rate
Motif	48.00	5.00%	2.40	50.40	
Replacement Plaque	127.00	5.00%	6.40	133.40	
<b><u>Private Memorial Garden</u></b>					
Including memorial - 20 year lease	1,694.00	5.00%	84.70	1,778.70	Rounded Sept RPI - Inflation Rate
<b><u>Purchase of memorial plaque (bronze)</u></b>	191.00	5.00%	9.60	200.60	Rounded Sept RPI - Inflation Rate
Road Closures	87.70	5.00%	4.40	92.10	Rounded Sept RPI - Inflation Rate
<b><u>Parking Fines PCN's On Street - statutory</u></b>					
<b>Set by Statute</b>					
Certain Contraventions	70.00	0.00%	0.00	70.00	Set by Statute
If paid within fourteen days	35.00	0.00%	0.00	35.00	
Other Contraventions	50.00	0.00%	0.00	50.00	
If paid within fourteen days	25.00	0.00%	0.00	25.00	
<b>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</b>					

REDDITCH BOROUGH COUNCIL					
Legal, Democratic and Property Services					
Roundings to the nearest 10p.					
Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
<b>Legal Costs</b>					
Legal work - General hourly rate	146.80	6.00%	8.80	155.60	
Legal Consent - Admin Fee	26.10	6.00%	1.60	27.70	
Mortgage Redemption Fee	69.60	6.00%	4.20	73.80	
Second Mortgage questionnaire	47.80	6.00%	2.90	50.70	
Surrender of Garage Lease	79.50	6.00%	4.80	84.30	
Discount questionnaire	36.30	6.00%	2.20	38.50	
Leasehold Questionnaire	83.80	6.00%	5.00	88.80	
Notice of Postponement during Right to Buy	26.40	6.00%	1.60	28.00	
Notice of Postponement post Right to Buy	36.30	6.00%	2.20	38.50	
Re-mortgage	62.20	6.00%	3.70	65.90	
Consent for alterations to former Council house/flat	161.20	6.00%	9.70	170.90	
Retrospective Consent for alterations to former Council house/flat	201.60	6.00%	12.10	213.70	
Garden licence - initial administration fee (plus annual fee)	249.80	6.00%	15.00	264.80	Increase in line with October RPI to maintain cost recovery
WayLeave Agreement	374.70	6.00%	22.50	397.20	
Deed of Grant/Easement	392.70	6.00%	23.60	416.30	
* Licence to Assign	392.70	6.00%	23.60	416.30	
* Rent Deposit Deed	392.70	6.00%	23.60	416.30	
* Authorised Guarantee Agreement	392.70	6.00%	23.60	416.30	
* Licence for Alterations	392.70	6.00%	23.60	416.30	
* Licence to Sub-let	392.70	6.00%	23.60	416.30	
* Deed of Variation	392.70	6.00%	23.60	416.30	
* Grant of Lease	531.10	6.00%	31.90	563.00	
* Extended Lease	531.10	6.00%	31.90	563.00	
* Deed of Surrender	392.70	6.00%	23.60	416.30	
<b>* Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00</b>					
Tenancy at Will	392.70	6.00%	23.60	416.30	Increase in line with October RPI to maintain cost recovery
Renewal of Lease	392.70	6.00%	23.60	416.30	
Minor land sales - legal fees upto the value of £1,000	515.70	6.00%	30.90	546.60	Increase in line with October RPI to maintain cost recovery
Major land sales - legal fees £10,000+ - 2.75% of the purchase price, with a minimum charge of £500	Fixed fee			Fixed fee	
Major land sales - legal fees £50,000+ - 2.75% of the purchase price, with a minimum charge of £750	Fixed fee			Fixed fee	
Deed of release of covenant - 1% of the release consideration with a minimum of £750	Fixed fee			Fixed fee	
Footpath Diversion Orders	2,165.50	6.00%	129.90	2,295.40	Increase in line with October RPI to maintain cost recovery
Freehold reversions - admin fee	392.70	6.00%	23.60	416.30	Increase in line with October RPI to maintain cost recovery
Copy of lease (up to 25 pages)					
Copies of RTB service charges (up to last three years)					
Extra copies of valuation - S.125 Notice					
<b>Section 106</b>					
Private Owner	529.50	6.00%	31.80	561.30	
Each additional unit added (up to a maximum of £1,500) *	71.10	6.00%	4.30	75.40	
100% Affordable housing schemes	984.10	6.00%	59.00	1,043.10	Increase in line with October RPI to maintain cost recovery
Deed of Variation **	374.00	6.00%	22.40	396.40	
Fee for agreeing a unilateral undertaking	374.00	6.00%	22.40	396.40	
<b>LOCAL LAND CHARGES</b>					
<b>Search Type</b>					
Official Certificate of Search (LLC1) only	29.20			Not Applicable	LLC searches now carried out by HMLR
CON29R Enquiries of Local Authority (2016)					
- Residential	111.60		0.00	111.60	Figures never provided by County therefore will reflect 2021 charge



Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
- Commercial	156.30		0.00	<b>156.30</b>	Figures never provided by County therefore will reflect 2021 charge
<b>Standard Search Fee: LLC1 and CON 29R combined</b>					
- Residential	138.40			Not Applicable	LLC searches now carried out by HMLR
- Commercial	184.40			Not Applicable	
<b>CON 290 Optional enquiries of Local Authority (2007)</b>					
(Questions 5,6,8,9,11,15) per question	13.50	5.00%	0.70	<b>14.20</b>	Rounded Sept RPI - Inflation Rate
(Questions 7,10,12,13,14,16-21) per question	6.80	5.00%	0.30	<b>7.10</b>	
(Question 22)	30.00	0.00%	0.00	<b>30.00</b>	Figures not provided by County therefore will reflect 2021 charge
(Question 4)	15.10		0.00	<b>15.10</b>	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	5.00%	2.60	<b>55.30</b>	Rounded Sept RPI - Inflation Rate
Each additional parcel of land (LLC1 and CON29R)	24.70	5.00%	1.20	<b>25.90</b>	
Expedited (within 48 hrs)	33.70	5.00%	1.70	<b>35.40</b>	Rounded Sept RPI - Inflation Rate
<b><u>Committee Room 1:</u></b>					
4 hour minimum - Standard	58.52	5.00%	2.90	<b>61.45</b>	
Concession 25	43.91	5.00%	2.20	<b>46.11</b>	Rounded Sept RPI - Inflation Rate
Concession 50	29.26	5.00%	1.50	<b>30.72</b>	
Concession 75	14.66	5.00%	0.70	<b>15.39</b>	Rounded Sept RPI - Inflation Rate
8 hour minimum - daytime and/or evening	77.28	5.00%	3.90	<b>81.14</b>	
Concession 25	57.94	5.00%	2.90	<b>60.84</b>	Rounded Sept RPI - Inflation Rate
Concession 50	38.66	5.00%	1.90	<b>40.59</b>	
Concession 75	19.33	5.00%	1.00	<b>20.30</b>	
<b><u>CIVIC SUITE COMMERCIAL CHARGES</u></b>					
<b><u>Committee Room 2/3:</u></b>					
4 hour minimum - daytime	118.14	4.37%	5.20	<b>123.30</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
Concession 25	88.62	4.27%	3.80	<b>92.40</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increses,The Council remains competitive in the market place
Concession 50	59.10	4.23%	2.50	<b>61.60</b>	
Concession 75	29.52	4.34%	1.30	<b>30.80</b>	
8 hour minimum - daytime and/or evening	167.63	4.40%	7.40	<b>175.00</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
Concession 25	125.70	4.14%	5.20	<b>130.90</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increses,The Council remains competitive in the market place
Concession 50	83.78	4.44%	3.70	<b>87.50</b>	
Concession 75	41.92	4.25%	1.80	<b>43.70</b>	
<b><u>Council Chamber:</u></b>					
4 hour minimum - daytime	162.74	4.34%	7.10	<b>169.80</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
Concession 25	122.04	4.06%	5.00	<b>127.00</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increses,The Council remains competitive in the market place
Concession 50	81.35	4.36%	3.60	<b>84.90</b>	
Concession 75	40.70	4.18%	1.70	<b>42.40</b>	
8 hour minimum - daytime and/or evening	265.86	4.19%	11.10	<b>277.00</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
Concession 25	199.41	4.31%	8.60	<b>208.00</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increses,The Council remains competitive in the market place
Concession 50	132.96	4.17%	5.50	<b>138.50</b>	
Concession 75	66.45	4.29%	2.80	<b>69.30</b>	
<b><u>Full Civic Suite: Monday to Saturday (including servery)</u></b>					
4 hour minimum - daytime	265.86	4.19%	11.10	<b>277.00</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
Concession 25	199.41	4.31%	8.60	<b>208.00</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increses,The Council remains competitive in the market place
Concession 50	132.96	4.17%	5.50	<b>138.50</b>	
Concession 75	66.45	4.29%	2.80	<b>69.30</b>	
8 hour minimum - daytime and/or evening	482.66	4.32%	20.80	<b>503.50</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Concession 25	362.00	4.14%	15.00	<b>377.00</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increases,The Council remains competitive in the market place
Concession 50	241.33	4.21%	10.20	<b>251.50</b>	
Concession 75	120.67	4.25%	5.10	<b>125.80</b>	
<b><u>Full Civic Suite: Sunday - exceptional (including servery)</u></b>					
4 hour minimum - daytime	302.23	4.23%	12.80	<b>315.00</b>	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
		4.32%			Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increases,The Council remains competitive in the market place
Concession 25	226.70		9.80	<b>236.50</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increases,The Council remains competitive in the market place
Concession 50	151.11	4.29%	6.50	<b>157.60</b>	
Concession 75	75.58	4.26%	3.20	<b>78.80</b>	
					Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
8 hour minimum - daytime and/or evening	549.88	4.20%	23.10	<b>573.00</b>	Additional cleaning/set up requirements along with additional PPE (hand gel/gloves/face coverings etc.) has contributed to price increases,The Council remains competitive in the market place
Concession 25	412.44	4.26%	17.60	<b>430.00</b>	
Concession 50	274.94	4.20%	11.60	<b>286.50</b>	
Concession 75	137.50	4.36%	6.00	<b>143.50</b>	
<b><u>CIVIC SUITE COMMERCIAL CHARGES</u></b>					
<b><u>Equipment Hire</u></b>					
OHP/Screen	23.82	4.32%	1.00	<b>24.85</b>	As above
TV/Video	23.82	4.32%	1.00	<b>24.85</b>	
Conferencing Sound System	23.82	4.32%	1.00	<b>24.85</b>	
Flipchart stand					
4 hour minimum - daytime	7.91	4.30%	0.30	<b>8.25</b>	As above
8 hour minimum - daytime and/or evening	9.03	4.10%	0.40	<b>9.40</b>	
<b><u>Other Fees</u></b>					
Security	250.51	4.19%	10.50	<b>261.00</b>	As above
Retainer					
<b><u>CIVIC SUITE - REFRESHMENT CHARGES</u></b>					
Teas and Coffees	1.12	7.14%	0.10	<b>1.20</b>	Ease of Collection
Commercial - per cup					
<b><u>Learning online</u></b>					
<b>Personal Development</b>					
<b><i>Unemployed</i></b>					
Maths *	FREE			<b>FREE</b>	
English *	FREE			<b>FREE</b>	
*Must demonstrate a need after initial assessment.					
<b><i>Employed</i></b>					
Maths *	FREE			<b>FREE</b>	
English *	FREE			<b>FREE</b>	
*Must demonstrate a need after initial assessment.					
<b><i>IA Eligibility</i></b>					
IA Not Eligible **	350.00	0.00%	0.00	<b>350.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive
*Must demonstrate a need after initial assessment.	350.00	0.00%	0.00	<b>350.00</b>	
**When the IA shows you are working above Level 2 and therefore not eligible for government funding but wish to gain a recognised qualification.					
<b>[Full course includes OCR registration, online materials, offline resources, practice papers, tests &amp; certification]</b>					
<b>Computer Courses</b>					

