



Council

Mon 31 Jan
2022
7.00 pm

Council Chamber,
Redditch Town Hall

REDDITCH BOROUGH COUNCIL



www.redditchbc.gov.uk

**If you have any queries on this agenda please contact
Jess Bayley-Hill**

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GUIDANCE ON FACE-TO-FACE MEETINGS

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 Council meeting, Members are strongly encouraged to take a lateral flow test on the day of the meeting, which can be obtained from the NHS website. Should the test be positive for Covid-19 then the Member must not attend the 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 masks during the Council meeting, unless exempt. Face masks 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 masks 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

The usual process for public speaking at Committee meetings will continue to be followed subject to some adjustments which allow written statements to be read out on behalf of residents and the virtual participation of residents at meetings of Council. Members of the public are encouraged to log in virtually to participate in meetings wherever possible.

Members of the public are also able to access the meeting in person 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 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 masks, to use the hand sanitiser that will be provided and will be required to sit in a socially distance 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.



Council

Monday, 31st January, 2022

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Gareth Prosser (Mayor)	Alex Fogg
	Ann Isherwood (Deputy Mayor)	Andrew Fry
	Salman Akbar	Julian Grubb
	Imran Altaf	Lucy Harrison
	Karen Ashley	Wanda King
	Tom Baker-Price	Anthony Lovell
	Joanne Beecham	Emma Marshall
	Juliet Brunner	Gemma Monaco
	Michael Chalk	Nyear Nazir
	Debbie Chance	Timothy Pearman
	Brandon Clayton	Mike Rouse
	Luke Court	David Thain
	Matthew Dormer	Craig Warhurst
	Aled Evans	Jennifer Wheeler
	Peter Fleming	

1. Welcome

2. Apologies for Absence

3. Declarations of Interest

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

4. Minutes (Pages 1 - 10)

5. Announcements

To consider Announcements under Procedure Rule 10:

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

6. Questions on Notice (Procedure Rule 9)

7. Motions on Notice (Procedure Rule 11)

8. Executive Committee

Executive Committee Minutes - 7th December 2021

- 8.1 Financial Outturn 2020/21 - Housing Revenue Account (Pages 19 - 26)
- 8.2 Mobile Homes Act 2013 - Introduction of Licensing Fees (Pages 27 - 34)

Executive Committee Minutes - 15th December 2021

- 8.3 New Cemetery Provision (Pages 45 - 70)

The background papers for this report have been published in a separate Background Papers Pack.

Executive Committee Minutes - 11th January 2022

- 8.4 Council Tax Empty Home Discount and Premium (Pages 87 - 104)
- 8.5 Independent Remuneration Panel 2022/23 (Pages 105 - 120)

The background paper for this item has been published in a separate Background Papers Pack for the meeting.

- 8.6 Housing Revenue Account (HRA) Rent Setting 2022/23 (Pages 121 - 124)
- 8.7 Fees and Charges 2022/23 (Pages 125 - 162)
- 8.8 Council Tax Base 2022/23 (Pages 163 - 166)
- 8.9 Worcestershire Regulatory Services (WRS) Board - Budget Recommendations (Pages 167 - 180)

8.10 Release of covenants affecting land (Pages 181 - 188)

NOTE: the confidential appendix (Appendix 2) attached for this recommendation has only been made available to Members and relevant Officers. Should Members wish to discuss the content of Appendix 2 in any detail, a decision will be required to exclude the public and press from the meeting on the grounds that exempt information is likely to be divulged, as defined in paragraph 3 of Schedule 12 (a) of Section 100 1 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.

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

9. Urgent Business - Record of Decisions

To note any decisions taken in accordance with the Council’s Urgency Procedure Rules (Part 9, Paragraph 5 and/or Part 10, Paragraph 15 of the Constitution), as specified.

(None to date).

10. Urgent Business - general (if any)

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

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



Council

Monday, 15th November,
2021

MINUTES

Present:

Councillors Gareth Prosser (Mayor), Ann Isherwood (Deputy Mayor), and Councillors Salman Akbar, Imran Altaf, Karen Ashley, Tom Baker-Price, Joanne Beecham, Michael Chalk, Debbie Chance, Brandon Clayton, Luke Court, Matthew Dormer, Aled Evans, Peter Fleming, Andrew Fry, Julian Grubb, Lucy Harrison, Anthony Lovell, Emma Marshall, Gemma Monaco, Nyear Nazir, Timothy Pearman, Mike Rouse, David Thain, Craig Warhurst and Jennifer Wheeler

Officers:

Kevin Dicks and Claire Felton

Senior Democratic Services Officer:

Jess Bayley-Hill

35. WELCOME

The Mayor welcomed all those present to the meeting.

36. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Juliet Brunner, Alex Fogg and Wanda King.

37. DECLARATIONS OF INTEREST

There were no declarations of interest.

38. MINUTES

RESOLVED that

the minutes of the meeting of Council held on Monday 20th September 2021 be approved as a true and correct record and signed by the Mayor.

Chair

39. ANNOUNCEMENTS

The following announcements were made at the meeting:

a) Mayor's Announcements

The Mayor advised that he had attended the Armistice Day commemorations on 11th November at Plymouth Road and the Remembrance Sunday service on 14th November. He thanked Members for the excellent turnout at the event and explained that it had been well organised. The Mayor had also attended two poppy appeals in the Kingfisher Shopping Centre held during November.

In addition, the Mayor advised that since the previous meeting of Council, he had attended the Mayor's Civic Service in Alcester, Warwickshire. The Mayor had also attended the opening of the Business and IP Centre (BIPC) at Redditch Library.

b) The Leader's Announcements

The Leader announced that Councillors Brandon Clayton and David Thain were standing down from the Executive Committee. He thanked them both for their hard work as Portfolio Holders.

Council was advised of the following additional changes with respect to the membership of the Executive Committee:

- Councillor Joanne Beecham was being appointed to the Executive Committee as the Portfolio Holder for Leisure.
- Councillor Aled Evans was being appointed to the Executive Committee as Portfolio Holder for Environmental Services.
- Councillor Mike Rouse was being appointed Portfolio Holder for Finance and Enabling Services.

Members were also asked to note the following changes to the Conservative Group's appointments to various Committees. These did not change the political balance at the Council.

- Audit, Governance and Standards Committee – Councillor David Thain was replacing Councillor Aled Evans on the Committee.
- Crime and Disorder Scrutiny Panel – Councillor Emma Marshall was replacing Councillor Joanne Beecham on the Panel.

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- Overview and Scrutiny Committee – Councillor Brandon Clayton was replacing Councillor Joanne Beecham on the Committee.
- Planning Committee – Councillors Anthony Lovell, Emma Marshall and David Thain were being appointed as additional named substitutes on the Committee.
- Shareholders Committee – Councillor Alex Fogg was replacing Councillor Joanne Beecham on the Committee.

c) The Chief Executive's Announcements

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

40. QUESTIONS ON NOTICE (PROCEDURE RULE 9)

There were no Questions on Notice on this occasion.

41. MOTIONS ON NOTICE (PROCEDURE RULE 11)

Armed Forces

Councillor Tom Baker-Price proposed a Motion in respect of the support available from the Council to the armed forces, their families and service veterans. This Motion was seconded by Councillor Julian Grubb.

In proposing the Motion, Councillor Baker-Price reminded Members that the Council had signed up to the Armed Forces Covenant in 2012. In signing up to this covenant, the Council was promising to treat armed forces personnel, their families and veterans fairly. The actions proposed in the Motion highlighted how the Council could address this responsibility. Under the proposed Motion, staff who were in the reserve forces would be treated fairly. It also recognised that members of staff with family in the armed forces might require additional support. Redditch Borough Council already had a range of flexible working arrangements in place, but the proposed actions would enhance these arrangements in order to meet the specific needs of armed forces personnel, their families and veterans. By signing up to the Motion, the Council would show leadership, particularly if action was taken to achieve the bronze award under the Defence Employer Recognition Scheme.

A career in the armed forces was incredibly diverse, with armed forces personnel serving in areas such as UN peace keeping missions, counterterrorism and defence. However, the experiences of armed forces personnel could be traumatic or could be difficult to transition from so additional support was needed. The actions proposed in the Motion had already been agreed by other local

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authorities. Councillor Baker-Price concluded by urging other Members to continue to raise the issue of support for the armed forces to ensure that action was taken.

In seconding the Motion, Councillor Grubb commented that he was proud to support the Motion. Councillor Grubb was the Council's Armed Forces Champion and he recognised that action to support the armed forces was important. Many of the actions detailed in the Motion were aspirational. However, if the Council made a start on some of the actions, this would create a good foundation on which to build further support in future.