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
<b>Full Awards [Full course includes BCS registration, online materials, offline resources, practice papers, tests &amp; certification]</b>					
<b>Unemployed</b>					
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	<b>300.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive
BCS Level 2 (ECDL Extra) 4 units	360.00	0.00%	0.00	<b>360.00</b>	
<b>Employed</b>					
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	<b>300.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
BCS Level 2 (ECDL Extra) 4 units	360.00	0.00%	0.00	<b>360.00</b>	
<b>Testing only option [Testing only option includes BCS Registration, 4 tests and certification]</b>					
<b>Unemployed</b>					
Tests only	n/a			<b>n/a</b>	
Practice papers & tests only	n/a			<b>n/a</b>	
Resits	n/a			<b>n/a</b>	
<b>Unemployed - no benefits not seeking work</b>					
Tests only	200.00	0.00%	0.00	<b>200.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
Practice papers & tests only	240.00	0.00%	0.00	<b>240.00</b>	
Resits	30.00	0.00%	0.00	<b>30.00</b>	
<b>Employed - Less than 16 hours</b>					
Tests only	n/a			<b>n/a</b>	
Practice papers & tests only	n/a			<b>n/a</b>	
Resits	n/a			<b>n/a</b>	
<b>Employed</b>					
Tests only	200.00	0.00%	0.00	<b>200.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
Practice papers & tests only	240.00	0.00%	0.00	<b>240.00</b>	
Resits	30.00	0.00%	0.00	<b>30.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
<b>Single Awards 1 unit only [ includes BCS registration, online materials, offline resources, practice papers, test certification]</b>					
<b>Unemployed</b>					
Word Processing	n/a			<b>n/a</b>	
Spreadsheets	n/a			<b>n/a</b>	
Presentations (PowerPoint)	n/a			<b>n/a</b>	
Improving productivity	n/a			<b>n/a</b>	
<b>Unemployed - no benefits not seeking work</b>					
Word Processing	80.00	0.00%	0.00	<b>80.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
Spreadsheets	80.00	0.00%	0.00	<b>80.00</b>	
Presentations (PowerPoint)	80.00	0.00%	0.00	<b>80.00</b>	
Improving productivity	80.00	0.00%	0.00	<b>80.00</b>	
<b>Employed</b>					
Word Processing	80.00	0.00%	0.00	<b>80.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
Spreadsheets	80.00	0.00%	0.00	<b>80.00</b>	
Presentations (PowerPoint)	80.00	0.00%	0.00	<b>80.00</b>	
Improving productivity	80.00	0.00%	0.00	<b>80.00</b>	
<b>Testing only option Per module [Testing only option includes BCS Registration, 1 test and certification]</b>					
<b>Unemployed</b>					
Tests only	n/a			<b>n/a</b>	
Practice papers & tests only	n/a			<b>n/a</b>	

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Resits	n/a			n/a	
<b>Unemployed - no benefits not seeking work</b>					
Tests only	50.00	0.00%	0.00	<b>50.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
Practice papers & tests only	60.00	0.00%	0.00	<b>60.00</b>	
Resits	30.00	0.00%	0.00	<b>30.00</b>	
<b>Employed</b>					
Tests only	50.00	0.00%	0.00	<b>50.00</b>	There has been no increase in costs and therefore keeping rates the same - there is not much demand for this type of exam and need to remain competitive with the College
Practice papers & tests only	60.00	0.00%	0.00	<b>60.00</b>	
Resits	30.00	0.00%	0.00	<b>30.00</b>	
<p>Enrolments and testing can only be carried out at our registered training centre (Greenlands Business Centre, Redditch, Worcestershire B98 7HD).</p> <p>You must be able to provide proof of ID in the form of a current passport or driving licence or two forms of ID that show your current address. To be eligible for free courses you must show proof of eligibility if self-declaring.</p> <p>To sign up for a course call or email us to arrange a date and time to meet and set up the initial assessments.</p> <p>Enrolments need to be done in the Centre because of the need for I.D. checks, however the initial assessments and learning can take place from home.</p> <p>Contact details for further information: Learningonline - Redditch 01527 524762</p> <p>Email: learningonline@redditchbc.gov.uk</p>					
<b><u>Property Services</u></b>					
Minor Land Sales Request for Information	52.90	36.11%	19.10	<b>72.00</b>	VAT not included in previous year plus Inflationary Increase
Minor Land Sales Full Application	387.35	27.02%	104.70	<b>492.00</b>	VAT not included in previous year plus Inflationary Increase
Advertising - Estimated Fee	657.30	0.00%	-657.30	<b>0.00</b>	To be deleted to be replaced by line 260
Advertising - Estimated Fee per Advert (new charge based on cost per advert	NEW			<b>360.00</b>	New charge based on cost per advert
Surveyors Fees - Estimated Fee	528.25	0.00%	-528.30	<b>0.00</b>	To be deleted to be replaced by line 262
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	NEW			<b>90.00</b>	New charge based on an hourly rate

**Planning, Regeneration & Leisure Services**

**BUILDING CONTROL - VAT AT 20%**

**Explanatory notes:**

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

**2** The charges are as follows.

Category A: New domestic homes, flats or conversions etc

Category B: Extending or altering existing homes

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

Individually determined fees are available for most projects. We would be happy to discuss these with you if you require. In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.

**3** Exemptions and reductions in charges.

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

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

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

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

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

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

**Other information:**

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

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

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

**Redditch 01527 64252**

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b><u>TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</u></b> 1,2,3 or More Properties: Application Regularisation	Please Ring for Quote Please Ring for Quote			Please Ring for Quote Please Ring for Quote	
<b><u>TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)</u></b> Application Regularisation Additional	Please Contact Us Please Contact Us Please Contact Us			Please Contact Us Please Contact Us Please Contact Us	

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>Garage Conversion to habitable room</b>					
Application	375.00	0.00%	0.00	<b>375.00</b>	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Regularisation	450.00	0.00%	0.00	<b>450.00</b>	
Additional	Please Contact Us			Please Contact Us	
<b>Extension project Consolidated to just the Table B heading (delete)</b>					
Application	Please Contact Us			Please Contact Us	
Regularisation	Please Contact Us			Please Contact Us	
Additional	Please Contact Us			Please Contact Us	
<b>All other extensions Consolidated to just the Table B heading (delete)</b>					
<b>Loft Conversions Consolidated to just the Table B heading (delete)</b>					
<b>Detached garage over Consolidated to just the Table B heading (delete)</b>					
<b>Electrical works by non-qualified electrician</b>					
Application	Please Contact Us			Please Contact Us	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Regularisation	Please Contact Us			Please Contact Us	
<b>Renovation of thermal element</b>					
Application	Please Contact Us			Please Contact Us	
Regularisation	Please Contact Us			Please Contact Us	
<b>Installing steel beam(s) within an existing house</b>					
Application	225.00	0.00%	0.00	<b>225.00</b>	
Regularisation	270.00	0.00%	0.00	<b>270.00</b>	
<b>Window replacment</b>					
Application	225.00	0.00%	0.00	<b>225.00</b>	
Regularisation	270.00	0.00%	0.00	<b>270.00</b>	
<b>Installing a new boiler or wood burner etc.</b>					No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Application	440.00	0.00%	0.00	<b>440.00</b>	
Regularisation	530.00	0.00%	0.00	<b>530.00</b>	
<b>TABLE C: All Other works - Alterations and new build</b>					
£0 +	Please Contact Us			Please Contact Us	
<b>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</b>					
<b>These charges have been set on the following basis:</b>					
1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months					
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.					
<b><u>Building Control – Supplementary Charges</u></b>					
If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).					
Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.					
Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.					
<b><u>ARCHIVED APPLICATIONS</u></b>					
Process request to re-open archived building control file, resolve case and issue completion certificate	55.40	0.00%	0.00	<b>55.40</b>	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Each visit to site in connection with resolving archived building control cases	72.30	0.00%	0.00	<b>72.30</b>	
<b><u>WITHDRAWN APPLICATIONS</u></b>					
Process request					No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
	55.40	0.00%	0.00	<b>55.40</b>	

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
With additional fees of.....					
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee			refund submitted fee less admin fee	
Withdraw Building Notice application where inspections have taken place	refund less admin fee less £72.30 per visit made			refund less admin fee less £72.30 per visit made	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less any inspection fee made			refund submitted fee less any inspection fee made	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Withdraw Full Plans application after plan check but before any inspections on site	refund submitted fee less admin fee less plan check fee			refund submitted fee less admin fee less plan check fee	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Withdraw Full Plans application after plan check and after site inspections made	refund submitted fee less plan fee less £72.30 for each inspection made			refund submitted fee less plan fee less £72.30 for each inspection made	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b> Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services	55.40  Please Contact Us	0.00%	0.00	55.40  Please Contact Us	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010

**Charges note**

Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.

<b>DEVELOPMENT MANAGEMENT</b>					
<b>Pre Application Fee</b>					
<b>Residential Development/ Development Site Area/Proposed Gross Floor Area</b>					
Householder Development	103.00	5.83%	6.00	109.00	Pre application advice is a discretionary service, designed to identify key issues which may be encountered during the application process. There would be no benefit of increasing fees above the level of the statutory Planning fee, as this would discourage customers from using the service, reduce income and result in poorer quality submissions. These poorer applications would then take longer to resolve and delays within the system could have negative consequences for the Council. Previous increases have been between 2.5% and 5%. A 5% increase would be more closer to a full cost recovery position. In applying this, costs have been calculated to the closest whole pound.
1* Dwelling	222.00	5.41%	12.00	234.00	
2 - 4 Dwellings	333.00	5.11%	17.00	350.00	
5 - 9 Dwellings	666.00	5.11%	34.00	700.00	

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS	
	£		£	£		
10 - 49 Dwellings	1,333.00	5.03%	67.00	1,400.00	Regulations were introduced in 2019 to enable the costs of monitoring and reporting on Legal obligations to be recouped. Monitoring fees must be proportionate and reasonable and reflect the actual cost of monitoring. An average of a 5% increase is in line with this requirement.	
50 - 99 Dwellings	2,443.00	5.03%	123.00	2,566.00		
100 - 199 Dwellings	3,333.00	5.01%	167.00	3,500.00		
200+ Dwellings	4,443.00	5.00%	222.00	4,665.00		
* includes one-for-one replacements						
<b>Non-residential development (floor space)</b>						
<b>Floor area is measured externally</b>						
Less than 500sqm	308.00	5.19%	16.00	324.00		
500 - 999sqm	556.00	5.04%	28.00	584.00		
1000 - 1999sqm	1,111.00	5.04%	56.00	1,167.00		
2000 - 4999sqm	2,221.00	5.00%	111.00	2,332.00		
5000 - 9999sqm	2,777.00	5.01%	139.00	2,916.00		
10,000sqm or greater	3,333.00	5.01%	167.00	3,500.00		
<b>Non-residential development (site area) where no building operations are proposed</b>						
Less than 0.5ha	334.00	5.09%	17.00	351.00		
0.5 - 0.99ha	666.00	5.11%	34.00	700.00		
1 - 1.25ha	1,111.00	5.04%	56.00	1,167.00		
1.26 - 2ha	2,221.00	5.00%	111.00	2,332.00		
2ha or greater	3,333.00	5.01%	167.00	3,500.00		
Variation/removal of conditions and engineering operations (flat fee)	205.00	5.37%	11.00	216.00		
Recovering Costs for seeking specialist advice in connection with Planning proposals	Full recovery cost			Full recovery cost		
<b><u>Monitoring Fees to be applied to Planning Obligations</u></b>						
<b>Obligations where the Council is the recipient</b>						
All contributions (financial or non-monetary) - PER OBLIGATION	298.00	5.03%	15.00	313.00		
Pre-commencement trigger - PER OBLIGATION	103.00	5.83%	6.00	109.00		
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	5.19%	8.00	162.00		
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	5.69%	7.00	130.00		
<b>Obligations for another signatory (eg. Worcestershire County Council)</b>						
All contributions (financial or non-monetary) - PER OBLIGATION	180.00	5.00%	9.00	189.00		
Pre-commencement trigger - PER OBLIGATION	62.00	6.45%	4.00	66.00		
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	5.43%	5.00	97.00		
Ongoing Monitoring of large sites	410.00	5.12%	21.00	431.00		
<b>Fee Concessions</b>						
Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building.						
Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.						
<b><u>Business Centres</u></b>					An increase in line with the RPI is proposed. This has been selected as the most appropriate as it reflects the increase costs delivering the service (staff time and consumables).	
<b>Secretarial</b>						
- minimum charge	12.00	5.00%	0.60	12.60		
- charge per hour	14.40	5.00%	0.70	15.10		
<b>Postal Address Facility - per month</b>					Greenlands Business Centre was flooded in 2018 and has not yet been returned to its previous condition. It is proposed that we do not increase the answering service fee for occupiers in recognition of the on-going disruption during renovations. The centre is not currently profitable because it is only partially lettable. Once renovations are complete it should return to profitability.	
	47.00	0.00%	0.00	47.00		



Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
<b>Telephone Divert:</b>					
Normal - per quarter	120.20	0.00%	0.00	<b>120.20</b>	As above
Gold - per quarter	227.30	0.00%	0.00	<b>227.30</b>	
<b>Photocopying:</b>					
A4 single side	0.12	8.33%	0.01	<b>0.13</b>	A 5% increase is less than 1pence so a 8.33% increase is proposed. The charge should be comparable to a single-sided photocopy (ie double) therefore a 8.33% increase is proposed. An increase of 5% has been applied and rounded up due to the low amount. The charge should be comparable to a single-sided photocopy (ie double) therefore a 113.33% increase is proposed.
A4 double side	0.24	8.33%	0.02	<b>0.26</b>	
A3 single side	0.30	6.67%	0.02	<b>0.32</b>	
A3 double side	0.30	113.33%	0.30	<b>0.60</b>	
<b>Photocopying:</b>					
A4 single side - non tenants	0.20	5.00%	0.00	<b>0.20</b>	An increase in line with the RPI is proposed. This has been selected as the most appropriate as it reflects the increase costs of delivering the service (staff time and consumables).
<b>Conference Room (per hour):</b>					
Greenlands Tenants	12.10	4.96%	0.60	<b>12.70</b>	An increase in line with the RPI is proposed. This has been selected as the most appropriate as it reflects the increase costs of
Greenlands Non Tenants	24.00	5.00%	1.20	<b>25.20</b>	
<b>Heming Rd (monthly charge) :</b>					
Unit 1	288.60	5.00%	0.00	<b>288.60</b>	An increase in line with the RPI is proposed. This has been selected as the most appropriate as it reflects the increase costs of delivering the service (staff time and consumables).
Unit 2	493.80	4.96%	0.00	<b>493.80</b>	
Units 3-6	410.40	5.00%	0.00	<b>410.40</b>	
Unit 7	435.40	5.00%	0.00	<b>435.40</b>	
Units 8-19	278.10	5.00%	0.00	<b>278.10</b>	
Units 20-28	410.40	5.00%	0.00	<b>410.40</b>	
Unit 29a	128.40	5.00%	0.00	<b>128.40</b>	
Unit 29c	196.10	5.00%	0.00	<b>196.10</b>	
Unit 29b	222.00	5.00%	0.00	<b>222.00</b>	
<b>Greenlands (monthly charge) :</b>					
Unit 1 Ground Floor Suited Office	994.40	0.00%	0.00	<b>994.40</b>	Greenlands Business Centre was flooded in 2018 and has not yet been returned to its previous condition. It is proposed that we do not increase the licence fee for occupiers in recognition of the on-going disruption during renovations. The centre is not currently profitable because it is only partially lettable. Once renovations are complete it should return to profitability.
Unit 2 First Office	287.40	0.00%	0.00	<b>287.40</b>	
Unit 3 Ground Floor Office	1,272.40	0.00%	0.00	<b>1,272.40</b>	
Unit 4 Ground Floor Office	1,017.90	0.00%	0.00	<b>1,017.90</b>	
Unit 5 First Floor Office	278.00	0.00%	0.00	<b>278.00</b>	
Unit 6 First Floor Office	294.40	0.00%	0.00	<b>294.40</b>	
Unit 7 Ground Floor Office	701.90	0.00%	0.00	<b>701.90</b>	
Unit 8 Ground Floor Office	690.20	0.00%	0.00	<b>690.20</b>	
Unit 9 Ground Floor Office	1,270.30	0.00%	0.00	<b>1,270.30</b>	
Unit 10 First Office	353.30	0.00%	0.00	<b>353.30</b>	
Units 11 & 12 First Floor Office	313.30	0.00%	0.00	<b>313.30</b>	Greenlands Business Centre was flooded in 2018 and has not yet been returned to its previous condition. It is proposed that we do not increase the licence fee for occupiers in recognition of the on-going disruption during renovations. The centre is not currently profitable because it is only partially lettable. Once renovations are complete it should return to profitability.
Unit 13 Ground Floor Office	400.40	0.00%	0.00	<b>400.40</b>	
Unit 14 First Floor Office	765.50	0.00%	0.00	<b>765.50</b>	
Unit 15 First Floor Office	765.50	0.00%	0.00	<b>765.50</b>	
Unit 16 First Floor Office	683.10	0.00%	0.00	<b>683.10</b>	
Unit 17 First Floor Office	383.90	0.00%	0.00	<b>383.90</b>	
Unit 18 First Floor Office	383.90	0.00%	0.00	<b>383.90</b>	
Unit 19 First Floor Office	581.80	0.00%	0.00	<b>581.80</b>	
Unit 20 First Floor Office	567.70	0.00%	0.00	<b>567.70</b>	
Unit 21 First Floor Office	1,283.10	0.00%	0.00	<b>1,283.10</b>	
Units 22 & 23 First Floor Office	275.60	0.00%	0.00	<b>275.60</b>	Greenlands Business Centre was flooded in 2018 and has not yet been returned to its previous condition. It is proposed that we do not increase the licence fee for occupiers in recognition of the on-going disruption during renovations. The centre is not currently profitable because it is only partially lettable. Once renovations are complete it should return to profitability.
Unit 24 First Floor Office	294.40	0.00%	0.00	<b>294.40</b>	
Unit 25 First Floor Office	308.60	0.00%	0.00	<b>308.60</b>	
Unit 26 First Floor Office	381.60	0.00%	0.00	<b>381.60</b>	
Unit 27 First Floor Office	254.40	0.00%	0.00	<b>254.40</b>	
Unit 28 First Floor Office	713.70	0.00%	0.00	<b>713.70</b>	
Unit 29 First Floor Office	685.50	0.00%	0.00	<b>685.50</b>	

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Unit 30 First Floor Office	1,263.90	0.00%	0.00	1,263.90	
Unit 31 First Office	351.00	0.00%	0.00	351.00	
Unit 32 First Floor Suited Office	1,024.60	0.00%	0.00	1,024.60	
Unit 33 First Office	360.40	0.00%	0.00	360.40	
<b><u>FOOTBALL</u></b>					
<b>SENIOR 11 a side with changing</b>					
Match for multiple teams booking together eg a local league	55.00	5.00%	3.00	58.00	Inflationary Increase - rounded
Match for a season long booking for a single club	75.00	0.00%	0.00	75.00	
Match for a one off booking	100.00	0.00%	0.00	100.00	
<b>SENIOR 11 a side without changing</b>					
Match games	40.00	6.25%	2.50	42.50	
<b>JUNIOR 9 or 11 a side with changing</b>					
Match games	30.00	6.67%	2.00	32.00	Inflationary Increase - rounded
per season ( x 12 games)	360.00	6.67%	24.00	384.00	
<b>JUNIOR 9 or 11 a side without changing</b>					
Match games	22.50	6.67%	1.50	24.00	Inflationary Increase - rounded
per season ( x 12 games)	270.00	6.67%	18.00	288.00	
<b>MINI FOOTBALL 5 or 7 a side</b>					
Match games	16.50	6.06%	1.00	17.50	Inflationary Increase - rounded
per season ( x 12 games)	198.00	6.06%	12.00	210.00	
<b>Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.</b>					
<b>After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</b>	10.00	0.00%	0.00	10.00	
<b><u>SPORTS DEVELOPMENT CHARGES</u></b>					
Adult fitness Sessions	3.50		0.20	3.70	
Community exercise class	3.50		0.20	3.70	Rounded Sept RPI - Inflation Rate
Health & Well Being Sessions	3.50		0.20	3.70	
Curriculum Cost	30.00	0.00%	-30.00	0.00	To be removed no longer required
Schools Hire – lunchtime / after school sessions	30.00	0.00%	-30.00	0.00	To be removed no longer required
Inclusive Activities	3.30	6.06%	0.20	3.50	
PSI Falls Prevention	3.50	5.71%	0.20	3.70	
Activity Referral	17.00	0.00%	0.00	17.00	Externally funded activity increased at the discretion of the funder and not the council
Junior Sports Sessions	4.00	5.00%	0.20	4.20	Rounded Sept RPI - Inflation Rate
Couch 2 5k - new charge	1.00	0.00%	0.00	1.00	
<b><u>Allotment Charges</u></b>					
<b><u>Small (&gt;177m2)</u></b>					
Standard	29.28	5.00%	1.50	30.74	
Concession 25%	21.97	5.00%	1.10	23.07	
Concession 50%	14.64	5.00%	0.70	15.37	Rounded Sept RPI - Inflation Rate
Additional water charge	23.77	5.00%	1.20	24.96	
<b><u>Medium (&gt;177&lt;254m2))</u></b>					
Standard	50.35	5.00%	2.50	52.87	
Concession 25%	37.76	5.00%	1.90	39.65	
Concession 50%	25.17	5.00%	1.30	26.43	Rounded Sept RPI - Inflation Rate
Additional water charge	26.59	5.00%	1.30	27.92	

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS	
<b><u>Large (&lt;254m2)</u></b>						
Standard	73.74	5.00%	3.70	<b>77.43</b>	Rounded Sept RPI - Inflation Rate	
Concession 25%	55.30	5.00%	2.80	<b>58.07</b>		
Concession 50%	36.87	5.00%	1.80	<b>38.71</b>		
Additional water charge	28.16	5.00%	1.40	<b>29.57</b>		
Water charge is only applicable where water is present, and billed to Redditch Borough Council.						
<b><u>Events, Open and Civic Spaces Hire</u></b>						
<b><u>£250 - £1500 Bond Payable</u></b>						
<b>Events</b>						
<b>Commercial Rates</b>						
<b>Small Attendance = 0 to 99</b>						
Per half day	155.00	3.23%	5.00	<b>160.00</b>	Prices amended to align to half day and full day hire (as opposed to hourly rate) to bring in line with other Authority fees and charges. This will provide better opportunity and understanding for hiring outdoor spaces to reflect full or half day and account for setting up and dismantling.	
Per Day	282.00	2.84%	8.00	<b>290.00</b>		
<b>Medium Attendance = 100 to 499</b>						
Per half day	220.00	2.27%	5.00	<b>225.00</b>		
Per Day	378.00	1.85%	7.00	<b>385.00</b>		
<b>Large Attendance = 500 to 1999</b>						
Per half day	280.00	3.57%	10.00	<b>290.00</b>		
Per Day	472.00	2.75%	13.00	<b>485.00</b>		
<b>Community Rates</b>						
<b>Small Attendance = 0 to 99</b>						
Per half day	65.00	1.54%	1.00	<b>66.00</b>		
Per Day	106.00	1.42%	1.50	<b>107.50</b>		
<b>Medium Attendance = 100 to 499</b>						
Per half day	80.00	1.25%	1.00	<b>81.00</b>		
Per Day	134.50	1.12%	1.50	<b>136.00</b>		
<b>Large Attendance = 500 to 1999</b>						
Per half day	95.00	1.05%	1.00	<b>96.00</b>		
Per Day	166.00	0.60%	1.00	<b>167.00</b>		
<b><u>Charities / Not For Profit Organisations</u></b>						
<b>Small Attendance = 0 to 99</b>						
Per half day	45.00	0.00%	0.00	<b>45.00</b>		
Per half day	74.00	0.00%	0.00	<b>74.00</b>		
Per Day				<b>0.00</b>		
<b>Medium Attendance = 100 to 499</b>						
Per half day	54.00	0.00%	0.00	<b>54.00</b>		
Per half day	89.50	0.00%	0.00	<b>89.50</b>		
Per Day						
<b>Large Attendance = 500 to 1999</b>						
Per half day	65.00	0.00%	0.00	<b>65.00</b>		
Per half day	118.30	0.00%	0.00	<b>118.30</b>		
Per Day						
	440.20	2.23%	9.80	<b>450.00</b>		
<b><u>Fairs &amp; Circuses Min of 3 day Hire</u></b>						
<b>Additional Costs for Outdoor Event Space:</b>						
Ø Set up and Clearance charged @ 50% of applicable rate (bond)						
Ø Any event in excess of 1999 attendees is STN						
Event - Officer Support for event (per hour)				<b>50.00 per hour</b>	This is a new proposal for large scale external events that request on site officer support during the event Proposal to charge seperately for use of power or water for each application?	
Power and Water Supply Additional Charges				<b>Negotiation</b>		
<b><u>Outdoor Fitness Session</u></b>						
<b>Commercial Rates (Per Day)</b>						
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	400.45	3.63%	14.60	<b>415.00</b>	Commercial rate increases set - but to allow increase in usage in open spaces	
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	650.00	3.08%	20.00	<b>670.00</b>		
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	700.00	3.57%	25.00	<b>725.00</b>		
	200.00	3.50%	7.00	<b>207.00</b>		
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	400.00	3.75%	15.00	<b>415.00</b>		