Following the presentation of the Motion, Members discussed the subject in detail. There was general agreement amongst Members that the Motion addressed an important issue. Members acknowledged that veterans often faced challenges, including with securing housing and alternative employment, once they left the armed forces and needed additional support. In addition, Members commented that there was already a significant amount of support for the armed forces in Redditch, as demonstrated by the turnout of Members and the public at the recent local Remembrance Sunday commemorations.

During consideration of this item, the Leader advised Members about the action that was already taken by the Council to support the armed forces, including reservists, family members and veterans. This included:

- Flying the Armed Forces Flag for Armed Forces Day. In 2021 the Armed Forces Flag was flown from Monday 21st June through to Armed Forces Day on Saturday 26th June. In 2022, Armed Forces Day would be Saturday 25th June, so the Council would fly the flag from Monday 20th June. Members were asked to note that the flag would be flown on the front of the building and not on top of the Town Hall, where the Union Flag had to take precedence.
- Under the Council's Housing Allocations Policy, the Council considered persons in the armed forces as having been resident in the UK for the purposes of applying for social housing and they were eligible to join Redditch Homes without the need for a local connection. The Council also took into account any medical conditions arising from time served in the armed forces when considering high medical need or disability banding. This included Members or former members of the armed forces who were suffering with a severe and enduring mental illness or disorder where the medical condition would be significantly improved by a move to alternative accommodation. The financial resources available to an armed forces veteran were disregarded when assessing their

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financial resources to support their housing needs, in cases where the financial settlement was received as compensation for an injury or disability sustained on active service.

- Redditch Borough Council supported training commitments and time off for staff who volunteered in non regular forces.

Members were informed that the Council welcomed this opportunity to demonstrate the authority's continued commitment to the armed forces community within Redditch. In line with the proposed Motion, the Council would explore the opportunities that working with the Career Transition Partnership might present, particularly in relation to the promotion of vacancies. The Council would also engage with the Defence Employer Recognition Scheme with a view to gaining a bronze award whilst maintaining an ambition to achieve a gold award in the future.

The Council would commit to reviewing the existing Service in Non Regular Forces policy with a view to ensuring it remained fit for purpose, particularly in relation to the granting of leave. Members were asked to note that, through this policy, the Council supported training commitments and time off for staff who volunteered in the non-regular forces.

The authority would aim to exploit the opportunities these engagement activities would provide, to ensure, wherever possible, that members of the armed forces community were supported to achieve the best possible outcomes.

RESOLVED that

this Council reaffirms its commitment to ensure that members of the armed forces community should not face any disadvantages in accessing public services and worse outcomes than those who have not served. To achieve this purpose council believes that Redditch Borough council should aim to:

- **Support the employment of veterans young and old and working with the Career Transition Partnership in order to establish a tailored employment pathway for Service Leavers by sending through details of all vacancies and Career Tasters that are available and through a Guaranteed Interview Scheme for Veterans;**
- **Support the employment of Service spouses and partners;**
- **Endeavour to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment through a publicly accessible flexible working policy;**

- **Support Council employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible through a publicly accessible Reservists Policy;**
- **Offer support to local cadet units, either in our local community or in local schools, where possible;**
- **Participate actively in Armed Forces Day by flying the flag from the Town Hall during the preceding week and publicising it to staff and partners.**
- **Gain at least a bronze award from the defence employer recognition scheme with ambitions to achieve gold.**
- **Encourage local businesses to join the defence employer recognition scheme.**
- **Consider how through procurement the council can encourage suppliers to support the armed forces community.**

42. EXECUTIVE COMMITTEE

Local Development Scheme

The Leader advised that the report in respect of the Local Development Scheme updated Members on the progress that had been made with the Local Plan review. A timetable had been included together with information about a Statement of Common Ground with Solihull Metropolitan Borough Council.

Church Green Conservation Area Adoption

The Church Green Conservation Area Report detailed proposals with respect to the conservation area. Members welcomed the proposals, which celebrated the town's heritage, as well as the proposal to extend the conservation area to include properties located on Alcester Street. Whilst the report highlighted that the conservation area had an "at risk" status, members were advised that this would help the Council to apply for grant funding that could be used to the benefit of the conservation area.

During consideration of this item, reference was made to the consultation process that had been undertaken with respect to this report. Members expressed some disappointment in the relatively low number of responses that had been received in this consultation process. However, the feedback that had been received indicated that the proposals had received a favourable response from local stakeholders.

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday 26th October 2021 be received and all recommendations adopted.

43. REGULATORY COMMITTEES

Licensing Committee Recommendation – Gambling Act 2005 – Review of Statement of Principles

The Chair of the Licensing Committee, Councillor Salman Akbar, presented a recommendation on the subject of the review of the Statement of Principles under the Gambling Act 2005, which had been discussed at a meeting of the Committee held on 8th November 2021. Members were advised that, under the terms of the legislation, the Statement of Principles had to be reviewed by the Council every three years. The latest review needed to be completed by the end of 2021. The revised Statement of Principles had been amended slightly but there were no significant changes.

RESOLVED that

the Revised Draft Statement of Principles be approved and published.

44. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND PRELIMINARY STAGE BOUNDARY REVIEW FOR REDDITCH - COUNCIL SIZE SUBMISSION

The Leader presented a report on the subject of the Local Government Boundary Commission for England Preliminary Stage Boundary Review for Redditch – Council Size Submission. Members were informed that this report had been discussed at a meeting of the Electoral Matters Committee held on Monday 18th October 2021. The main focus of the report was on the future size of the Council and, in considering this matter, the Committee had taken into account Members' aim to ensure that all wards were represented by three Councillors. The Committee had concluded by proposing that there should be 27 Councillors, who would represent 9 wards, at Redditch Borough Council.

Members subsequently discussed the report in detail and in so doing highlighted the following points:

- The previous reviews of the size of the Council undertaken by the Boundary Commission in 1983 and 2004, which had concluded on each occasion that the Council should have 29 Councillors.

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- The benefits arising from having wards represented by more than one Councillor. Members commented that this approach enabled Councillors to share the workload with colleagues.
- The discussions that had been held at the Electoral Matters Committee about the potential for the Council to have either 27 or 30 Councillors in total, both of which would result in wards represented by three Members.
- The potential risks arising from having an even number of Councillors in total, particularly if at a future date the elections resulted in an equal number of Councillors being elected to represent two or more political groups.
- The information provided by Worcestershire County Council, which indicated that no population growth was anticipated in the Borough over the following 20 years. Members questioned the basis on which this conclusion had been reached by Worcestershire County Council and commented that housing growth in the Borough would potentially impact on the size of the local population.
- The system of elections by thirds used in Redditch and the extent to which it would be preferable to move to a system whereby elections were held every four years. On the one hand, it was suggested that a system of elections by thirds caused disruption to the democratic process each year and resulted in higher financial costs to the Council than elections every four years. On the other hand, Members commented that a system of elections by thirds enabled Councillors to keep in touch with local issues on a yearly basis.
- The potential to maintain distinct identities for each of the wards at the following stage of the review process.

RESOLVED that

Council put forward the Council Size Submission to the Local Government Boundary Commission for England, including a proposal for there to be a total of 27 Councillors at Redditch Borough Council.

45. URGENT BUSINESS - RECORD OF DECISIONS

Members were informed that there had been two urgent decisions since the previous Council meeting, on the subjects of the Worcestershire Business Rates Pool and extra funding for the Waste Collection Service. These decisions were not subject to debate.

46. URGENT BUSINESS - GENERAL (IF ANY)

Council was informed that, as a consequence of the changes to Committee appointments, detailed during the Leader's

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Announcements under Minute Item no. 39, there was a need for decisions to be taken regarding a small number of appointments. These decisions needed to be taken as urgent business to ensure that Committee meetings and Outside Body meetings could proceed effectively in line with constitutional requirements prior to the next scheduled meeting of Council.

Shareholders Committee

Members were advised that following the change to the membership of the Shareholders Committee, a vacancy had arisen for the position of Vice Chair of the Committee. Councillor Alex Fogg was nominated for the position of Vice Chair of the Shareholders Committee for the remainder of the 2021/22 municipal year. There were no other nominations.

Outside Body Appointment – Waste Management Board

Clarification was provided that the Council was required to nominate the relevant Portfolio Holder to serve as the authority's representative on the Waste Management Board in an ex officio capacity. For this reason, it was proposed that Councillor Aled Evans should be appointed to the Waste Management Board, replacing Councillor Brandon Clayton.