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS	
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	600.00	3.33%	20.00	<b>620.00</b>	Commercial rate increases set - but to allow increase in usage in open spaces	
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>						
Annual Fee <b>One day maximum usage per week</b>	520.00	3.85%	20.00	<b>540.00</b>		
Annual Fee <b>Two days maximum usage per week</b>	850.00	3.53%	30.00	<b>880.00</b>		
Annual Fee <b>Three days maximum usage per week</b>	1,000.00	5.00%	50.00	<b>1,050.00</b>		
<b>Community Rates (Per Day)</b>	200.00	2.50%	5.00	<b>205.00</b>	Community rates increases to support community activity	
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	300.00	2.33%	7.00	<b>307.00</b>		
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	350.00	2.86%	10.00	<b>360.00</b>		
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>		0.00%	0.00	<b>0.00</b>		
	80.00	2.50%	2.00	<b>82.00</b>		
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	200.00	2.50%	5.00	<b>205.00</b>		
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	300.00	2.33%	7.00	<b>307.00</b>		
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>		0.00%	0.00	<b>0.00</b>		
	250.00	2.00%	5.00	<b>255.00</b>		
Annual Fee <b>One day maximum usage per week</b>	450.00	2.22%	10.00	<b>460.00</b>		
Annual Fee <b>Two days maximum usage per week</b>	500.00	2.40%	12.00	<b>512.00</b>		
Annual Fee <b>Three days maximum usage per week</b>	100.00	5.00%	5.00	<b>105.00</b>		
Trial fee (1 day per week - MAX 4 week trial)						
 The Bird Box - <b>NEW CHARGE</b>	1.60	6.25%	0.10	<b>1.70</b>		
Use of Power connection						
<b><u>Additional Costs for Outdoor Fitness Space:</u></b>						
1 Set up and Clearance charged @ 50% of applicable rate						
<b><u>Outdoor Open Space/ Civic Space Event Hire</u></b>						
<b><u>Small Attendance = 0-100</u></b>						
Commercial Rates	51.50	4.85%	2.50	<b>54.00</b>	Increase in commercial rates following freeze last year Limited increase in community rates to support community activity/events No increase for Charity Events following lack of fundraising opportunity with COVID	
Concession 50	25.00	2.00%	0.50	<b>25.50</b>		
Concession 75	12.50	0.00%	0.00	<b>12.50</b>		
<b><u>Medium 101- 499</u></b>						
Commercial Rates	103.00	4.85%	5.00	<b>108.00</b>	Increase in commercial rates following freeze last year Limited increase in community rates to support community activity/events No increase for Charity Events following lack of fundraising opportunity with COVID	
Concession 50	50.00	2.00%	1.00	<b>51.00</b>		
Concession 75	25.00	0.00%	0.00	<b>25.00</b>		
<b><u>Large 500+</u></b>						
Commercial Rates	154.50	2.91%	4.50	<b>159.00</b>	Increase in commercial rates following freeze last year Limited increase in community rates to support community activity/events No increase for Charity Events following lack of fundraising opportunity with COVID	
Concession 50	75.00	2.00%	1.50	<b>76.50</b>		
Concession 75	37.50	0.00%	0.00	<b>37.50</b>		
<b><u>Band Stand</u></b>						
<b><u>Criteria and eligibility guidance notes attached in events toolkit</u></b>						
<b><u>Bandstand Hire T/centre</u></b>						
Commercial Rates per day	Price on application			<b>Price on application</b>		
Community Rates per day	27.60	0.00%	0.00	<b>27.60</b>		
Charities / Not for Profit Organisations per day	27.60	0.00%	0.00	<b>27.60</b>		
<b><u>Parks and Open Spaces Fitness Hire (eg Bootcamps)</u></b>						
<b><u>Summer Fee (Apr to Sept) One day maximum usage per week</u></b>						
Commercial	420.00	0.00%	0.00	<b>420.00</b>		
Concession 25	315.00	0.00%	0.00	<b>315.00</b>		
Concession 50	210.00	0.00%	0.00	<b>210.00</b>		

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b><u>Summer Fee (Apr to Sept) Two days maximum usage per week</u></b>					
Commercial	682.50	0.00%	0.00	<b>682.50</b>	
Concession 25	511.50	0.00%	0.00	<b>511.50</b>	
Concession 50	341.25	0.00%	0.00	<b>341.25</b>	
<b><u>Summer Fee (Apr to Sept) Three days maximum usage per week</u></b>					
Commercial	735.00	0.00%	0.00	<b>735.00</b>	
Concession 25	551.25	0.00%	0.00	<b>551.25</b>	
Concession 50	367.50	0.00%	0.00	<b>367.50</b>	
<b><u>Winter Fee (Oct to Mar) One day maximum usage per week</u></b>					
Commercial	210.00	0.00%	0.00	<b>210.00</b>	
Concession 25	157.50	0.00%	0.00	<b>157.50</b>	
Concession 50	105.00	0.00%	0.00	<b>105.00</b>	
<b><u>Winter Fee (Oct to Mar) Two days maximum usage per week</u></b>					
Commercial	420.00	0.00%	0.00	<b>420.00</b>	
Concession 25	315.00	0.00%	0.00	<b>315.00</b>	
Concession 50	210.00	0.00%	0.00	<b>210.00</b>	
<b><u>Winter Fee (Oct to Mar) Three days maximum usage per week</u></b>					
Commercial	630.00	0.00%	0.00	<b>630.00</b>	
Concession 25	472.50	0.00%	0.00	<b>472.50</b>	
Concession 50	315.00	0.00%	0.00	<b>315.00</b>	
<b><u>Annual Fee One day maximum usage per week</u></b>					
Commercial	546.00	0.00%	0.00	<b>546.00</b>	
Concession 25	409.50	0.00%	0.00	<b>409.50</b>	
Concession 50	273.00	0.00%	0.00	<b>273.00</b>	
<b><u>Annual Fee Two days maximum usage per week</u></b>					
Commercial	892.50	0.00%	0.00	<b>892.50</b>	
Concession 25	669.40	0.00%	0.00	<b>669.40</b>	
Concession 50	446.25	0.00%	0.00	<b>446.25</b>	
<b><u>Annual Fee Three days maximum usage per week</u></b>					
Commercial	1,050.00	0.00%	0.00	<b>1,050.00</b>	
Concession 25	787.50	0.00%	0.00	<b>787.50</b>	
Concession 50	525.00	0.00%	0.00	<b>525.00</b>	
<b><u>Undercover Market</u></b> (Street trading licence required) - <b>New Charge</b> - Trading hours to be agreed by Events team. Electricity (per hour)	<b>1.60</b>	0.00%	0.00	<b>1.60</b>	

REDDITCH BOROUGH COUNCIL

**Finance and Customer Services**

Roundings to the nearest 10p.

	Service Category	Charge 1st April 2021 £	% Change	increase/ decrease	Proposed charge from 2022 £	COMMENTS
	<b>Revenues</b>					
	<b>Court Costs</b>					
	<b>Council Tax</b>					
	Summons	55.90	0.00%	0.00	<b>55.90</b>	The level of charge reflects the costs incurred by the authority, Changes to the methods by which attendance at court is managed – through virtual costs sessions – and the issuing of summons documentation from Hybrid mail supplier has reduced these costs and this will mitigate any general inflationary increase.
	Liability Order	29.70	0.00%	0.00	<b>29.70</b>	
	Magistrates Court Fee	0.50	0.00%	0.00	<b>0.50</b>	
	<b>NNDR</b>					
	Summons	55.90	0.00%	0.00	<b>55.90</b>	As above  The Magistrates' Court Fee is set in Statutory Instruments and cannot be adjusted
	Liability Order	29.70	0.00%	0.00	<b>29.70</b>	
	Magistrates Court Fee	0.50	0.00%	0.00	<b>0.50</b>	

REDDITCH BOROUGH COUNCIL

HRA Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
<b><u>Service Charges</u></b>					
Three Storey Flats*	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	
Woodrow Estate	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	
Evesham Mews	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	
Communal Blocks	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	
<b><u>Sheltered Scheme (VAT inclusive)</u></b>					
Use of washing machines - per load	3.00	3.33%	0.10	<b>3.10</b>	Inflationary increase then rounded down to fit with machine coinage
Use of drying machines	2.30	4.35%	0.10	<b>2.40</b>	
Use of guest bedrooms per night	30.00	5.00%	1.50	<b>31.50</b>	Rounded Sept RPI - Inflation Rate
Use of communal lounge - per hour	15.00	5.00%	0.80	<b>15.80</b>	
<b><u>Bredon House, Mendip House and Malvern House</u></b>					
Heating - Bedsit	9.40			<b>Full cost recovery</b>	
Heating - 1 bedroom	10.70			<b>Full cost recovery</b>	
<b><u>Garage Rents</u></b>					
Garages	9.70	5.00%	0.50	<b>10.20</b>	
Car Ports	3.60	5.00%	0.20	<b>3.80</b>	Rounded Sept RPI - Inflation Rate
Non Council Tenants plus VAT	above plus VAT			<b>above plus VAT</b>	
<b><u>General Repairs</u></b>					
Gain Entry or where a warrant is required	24.00	5.00%	1.20	<b>25.20</b>	
Call out charge or make safe + the repair work undertaken	24.00	5.00%	1.20	<b>25.20</b>	Rounded Sept RPI - Inflation Rate
Boarding up window or door - Small, Medium & Large	50.00	0.00%	0.00	<b>50.00</b>	
<b><u>Glazing</u></b>					
Replace single glazed 6mm thick glass pane - Small, Medium & Large	82.00	5.00%	4.10	<b>86.10</b>	
Replace 28mm double glazed unit - window or door (all sizes)	145.00	5.00%	7.30	<b>152.30</b>	Rounded Sept RPI - Inflation Rate
<b><u>Plumbing</u></b>					
Unblock sinks, wash basin, bath or WC	32.00	5.00%	1.60	<b>33.60</b>	
Replacing plugs and chains to baths, sinks and wash hand basins	16.00	5.00%	0.80	<b>16.80</b>	
Replace wash hand basin- Inc. fixtures & fittings	145.00	5.00%	7.30	<b>152.30</b>	
Replace WC pan & cistern - Inc. fixtures & fittings	145.00	5.00%	7.30	<b>152.30</b>	Rounded Sept RPI - Inflation Rate
Replace bath - Inc. fixtures & fittings (not Inc. bath panel)	472.00	5.00%	23.60	<b>495.60</b>	
Replace bath panel	67.00	5.00%	3.40	<b>70.40</b>	
Replace stainless steel sink Inc. F&F	170.00	5.00%	8.50	<b>178.50</b>	
Blocked drainage systems and soil stacks	By Quotation			<b>By Quotation</b>	
Replace toilet seat	32.00	5.00%	1.60	<b>33.60</b>	Rounded Sept RPI - Inflation Rate
<b><u>Carpentry</u></b>					
Replace keys and locks to doors, windows and garages if they are lost or stolen	60.00	5.00%	3.00	<b>63.00</b>	Rounded Sept RPI - Inflation Rate

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Replace lost or stolen key fobs	5.50	5.00%	0.30	<b>5.80</b>	Rounded Sept RPI - Inflation Rate
Replace kitchen unit draw or door	73.00	5.00%	3.70	<b>76.70</b>	
Replace cupboard latches and handles	30.00	5.00%	1.50	<b>31.50</b>	
Repair kitchen unit draw or door	73.00	5.00%	3.70	<b>76.70</b>	
Replace internal doors - none fire door 110/door	100.00	5.00%	5.00	<b>105.00</b>	
Replace external doors (UVPC) - None Fire Door	735.00	5.00%	36.80	<b>771.80</b>	
Replace Wooden door - Fire door Inc. Intumescent strips	515.00	5.00%	25.80	<b>540.80</b>	
Replace door handles and latches (internal doors only)	51.00	5.00%	2.60	<b>53.60</b>	
<b>Electrics</b>					
Replace florescent light fitting and tubes/starters	47.00	5.00%	2.40	<b>49.40</b>	Rounded Sept RPI - Inflation Rate
Re-fix or renew electrical accessories - switch, sockets, pendant	52.00	5.00%	2.60	<b>54.60</b>	
Replace damaged/broken 240v smoke alarm + new test certificate	92.00	5.00%	4.60	<b>96.60</b>	
Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests	410.00	5.00%	20.50	<b>430.50</b>	Rounded Sept RPI - Inflation Rate
Carry out electrical test certificate	123.00	5.00%	6.20	<b>129.20</b>	
<b>Gas</b>					
Turning gas on following capping	52.00	5.00%	2.60	<b>54.60</b>	Rounded Sept RPI - Inflation Rate
Rehang radiator	81.00	5.00%	4.10	<b>85.10</b>	
Replace TRV thermostat	36.00	5.00%	1.80	<b>37.80</b>	
<b>Building</b>					
Repair Plastering	By Quotation			<b>By Quotation</b>	Rounded Sept RPI - Inflation Rate
Repair of walls/patio's	By Quotation			<b>By Quotation</b>	
<b>Environmental</b>					
Garden maintenance	By Quotation			<b>By Quotation</b>	
Garden rubbish removal - small	By Quotation			<b>By Quotation</b>	
Garden rubbish removal - large (skip load/van load)	By Quotation			<b>By Quotation</b>	
Bulky Waste removal - per single unit	8.50	5.00%	0.40	<b>8.90</b>	
Loft clearances	By Quotation			<b>By Quotation</b>	
Property Clean - Easy Clean	By Quotation			<b>By Quotation</b>	Rounded Sept RPI - Inflation Rate
Property Clean - Deep clean	By Quotation			<b>By Quotation</b>	
Pest control TBC	By Quotation			<b>By Quotation</b>	
<b>External</b>					
Fencing (other than privacy panels)	By Quotation			<b>By Quotation</b>	
Gate and shed latches, bolts and catches	By Quotation			<b>By Quotation</b>	
Replacement Key Fobs (each)	5.50	5.00%	0.30	<b>5.80</b>	
<b><u>St Davids House Luncheon Club</u></b>					
Residents	4.80	4.17%	0.20	<b>5.00</b>	Inflation and rounded for ease of collection
Non Residents	5.70	5.26%	0.30	<b>6.00</b>	
Christmas Day Dinner/New Years Day Dinner	11.20	7.14%	0.80	<b>12.00</b>	
Christmas Day Dinner/New Years Day Dinner (Guest)	20.00	0.00%	1.00	<b>21.00</b>	
<b><u>Home Support Service</u></b>					
Weekly well being telephone call - to be deleted	4.50			<b>Deleted</b>	To be deleted
Weekly well being home visit - per half hour	8.50	5.00%	0.40	<b>8.90</b>	Rounded Sept RPI - Inflation Rate
Weekly Individual Support visiting service - per hour	16.90	5.00%	0.80	<b>17.70</b>	



Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
<b><u>Tenants' Support - St David's House/Queen's Cottages</u></b>					
Full Charge	41.50	5.00%	2.10	<b>43.60</b>	Rounded Sept RPI - Inflation Rate
<b>Service Charges</b>					
St David's House	30.60	5.00%	1.50	<b>32.10</b>	Rounded Sept RPI - Inflation Rate
Queen's Cottages	30.60	5.00%	1.50	<b>32.10</b>	Rounded Sept RPI - Inflation Rate
<b>St David's House</b>					
Heating charge - per week	9.50	5.00%	0.50	<b>10.00</b>	
Water charge - per week	4.80	5.00%	0.20	<b>5.00</b>	
Laundry Charge - per load	7.10	5.00%	0.40	<b>7.50</b>	
Guest Bedroom per night	25.00	5.00%	1.30	<b>26.30</b>	Rounded Sept RPI - Inflation Rate
Guest Bedroom per night (benefit eligibility)	15.80	5.00%	0.80	<b>16.60</b>	
Hire of activity room per session	10.00	5.00%	0.50	<b>10.50</b>	
Extra Care costs (private funders) WCC charge plus 10%	WCC charge + 10%			WCC charge + 10%	
<b><u>Landlords References</u></b>					
Landlords References	61.00	5.00%	3.10	<b>64.10</b>	Rounded Sept RPI - Inflation Rate

REDDITCH BOROUGH COUNCIL					
Regulatory Services					
Roundings are to the nearest 5/10p.					
Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b><u>TAXI LICENSING</u></b>					No increase required as service is fully recovering costs
- Hackney Carriage Vehicle Licence per annum ( charge excludes vehicle testing)	264.00	0.00%	0.00	264.00	
- Hackney Carriage Driver's Licence - 1 Year	61.00	0.00%	0.00	61.00	
- Hackney Carriage Driver's Licence - 3 Year	150.00	0.00%	0.00	150.00	
- Private Hire Vehicle Licence per annum ( charge excludes vehicle testing)	264.00	0.00%	0.00	264.00	
- Private Hire Operator Licence - (1 year) (1 vehicle)	167.00	0.00%	0.00	167.00	
- Private Hire Operator Licence - (3 year) (1 vehicle)	402.00	0.00%	0.00	402.00	
- Private Hire Operator Licence - (5 year) (1 vehicle)	637.00	0.00%	0.00	637.00	
- Private hire operator licence (all durations) per additional vehicle	17.00	0.00%	0.00	17.00	
- Hackney carriage driver licence - (1 year)	61.00	0.00%	0.00	61.00	
- Hackney carriage driver licence - (3 years)	150.00	0.00%	0.00	150.00	
- Private hire driver licence - (1 year)	61.00	0.00%	0.00	61.00	
- Private hire driver licence - (3 years)	150.00	0.00%	0.00	150.00	
- Dual Hackney Carriage and Private Hire Driver's Licence - (1 Year)	87.00	0.00%	0.00	87.00	
- Dual Hackney Carriage and Private Hire Driver's Licence - (3 Year)	208.00	0.00%	0.00	208.00	
- Knowledge test	23.00	0.00%	0.00	23.00	
- Administration Charge - new applications	37.00	0.00%	0.00	37.00	
- Transfer of plate - per transfer	51.00	0.00%	0.00	51.00	
- Replacement Vehicle Plates	23.00	0.00%	0.00	23.00	
- Replacement Driver's Badge (card)	13.00	0.00%	0.00	13.00	
- Amendment to paper licence - eg change of address	12.00	0.00%	0.00	12.00	
- DVLA Enquiry - Electronic	7.00	0.00%	0.00	7.00	
- DVLA Enquiry - Paper	12.00	0.00%	0.00	12.00	
- CRB Disclosure	56.00	0.00%	0.00	56.00	
<b><u>GENERAL LICENSING</u></b>					
- Annual Street Trading Consent - Food - Initial - per annum	1,447.00	0.00%	0.00	1,447.00	
- Annual Street Trading Consent - Food - Renewal - per annum	1,327.00	0.00%	0.00	1,327.00	
- Annual Street Trading Consent - Non Food - Initial - per annum	1,207.00	0.00%	0.00	1,207.00	
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,085.00	0.00%	0.00	1,085.00	
<b><u>Animal Activity Licences</u></b>					
Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets					
- Application Fee	329.00	0.00%	0.00	329.00	
- Application to vary a licence	240.00	0.00%	0.00	240.00	

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
- Inspection Fee	164.00	0.00%	0.00	164.00	
- Licence Fee - 1 Year	184.00	0.00%	0.00	184.00	
- Licence Fee - 2 Year	364.00	0.00%	0.00	364.00	
- Licence Fee - 3 Year	546.00	0.00%	0.00	546.00	
- Vet fee recharge - if applicable	Full Cost Recovery			Full Cost Recovery	
<b>Keeping or training animals for exhibition (only)</b>					
Application Fee	219.00	0.00%	0.00	219.00	
Application to vary a licence	158.00	0.00%	0.00	158.00	
Inspection Fee	163.00	0.00%	0.00	163.00	
Licence Fee - 3 Years	300.00	0.00%	0.00	300.00	
Veterinary Fees - if applicable	Full Cost Recovery			Full Cost Recovery	
<b>Dangerous wild animals</b>					
Application for grant or renewal of a licence	235.00	0.00%	0.00	235.00	
Veterinary inspection fees	Full Cost Recovery			Full Cost Recovery	
<b>Zoo Licences</b>					
Application for grant or renewal of a licence	131.00	0.00%	0.00	131.00	
Secretary of state inspector and veterinary fees	Recharged at cost			Recharged at cost	
<b>Sex Establishments</b>					
Application for grant or renewal of a licence	1,020.00	0.00%	0.00	1,020.00	
<b>Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis</b>					
Fee to register a premises	136.00	0.00%	0.00	136.00	
Fee to register a practitioner	89.00	0.00%	0.00	89.00	
<b>Scrap Metal Dealers Act 2013</b>					
- Application for a new site licence	296.00	0.00%	0.00	296.00	
Fee per additional site	153.00	0.00%	0.00	153.00	
- Application for a new collectors licence	148.00	0.00%	0.00	148.00	
- Application for a renewal of a site licence	245.00	0.00%	0.00	245.00	
Fee per additional site	153.00	0.00%	0.00	153.00	
- Application for a renewal of a collectors licence	97.00	0.00%	0.00	97.00	
- Variation of licence	67.00	0.00%	0.00	67.00	
- Request for a copy of a licence (if lost or stolen)	26.00	0.00%	0.00	26.00	
<b>ENVIRONMENTAL HEALTH</b>					
<b><u>Dog Warden</u></b>					
- Penalty (statutory fee)	25.00	0.00%	0.00	25.00	
					Increased to help recover costs incurred and consistency with other Worcestershire Districts
- Kennelling Fee £15 per day or part day	15.00	13.33%	2.00	17.00	
- Kennelling Fee for dangerous dog by breed or behaviour- £25 per day	25.00	0.00%	0.00	25.00	
- Admin charge	15.00	0.00%	0.00	15.00	
- Levy for out of hours	40.00	12.50%	5.00	45.00	
- Repeat offence levy	40.00	0.00%	0.00	40.00	No change for consistency with other Worcestershire Districts.
- Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	10.00	
- Veterinary Charges	Recharged at cost			Recharged at cost	
	NEW				New charge to allow Worcestershire residents to request this service when resource allows and is consistent with other Worcestershire Districts
- Return Charge				40.00	

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>WRS Commercial Animal Services (WRS Income)</b>					
Dog training facility welfare assessment check	45.00	273.33%		168.00	Increased to cover full cost recovery following first few years of service being provided
Dog Kennelling per dog per day (excluding hospitalisation)	17.00	11.76%		19.00	
Dog Kennelling per dangerous dog per day (excluding hospitalisation)	20.00	10.00%		22.00	
Boarding of Non-canine animals	Request Quote			Request Quote	Full cost recovery
Administration Charge	15.00				
Veterinary Fees including Hospitalisation	Recharged at Cost			Recharged at Cost	Full cost recovery
Transportation charge to include, collection, transport to vets if required and return of animal to include travel time per hour	40.00	0.00%			
Transportation charge to include, collection, transport to vets if required and return of Dangerous Dog to include travel time per hour	50.00	0.00%			
Rehoming of Animal	40.00	0.00%			
<b>Private Water Supplies</b>					
Risk Assessment per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	Consistency of charge for all partners
Investigation per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
Granting an Authorisation per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
Sampling Visit per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
Sample analysis per sample taken	55.00	1.82%	1.00	56.00	
+ Laboratory Costs	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Sample taken during check monitoring	55.00	1.82%	1.00	56.00	
+ Laboratory Costs	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Sample taken during audit monitoring	55.00	1.82%	1.00	56.00	
+ Laboratory Costs	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
<b>Other Environmental Health Fees</b>					
<b>Trading Certificates - WRS Income</b>					
Health/Export					
- Annual Specific export inspections	474.00	0.00%	0.00	474.00	
- Certificate	104.40	0.00%	0.00	104.40	
- Per Hour	47.00	0.00%	0.00	47.00	
FHRS re-rating - WRS Income	168.00	0.00%	0.00	168.00	To remain consistent across the County
ISS Certs Condemned Food - WRS Income	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Food Hygiene Basic Course fee - WRS Income	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Contaminated Land Enquiries - charge per hour - WRS Income	45.00		0.00	45.00	
<b>GAMBLING FEES</b>					
<b><u>Premises Licence Fees - Discretionary</u></b>					
<b><u>Bingo Premises</u></b>					
- Grant	2,171.00	0.00%	0.00	2,171.00	
- Annual Fee	639.00	0.00%	0.00	639.00	
- Variation	1,085.00	0.00%	0.00	1,085.00	
- Transfer	745.00	0.00%	0.00	745.00	
- Application for Provisional Statement	2,171.00	0.00%	0.00	2,171.00	
- Licence Application (Provisional Statement Holders)	745.00	0.00%	0.00	745.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Re-instatement Fee	745.00	0.00%	0.00	745.00	
<b><u>Adult Gaming Centre</u></b>					
- Grant	1,240.00	0.00%	0.00	1,240.00	
- Annual Fee	639.00	0.00%	0.00	639.00	
- Variation	639.00	0.00%	0.00	639.00	
- Transfer	1,240.00	0.00%	0.00	1,240.00	
- Application for Provisional Statement	1,240.00	0.00%	0.00	1,240.00	
- Licence Application (Provisional Statement Holders)	745.00	0.00%	0.00	745.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	745.00	0.00%	0.00	745.00	
<b><u>Family Entertainment Centre</u></b>					
- Grant	1,240.00	0.00%	0.00	1,240.00	
- Annual Fee	590.00	0.00%	0.00	590.00	
- Variation	639.00	0.00%	0.00	639.00	
- Transfer	620.00	0.00%	0.00	620.00	
- Application for Provisional Statement	1,240.00	0.00%	0.00	1,240.00	
- Licence Application (Provisional Statement Holders)	620.00	0.00%	0.00	620.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	608.00	0.00%	0.00	608.00	
<b><u>Betting Premises (excluding tracks)</u></b>					
- Grant	1,853.00	0.00%	0.00	1,853.00	
- Annual Fee	371.00	0.00%	0.00	371.00	
- Variation	926.00	0.00%	0.00	926.00	
- Transfer	742.00	0.00%	0.00	742.00	
- Application for Provisional Statement	1,853.00	0.00%	0.00	1,853.00	
- Licence Application (Provisional Statement Holders)	742.00	0.00%	0.00	742.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	745.00	0.00%	0.00	745.00	
<b><u>Betting Premises (Including Tracks)</u></b>					
- Grant	1,853.00	0.00%	0.00	1,853.00	
- Annual Fee	371.00	0.00%	0.00	371.00	
- Variation	926.00	0.00%	0.00	926.00	
- Transfer	742.00	0.00%	0.00	742.00	
- Application for Provisional Statement	1,853.00	0.00%	0.00	1,853.00	
- Licence Application (Provisional Statement Holders)	742.00	0.00%	0.00	742.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	745.00	0.00%	0.00	745.00	
<b><u>Temporary Event Use Notice</u></b>					
- New Applications	310.00	0.00%	0.00	310.00	
- Copy of Licence	16.00	0.00%	0.00	16.00	
<b>GAMBLING ACT PERMIT FEES - STATUTORY</b>					
<b><u>Licensed Premises Gaming Machine Permit</u></b>					
- Grant	150.00	0.00%	0.00	150.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Transfer	25.00	0.00%	0.00	25.00	

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
- Annual Fee	50.00	0.00%	0.00	50.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<b><u>Licensed Premises Automatic Notification Process</u></b>					
- Grant	50.00	0.00%	0.00	50.00	
<b><u>Club Gaming Permits</u></b>					
- Grant	200.00	0.00%	0.00	200.00	
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Renewal	200.00	0.00%	0.00	200.00	
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Annual Fee	50.00	0.00%	0.00	50.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<b><u>Club Machine Permits</u></b>					
- Grant	200.00	0.00%	0.00	200.00	
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Renewal	200.00	0.00%	0.00	200.00	
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Annual Fee	50.00	0.00%	0.00	50.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<b><u>Family Entertainment Centre Gaming Machine Permit</u></b>					
- Grant	300.00	0.00%	0.00	300.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Renewal	300.00	0.00%	0.00	300.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<b><u>Prize Gaming Permits</u></b>					
- Grant	300.00	0.00%	0.00	300.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Renewal	300.00	0.00%	0.00	300.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<b><u>Small Lottery Registration (statutory)</u></b>					
- Fee to register a small society lottery	40.00	0.00%	0.00	40.00	
- Small society lottery annual maintenance fee	20.00	0.00%	0.00	20.00	
<b><u>Premises Licences &amp; Club Premises Certificates Fees - Statutory Licensing Act 2003</u></b>					
The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed					
<b><u>Band:</u></b>					
<b>A (0 - 4,300)</b>					
Initial Fee	100.00	0.00%	0.00	100.00	
Annual Charge	70.00	0.00%	0.00	70.00	

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>B (4,301 - 33,000)</b>					
Initial Fee	190.00	0.00%	0.00	190.00	
Annual Charge	180.00	0.00%	0.00	180.00	
<b>C (33,001 - 87,000)</b>					
Initial Fee	315.00	0.00%	0.00	315.00	
Annual Charge	295.00	0.00%	0.00	295.00	
<b>D (87,001 - 125,000)</b>					
Initial Fee	450.00	0.00%	0.00	450.00	
Annual Charge	320.00	0.00%	0.00	320.00	
<b>E (125,001 &amp; over)</b>					
Initial Fee	635.00	0.00%	0.00	635.00	
Annual Charge	350.00	0.00%	0.00	350.00	
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.					
<b>For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows</b>					
<b>D(x2) (87,001 - 125,000)</b>					
Initial Fee	900.00	0.00%	0.00	900.00	
Annual Charge	640.00	0.00%	0.00	640.00	
<b>E(x2) (125,001 &amp; over)</b>					
Initial Fee	1,905.00	0.00%	0.00	1,905.00	
Annual Charge	1,050.00	0.00%	0.00	1,050.00	
<b>Large Events</b>					
An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.					
<b>Personal Licence</b>	37.00	0.00%	0.00	37.00	
<b>Temporary Event Notice (Per Notice)</b>	21.00	0.00%	0.00	21.00	
<b>Pavement Licence</b>	100.00	0.00%	0.00	100.00	
<b>Exemptions</b>					
paying any fees for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.					
pupils/students have not attained the age of 19) for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment providing that is for and on behalf of the educational institution.					
<b>Application for copy of licence or summary on theft, loss etc.</b>	10.50	0.00%	0.00	10.50	
<b>Notification of change of name or address (holder of premises licence)</b>	10.50	0.00%	0.00	10.50	
<b>Application to vary the Designated Premises Supervisor</b>	23.00	0.00%	0.00	23.00	
<b>Application to transfer a premises licence</b>	23.00	0.00%	0.00	23.00	
<b>Interim authority notice following death etc. of licence holder</b>	23.00	0.00%	0.00	23.00	
<b>Application for making of a provisional statement</b>	315.00	0.00%	0.00	315.00	
<b>Application for copy of certificate or summary on theft, loss etc.</b>	10.50	0.00%	0.00	10.50	
<b>Notification of change of name or alteration of club rules</b>	10.50	0.00%	0.00	10.50	
<b>Change of relevant registered address of club</b>	10.50	0.00%	0.00	10.50	
<b>Temporary Event Notices</b>	21.00	0.00%	0.00	21.00	
<b>Application for copy of licence on theft, loss etc. of temporary event notice</b>	10.50	0.00%	0.00	10.50	
<b>Application for copy of licence on theft, loss etc. of personal licence</b>	10.50	0.00%	0.00	10.50	
<b>Notification of change of name or address (Personal Licence)</b>	10.50	0.00%	0.00	10.50	

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>Notice of interest in any premises</b> <b>Minor variation application</b>  Should you need assistance in determining which level of fee you are required to pay, please contact the Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email -wrsenquiries@worcsregservices.gov.uk In all cases, cheques must be made payable to 'Redditch Borough Council'	21.00 89.00	0.00% 0.00%	0.00 0.00	21.00 89.00	



REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

11th January 2022

**COUNCIL TAX BASE 2022/23**

Relevant Portfolio Holder	Cllr. Mike Rouse, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	
Relevant Head of Service	Chris Forrester
Report Author	Job Title: Head of Finance & Customer Services email:chris.forrester@bromsgroveandredditch.gov.uk Contact Tel: 0152764252
Wards Affected	N/A
Ward Councillor(s) consulted	
Relevant Strategic Purpose(s)	
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

**1. SUMMARY OF PROPOSALS**

To enable Members to set the Council Tax Base for 2022/23.

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

- 1) the calculation of the Council's Tax Base for the whole and parts of the area for 2022/23, be approved; and
- 2) in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2022/23 be 26,546.63 and for the parts of the area listed below be:

Parish of Feckenham	374.52
Rest of Redditch	<u>26,172.11</u>
Total for Borough	<u>26,546.63</u>

**3. KEY ISSUES****Financial Implications**

- 3.1 The tax base has been calculated and adjusted by the estimated amount of Council Tax Support discounts awardable.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE  
COMMITTEE****11th January 2022**

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**Legal Implications**

- 3.2 The Local Authorities (Calculation of Tax Base) Regulations 1992 require a billing authority to notify its major precepting bodies (and its Parishes, if required) of the Tax Base, for the whole or part of the area for the following financial year. The precepting bodies - Worcestershire County Council, West Mercia Police & Crime Commissioner and Hereford & Worcester Fire & Rescue Authority - need this information in order to calculate and notify the Borough Council of their precept requirements for 2022/23. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2022.
- 3.3 The legislation also requires a billing authority to calculate the tax base for any "special areas" within its boundary. There are no such areas in the Redditch Borough.
- 3.4 It is necessary to outline the method by which these calculations have been carried out so that the Council can formally adopt them for the purposes of the 1992 Regulations.

**Service/Operational Implications**

- 3.5 In October 2020, form CTB1 was submitted to the Department for Communities and Local Government. This analyses the draft Valuation List of properties into the various bands and then provides further details of those properties which are subject to the full charge, those entitled to discounts and those which are exempt.
- 3.6 This report is a summary of that return updated to include any known changes since November. It also makes provision for anticipated changes which could arise for a variety of reasons such as appeals, new properties or properties falling off the list. An allowance of 1.00% has been made for non-collection of the tax.
- 3.7 The Council is required to set a Council Tax Base each year, this forms part of the process of setting the following year budget. Failure to do so will result in the Council not being a Well Managed Organisation.

**Customer / Equalities and Diversity Implications**

- 3.8 The Tax Base for 2022/23 has been calculated to be **26,546.63**. Once this has been agreed, the County Council, Police & Crime Commissioner and Fire Authority will be notified and the figures will be used in the setting of the Council Tax to be presented to the Executive Committee and approved by the Council in February 2022.

**EXECUTIVE  
COMMITTEE****11th January 2022**

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**4. RISK MANAGEMENT**

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

**5. APPENDICES**

None

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**WORCESTERSHIRE DISTRICT COUNCILS**

**MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD**

**THURSDAY, 18TH NOVEMBER 2021, AT 4.30 P.M.**

PRESENT: Councillors H. J. Jones, J. Raine (in the Chair), M. Davies (substituting for Councillor T. Wells), A. Fry, N. Nazir, S. Cronin (substituting for Councillor R. Udall), A. Ditta (substituting for Councillor J. Carver), E. Stokes, A. Coleman (substituting for Councillor P. Dyke) and N. Martin

Officers: Mr. J. Howse (via Microsoft Teams), Mr. S. Wilkes, Ms. C. Flanagan, Mr. D. Mellors, Ms. K. Lahel, Mr. M. Cox and Mrs. P. Ross

Partner Officers: (via Microsoft Teams) – Mr. L. Griffiths, Worcester City Council, Ms. M. Patel, Malvern Hills District Council and Wychavon District Council and Mr. M. Parker, Wyre Forest District Council.

11/21

**ELECTION OF CHAIRMAN FOR THE MEETING**

Having received apologies from the Chairman and Vice-Chairman it was

**RESOLVED** that Councillor J. Raine, Malvern Hills District Council be elected Chairman for the meeting.

12/21

**APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

The following apologies for absence were received:-

Councillors A. D. Kent, Bromsgrove District Council and D. Morris, Wychavon District Council.

Councillors T. Wells, Malvern Hills District Council, J. Carver and R. Udall, Worcester City Council, P. Dyke, Wyre Forest District Council with Councillors M. Davies, Malvern Hills District Council, A. Ditta and S. Cronin, Worcester City Council and A. Coleman, Wyre Forest District Council, in attendance, respectively, as substitute Members.

13/21

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

14/21

**MINUTES**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 24th June 2021, were submitted.

**RESOLVED** that minutes of the Worcestershire Regulatory Services Board meeting held on 24<sup>th</sup> June 2021, be approved as a correct record.

15/21

**PREVIOUS AGENDA PAPERS 30TH SEPTEMBER 2021**

The Head of Regulatory Services reminded the Board that the scheduled meeting of the Board on 30<sup>th</sup> September was cancelled due to the fuel crisis being at its height at the time.

This cancellation caused no significant issues as there were no papers requiring discussion and a formal vote for decision; all reports were for noting.

Following on from the cancellation, the Head of Regulatory Services took the opportunity to email all Board Members regards the cancelling of the meeting; and also informed Board Members that, if they had any questions in relation to the papers, as detailed on the agenda issued, that officers would provide written responses which would then be circulated to all Board Members.

A paper would have been used to formally introduce the questions and answers into the Board's record of business, however, no questions were received.

The reports that would have been presented to Board Members on 30<sup>th</sup> September 2021, had been scheduled as background papers, with the agenda distributed for 18<sup>th</sup> November 2021.

Thus, enabling Board Members to address their contents and to ask any questions at the meeting scheduled for 18<sup>th</sup> November 2021.

Members were also asked to note that both the Activity Data Report and the Revenue Monitoring Report were snapshots of the position as at the end of June 2021 and that Members may feel that the contents were now of less relevance given that; the reports presented at today's meeting would address the financial position as at the end of September 2021 and the activity data for the second quarter of this financial year. However, officers were happy to take questions.

**RESOLVED** that the Board papers 30<sup>th</sup> September 2021 report be noted and that Members also note the relevant recommendations in each of the reports as detailed in the background papers as provided.

16/21

**WORCESTERSHIRE      REGULATORY      SERVICES      REVENUE**  
**MONITORING APRIL TO SEPTEMBER 2021**

The Executive Director of Resources, Bromsgrove District Council (BDC) and Redditch Borough Council (RBC), introduced the report and in doing so drew Members' attention to the Recommendations as detailed on pages 13 and 14 of the main agenda report.

The Executive Director of Resources confirmed that the report covered the period April September 2021.

The detailed revenue report was attached at Appendix 1 to the report. This showed a projected outturn 2021/2022 of £48k refund to partners. It was appreciated that this was an estimation to the year end based on the following assumptions:-

- A number of employees were working on grant funded covid related work and a small amount of work in other grant related areas. This in incurring agency staff costs due to backfilling of these employees. However due to the difficulty of recruiting agency staff this was resulting in a savings within salaries.
- If April to Sept 21 spend on pest control continued on the same trend for the rest of year, there would be an overspend on this service of £30k. WRS officers would continue to monitor and analyse this spend and advise of final recharges for 2021/2022 as soon as possible. The projected outturn figure to be funded by partners was:-

Redditch Borough Council	£11k
Wychavon District Council	£12k
Bromsgrove District Council	£7k

Appendix 1 to the report detailed the WRS – Profit & Loss Report 2021/2022 and the reasons for variances.

The Executive Director of Resources and the Technical Services Manager, WRS, responded to questions with regard to the underspend due to the number of stray dogs reducing.

The Head of Regulatory Services responded to further questions with regard to the purchase of noise monitoring equipment and in doing so, explained that there was a need to ensure that noise monitoring equipment was calibrated and fit for purpose, if challenged in Court during any Statutory Nuisance cases.

**RESOLVED** that

- a) the final financial position for the period April to September 2021, be noted;
- a) partner councils are informed of their liabilities for 2021-2022 in relation to Bereavements.

<b>Council</b>	<b>Apr–Sept Actual Bereavements £000</b>	<b>21 for</b>
Malvern Hills District Council	8	
Worcester City Council	2	
Bromsgrove District Council	2	
<b>Total</b>	<b>12</b>	

- b) partner councils are informed of their liabilities for 2021-2022 in relation to Pest Control

<b>Council</b>	<b>Estimated Projected Outturn 2021/22 Control £000</b>	<b>Pest</b>
Redditch Borough Council	11	
Wychavon District Council	12	
Bromsgrove District Council	7	
<b>Total</b>	<b>30</b>	

- c) partner councils are informed of their liabilities for 2021-2022 in relation to three additional Technical Officers.

<b>Council</b>	<b>Estimated Projected Outturn 2021/22 Tech Officer Income Generation £000</b>	<b>Estimated Projected Outturn 2021/22 Tech Officer Animal Activity £000</b>	<b>Estimated Projected Outturn 2021/22 Gull Control £000</b>
Redditch Borough Council	4	1	
Malvern Hills District Council	3	5	
Worcester City Council	4	2	68
Bromsgrove	4	6	



District Council			
Wychavon District Council	6	11	
Wyre Forest District Council	4	6	
<b>Total</b>	<b>25</b>	<b>31</b>	<b>68</b>

17/21

### **WORCESTERSHIRE REGULATORY SERVICES BUDGETS - 2022/2023 - 2024/2025**

The Executive Director of Resources, Bromsgrove District Council (BDC) and Redditch Borough Council (RBC), introduced the report and in doing so drew Members' attention to the recommendations as detailed on pages 21 to 23 of the main agenda report.

The budget helped each partner authority to set their Medium Term Financial Plan (MTFP).

Members were further informed that the following assumptions had been made in relation to the projections:

- 2% pay award across all staff for 2022/23 – 2024/25. This would be subject to the National Pay Negotiations that were ongoing and therefore the final position would reflect any formally agreed increases, the budget also included any employee entitled to an incremental increase.
- Increase in Rent of £7k.
- Increase in ICT Hosting of £15.5k.
- Increase in Support Hosting of £10k.
- Total partner contributions as detailed at Appendix 2.
- Income projections as included at Appendix 3.
- No inflationary increases in supplies and services, premises or transport.
- Pension back-funding would be paid by all partners.

The unavoidable salary pressures were not able to be met currently by WRS making additional income, therefore, an increase to partner funding would be required, as detailed on page 24 of the main agenda report.

With regard to the changes in rent, ICT and support hosting, it should be noted that officer representatives of each partner authority had met to check and challenge the reasonableness of the proposed increases. The increases were seen as modest increases.

These pressures were not able to be met currently by WRS, therefore, an increase to partner funding would be required, as detailed on page 25 of the main agenda report.

The Executive Director of Resources and the Head of Regulatory Services responded to questions from Members with regard to the revenue budget and partner percentage allocation calculations.

**RECOMMENDED** that partner authorities approve the following for 2022/2023:

- a) the 2022/2023 gross expenditure budget of £3,891k as shown in Appendix 1.
- b) the 2022/2023 income budget of 634k as shown in Appendix 1.
- c) the revenue budget and partner percentage allocations for 2022/2023 onwards:

<b>Council</b>	<b>£'000</b>	<b>Revised %</b>
Bromsgrove District Council	475	14.55
Malvern Hills District Council	418	13.03
Redditch Borough Council	572	17.53
Worcester City Council	540	16.54
Wychavon District	759	23.24
Wyre Forest District Council	493	15.11
<b>Total</b>	<b>3,257</b>	

- d) the additional partner liabilities for 2022/2023 in relation to unavoidable salary pressure:

<b>Council</b>	<b>£'000</b>
Bromsgrove District Council	12
Malvern Hills District Council	11
Redditch Borough Council	14
Worcester City Council	13
Wychavon District Council	19

Wyre Forest District Council	12
<b>Total</b>	<b>81</b>

- e) the additional partner liabilities for 2022/2023 in relation to hosting costs:

<b>Council</b>	<b>Increase in Rent £000</b>	<b>Increase in ICT Hosting £000</b>	<b>Increase in Support Hosting £000</b>
Bromsgrove District Council	1	2	1
Malvern Hills District Council	1	2	1
Redditch Borough Council	1	3	2
Worcester City Council	1	3	2
Wychavon District Council	2	4	2
Wyre Forest District Council	1	2	2
<b>Total</b>	<b>7</b>	<b>16</b>	<b>10</b>

- f) Approve the additional partner liabilities for 2022/23 in relation to three Technical Officers:

<b>Council</b>	<b>Tech Officer Income Generation £000</b>	<b>Tech Officer Animal Activity £000</b>	<b>Tech Officer Gull Control £000</b>
Bromsgrove District Council	5	7	
Malvern Hills District Council	4	10	
Redditch Borough Council	6	2	
Worcester City Council	5	4	70

Wychavon District Council	8	10	
Wyre Forest District Council	5	5	
<b>Total</b>	<b>33</b>	<b>38</b>	<b>70</b>

18/21

### **INFORMATION REPORT - COVID RELATED ACTIVITY**

The Community Environmental Health and Trading Standards Manager, Worcestershire Regulatory Services presented the Board with a detailed information report on Covid related activity.

Members were informed that WRS had been at the heart of the response to the Covid 19 pandemic. Initially, back in March 2020, the then Minister, Matt Hancock designated both Environmental Health Officers and Trading Standards Officers automatically as those responsible for enforcing business restrictions. This continued until July 2021 while controls remained in place under various iterations of regulations made under the Public Health (Control of Disease) Act 1984.

A dedicated team was carved out of the Community Environmental Health division, supplemented with others from around the service to deliver controls on the ground, whilst the Trading Standards team focused its very small resource on scams, which grew massively and the issues around fake and non-compliant PPE entering the market.

As well as this, we embedded a group of Environmental Health Officers in the Local Outbreak Response team, where the skills they had for dealing with outbreaks like TB, Legionella and Food Poisoning, could be put to good use addressing issues that arose on business premises and generally providing support to what was bound to be a relatively inexperienced team built from scratch.

WRS also picked up responsibility for delivering a coordinated Covid Marshal scheme across the County, although given marshal sounds like someone with an enforcement role, we designated them Covid Advisors, to better fit their role. This led onto the service picking up responsibility for delivering “Lost to Follow-up” activity, attempting to contact those infected people who the national NHS Test and Trace service had failed to contact. This led to the service being asked to run the local contact tracing telephone system when Government decided it wanted to start handing responsibility down to local areas and allowing “lost to follow-up” to become directly integrated into this operation.

Finally, we have been able to appoint a part-time communications officer to help report on all of these activities and also to keep our day to day activities in the public eye.

The report covered the following areas in detail:

- Covid Advisors
- Contact Tracing and Lost to Follow Up
- Covid Business Enforcement (including Events and Large Capacity spaces.
- Local Outbreak Response Team.

The Community Environmental Health and Trading Standards Manager, drew Members' attention to the trial for one of the few cases for business non-compliance of the Covid regulations that ended up in Court, as detailed on page 38 of the main agenda report.

Members further referred to the conclusion of the Judge, that the Council was entirely right to issue the prohibition notices, with Members congratulating officers on their hard work.

Councillor E. Stokes, Wychavon District Council, requested that sincere thanks to regulatory services be recorded, for pursuing this case, which officers had tried to resolve before issuing the prohibition notices; and the positive conclusion made by District Judge Strongman. Officers were to be congratulated for their hard work.

The Chairman took the opportunity to express sincere thanks and admiration on behalf of the Board to all WRS officers.

The Head of Regulatory Services responded to questions with regard to the recent bird flu (avian influenza) outbreak and in doing so, highlighted that wild birds were not regulated. There was no requirement or legal duty for district councils to become involved, only if dead birds were found on public land, but that a number of the districts were supporting residents by collecting dead birds for disposal. He added that dead wild waterfowl or other dead wild birds should be reported directly to DEFRA. The Head of Regulatory Services also explained that, when it came to domestic flocks of poultry, Avian influenza was a notifiable disease and therefore fell within the remit of the County Council's Trading Standards service that WRS manages on its behalf. Officers from the Trading Standards team had been involved with two bird flu outbreaks so far this Winter, one of which required some cross border working with Warwickshire County Council's officers. The Trading Standards team were visiting to check on flocks, within the 3 kilometre protection zone and would also have a role in enforcing movement controls in the 10 kilometre surveillance zone.

The work was particularly time consuming and this had meant that everyone in the team was helping.

Public Health England advice remained that avian influenza was primarily a disease of birds and the risk to the general public's health was very low.

**RESOLVED** that the Information Report – Covid related activity be noted, and that Members use the contents of the report in their own reporting back to their respective partner authority.

19/21

**WORCESTERSHIRE REGULATORY SERVICES ACTIVITY & PERFORMANCE DATA - QUARTER 2**

The Head of Regulatory Services presented the Activity and Performance Data for Quarter 2 for 2021/2022; and in doing so highlighted that the Community Environmental Health and Trading Standards Manager, had already covered the services Covid related activities during Agenda Item 7 (Minute No. 18/21).

The Head of Regulatory Services went through some of the key areas as follows:

**ACTIVITY DATA**

The second quarter of 2021/22 saw us leaving the Covid control regime completely with government replacing statutory controls with basic guidance on what business ought to do. Businesses were required to have regard to the advice given because of their responsibilities under the Health and Safety at Work Act 1974 but because the guidance was not statutory guidance under the ACT, officers were limited as to what they could now ask. As highlighted in the preamble above, details of this were covered in the Information Report – Covid related activities.

Quarter 2 saw the formal launch by the Food Standards Agency of its roadmap to restoring the provisions of the current food control regime. A timetable had been set that required councils to address businesses of a particular risk by a particular date, with April 2023 being set as the final date by which all relevant businesses would need to be visited by, (the lowest risk ones being left out of the re-start programme), and a new approach to food law enforcement would be introduced. The Agency was currently running pilots for Food Standards (Trading Standards function in Worcestershire,) and would be talking in more detail to unitary and district councils about a potential new approach in the oncoming months.

The number of health and safety cases recorded by WRS during quarter two was an increase of 30% compared to quarter one. It was also a

notable increase compared to previous years. Approximately 37% of cases were reports of accidents; with 49% relating to injuries where a worker was incapacitated for more than seven days. The remaining cases related to injuries to members of the public, accidents where major injuries were sustained and a single dangerous occurrence. Last year saw an increase in accidents, beginning in quarter 2 and running into quarter 3 before declining into quarter 4.

The number of licensing cases recorded by WRS during quarter two saw an increase of 4% compared to quarter one. A reduction in the number of complaints and enquiries was offset by a 19% increase in the number of applications.

The number of planning enquiries completed by WRS during quarter two saw a reduction of 15% compared to quarter one, but was broadly consistent compared to previous years. Approximately 90% of enquiries were consultations, while 45% related to contaminated land. A fifth of planning enquiries were completed, on a contractual basis, on behalf of other local authorities.

In spite of the high workload, the Technical Services team had recently found time to update its technical guidance note for planning applicants, agents and consultants which ensured that developments were undertaken to the highest standards with regard to environmental protection and the delivery of sustainable and desirable homes across the County.

The number of pollution cases recorded by WRS during quarter two saw an increase of 36% compared to quarter one. It was also a significant increase compared to previous years; but was consistent with seasonal variations. Approximately 35% of the cases related to domestic noise, whilst 26% related to noise from commercial premises (including hospitality premises). A further 14% of the cases related to smoke nuisance and the burning of domestic or commercial waste.

Noise featured strongly again and it now seemed reasonable to conclude that, whilst some noise was new, for example where some pubs were trying out live music for the first time, much of the increase was down to the public having acclimatised to a somewhat quieter environment during the pandemic.

The number of public health cases recorded by WRS during quarter two saw an increase of 13% compared to quarter one. Approximately 60% of the cases related to pest control.

Of the 249 domestic treatments undertaken during quarter two, the largest proportion at 49% were due to the presence of wasps and overall 67% of treatments were in relation to properties located in the Wychavon or Redditch districts.

## **PERFORMANCE**

The non-business customer measure at 63.5%, was significantly down on the last quarter and on the 74% out-turn from last year. Having reviewed the data, the falls had occurred against the questions relating to speed of response and speed of resolution. This was almost certainly linked to the backlog of nuisance work the team dealt with during the summer

In spite of attempts, it had proved impossible to bring in additional staff resource to support this work area as most of the agency Environmental Health resource was already committed to the pandemic response. Officers had explained the reasons for delays but clearly this had had a negative impact on perceptions of the service. Likewise, numbers who felt better equipped to deal with future issues was also down at 60.8%.

Business customer satisfaction remained good at 97.7%.

Overall numbers of compliant and non-compliant food businesses were at 98.6% and 1.4% respectively. This remained good and on a par with previous years. As highlighted previously, the focus currently was on those higher risk businesses that had historically had a low score.

Generally, compliments outnumber complaints by around 3 or 4 to 1 and so far this year there was difference (15:52). In this quarter, one complaint related to an animal licensing inspection of a premise, another related to a food business unhappy at its Food Hygiene rating, and some to the time taken to respond to nuisance issues. However, the other complaints had been about Covid Advisors and mainly the difficult job around establishing if someone was self-isolating when infected. Officers did try to be diplomatic when looking at this but obviously sometimes people got upset at the fact that someone had come to check, although this only occurred from a WRS perspective.

Performance on processing complete driver license renewals was at 100% for all authorities. This was great work by the team. Members should remember that officers were reliant on those applying with providing the required data necessary to process applications.

As ever, the number of defective vehicles found whilst potentially in service was relatively small at 13, which was a small proportion of the total fleet, which post Covid sat at 1435.

Members may have seen recent national press coverage regarding falls in the numbers of licensed drivers and vehicles on the road. Councils across Worcestershire had seen some falls in numbers of vehicles although not to the extent reported elsewhere. Looking back, the fall during the Covid pandemic was probably around 100 vehicles as numbers did fluctuate over time, with some variations between districts.

Staff sickness had increased from 0.9 days per FTE to 1.55 days per FTE cumulative for the year. A very minor IT glitch meant that these figures needed updating but in WRS's case the change had little impact.



The rate of noise complaints against population was 1.08.

The rate of hospitality businesses not upholding the 4 licensing objectives was 6.7%. This was significantly above the previous three years' figures at this point (4.3%, 4.9% and 2.8% respectively.) Whilst one or other district hitting above 8% at this point was not unusual, Redditch had a similar figure in 2020/21, it was unusual for the lowest district to be over 5%. In the previous 3 years this was 3%, 3.6% and 2.4% respectively. This again supported officer's anecdotal view that more premises were trying new things like live music to bring people in, combined with the fact that people had enjoyed the quiet that the pandemic controls had brought to their localities.

Income brought in during the first half of 2021/22 is £163,583, which was significantly up on last year at this point (£131,901). Hopefully this showed that we were starting to see more normality returned in the areas that generated our income streams.

The Technical Services Manager, WRS, responded to questions with regard to Air Quality Management Areas.

The Chairman expressed his sincere thanks to officers for a very informative report.

**RESOLVED** that the Activity and Performance Data Quarter 2 for 2021/2022, be noted and that Members use the contents of the report in their own reporting back to their respective partner authority.

The meeting closed at 5.35 p.m.

Chairman

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**REDDITCH BOROUGH COUNCIL****Executive Committee****11<sup>th</sup> January 2022**

## Release of Covenant

Relevant Portfolio Holder		Councillor Dormer
Portfolio Holder Consulted		
Relevant Head of Service		Claire Felton, Head of Legal, Democratic and Property Services
Report Author	Clare Flanagan Job Title: Principal Solicitor Contact email: clare.flanagan@bromsgroveandredditch.gov.uk Contact Tel: 01527 64252 Extn 3173	
Wards Affected		Astwood Bank and Feckenham Ward
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		An Effective and Sustainable Council
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		
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. RECOMMENDATIONS****That the Executive Committee RESOLVES:-**

- 1) **Authority be delegated to the Head of Legal, Democratic and Property Services to negotiate and finalise terms for the release of covenants attached to LR Title No WR121916 in return for the capital sum as described in Appendix 2; and**

**RECOMMENDS that:-**

- 2) **The Council's budget is augmented by the capital receipt as described in Appendix 2**

**2. BACKGROUND**

- 2.1 The Council sold land adjacent to No 7 Overdale in Astwood Bank to the owner of No 7 back in 2009 (Shown edged Red on Appendix 1).
- 2.2 The sale was subject to restrictive covenants, one of which required the land not to be used other than as domestic garden land for the benefit of an incidental to No 7 Overdale. (Shown edged Blue on Appendix 1), and another which prohibits the owner from dealing in the land independently from No 7.

**REDDITCH BOROUGH COUNCIL****Executive Committee****11<sup>th</sup> January 2022**

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- 2.3 The owner of No 7 Overdale has applied to the Council to have the covenants removed so they can build on the edged red land.
- 2.4 The land adjoins Overdale Park (Shown edged Green on Appendix 1).
- 2.5 The Council's Land & Building Asset Group has considered and supports the request.
- 2.6 The capital sum referred to in Appendix 2 is supported by the Council's Valuer.
- 2.7 Any development of the site will be subject to the owner having to comply with Planning.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The sum set out in Appendix 2 represents a capital receipt for the Council in that amount.

**4. LEGAL IMPLICATIONS**

- 4.1 The releasing of the covenant would give the owner the right to build on the land subject to planning.

**5. STRATEGIC PURPOSES - IMPLICATIONS****Relevant Strategic Purpose**

- 5.1 Supporting Housing Provision within the Borough.

**Climate Change Implications**

- 5.2 None as a direct result of this report.

**6. OTHER IMPLICATIONS****Equalities and Diversity Implications**

- 6.1 None

**Operational Implications**

- 6.2 None

**REDDITCH BOROUGH COUNCIL****Executive Committee****11<sup>th</sup> January 2022**

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**7. RISK MANAGEMENT**

- 7.1 Whilst there is no cost to the Council in entering into an Agreement, as the Council's costs are to be met by the landowner, the capital receipt will be subject to the granting of planning consent.

**8. APPENDICES and BACKGROUND PAPERS**

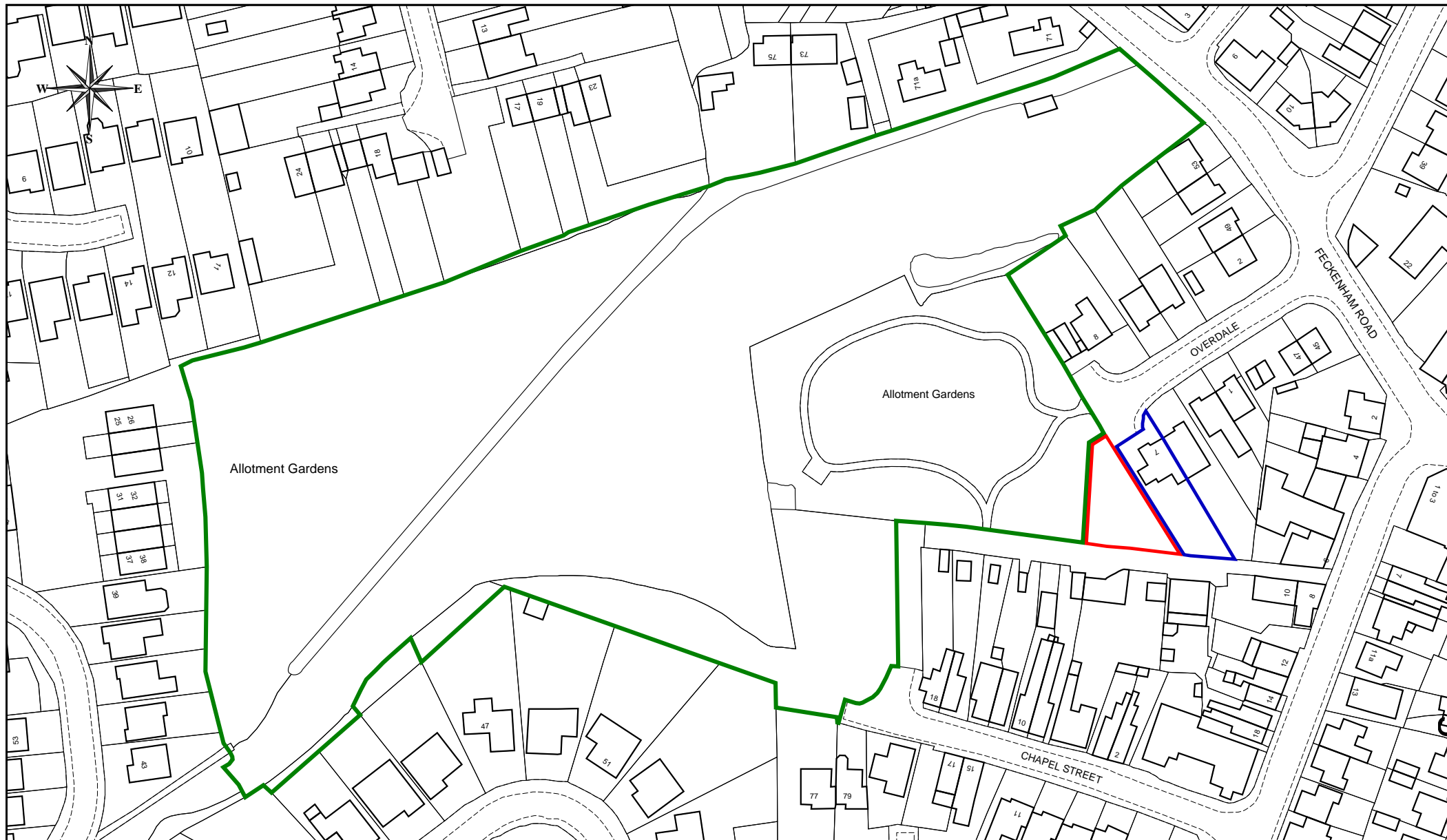
Appendix 1 : Plan

Appendix 2: Exempt information

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Cllr M. Dormer	December 2021
Lead Director / Head of Service	Claire Felton	December 2021
Financial Services	Chris Forrester	December 2021
Legal Services	Clare Flanagan	December 2021

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Project:

**Location Plan**

Drawing:

**Land adjacent to No. 7 Overdale  
Astwood Bank, Redditch**

Drawing No:

**P2244/328**

Drawn: JH

Surveyed: OS

Scale: 1/1,250 @ A4

Date: Nov 2021

**Property Services**

Town Hall  
Walter Stranz Square  
Redditch  
Worcs B98 8AH

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Ordnance Survey 100024257

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
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