RESOLVED that

- 1) Councillor Alex Fogg be appointed Vice Chair of the Shareholders Committee for the remainder of the 2021/22 municipal year; and**
- 2) Councillor Aled Evans be appointed as the Council's lead Member on the Waste Management Board.**

The Meeting commenced at 7.00 pm
and closed at 7.51 pm

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Executive Committee

Tuesday, 7th December,
2021

MINUTES

Present:

Councillor Matthew Dormer (Chair), and Councillors Joanne Beecham, Aled Evans, Peter Fleming, Anthony Lovell, Nyear Nazir, Mike Rouse and Craig Warhurst

Officers:

Kevin Dicks, Claire Felton, Sue Hanley, James Howse and Steve Shammon

Principal Democratic Services Officer:

Jess Bayley-Hill

36. APOLOGIES

An apology for absence was received on behalf of Councillor Gemma Monaco.

During consideration of Minute Item No. 41, the Chair was called out of the meeting to attend an emergency incident. In the absence of both the Chair and the Vice Chair, Councillor Mike Rouse was nominated to Chair the rest of the meeting.

37. DECLARATIONS OF INTEREST

There were no declarations of interest.

38. LEADER'S ANNOUNCEMENTS

The Leader explained that Minute Item No. 40 – the Financial Outturn Report for the Housing Revenue Account (HRA) 2020/21 – had been pre-scrutinised at a meeting of the Budget Scrutiny Working Group held on 6th December 2021. However, no recommendations had been made by the group on the subject of the report.

Chair

39. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 26th October 2021 be approved as a true and correct record and signed by the Chair.

40. FINANCIAL OUTTURN 2020/21 - HOUSING REVENUE ACCOUNT

The Executive Director for Resources presented the Financial Outturn Report 2020/21 for the Housing Revenue Account (HRA).

The Committee was informed that the HRA had been underspent during the year by £1.9 million. There were a number of reasons for this underspend, which were mainly related to the impact of the Covid-19 pandemic. This included a reduction in expenditure on Repairs and Maintenance during the various lockdowns. However, it was anticipated that the work that had not been delivered during this period would be undertaken during the 2021/22 financial year.

During consideration of this item, Members were asked to note that there had been a typographical error in the recommendation listed in the report. The housing rents capital budget would need to increase by £465,000, rather than £436,000. Furthermore, this would involve a process of reallocation, or the virement of funding, within the overall HRA capital budget rather than an increase to the budget.

Following the presentation of the report, the Portfolio Holder for Housing and Procurement explained that the proposed reallocation of £465,000 in the HRA capital budget would help to support the roll out of the Council's new Housing IT system. The new Housing IT system would be replacing the Saffron system that was still being used by the Council but which was not considered to be modern software. The new system would be introduced in a context of significant change within the Housing Department, following a staff restructure and at a time when rent arrears were increasing due to the impact of the Covid-19 pandemic on tenants' personal finances. Training would be provided to staff to enable them to make best use of the new IT system as soon as possible.

The Portfolio Holder for Finance and Enabling also commented specifically on the report. Members were asked to note that the funding for the £465,000 that would be reallocated to support the Housing IT system would be provided from the HRA and would not impact on the general fund position.

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Reference was made to the backlog in terms of the work of the Repairs and Maintenance team, arising due to the impact of the Covid-19 pandemic, and questions were raised about how this work could be addressed in a timely manner. The Committee was advised that external contractors would be procured to help clear the backlog, although the Council's Repairs and Maintenance team would continue to undertake work and would be prioritising particular jobs for completion over forthcoming months.

RESOLVED that

- 1) **the outturn financial position (subject to audit) in relation to the HRA revenue and capital budgets for the year April 2020 – March 2021 as detailed in the report be noted; and**

RECOMMENDED that

- 2) **a total of £465,000 be reallocated in the Housing Rents Capital Budget to the Housing System Capital Budget.**

41. MEDIUM TERM FINANCIAL PLAN 2022/23 TO 2024/25 UPDATE

The Executive Director of Resources provided an update on the preparation of the Medium Term Financial Plan 2022/23 to 2024/25.

The Committee was informed that unfortunately there were challenges in terms of the Council's balances moving through the three year period of the plan. The plan would therefore need to focus on increasing balances during the period. There were also budget pressures arising from both pay related and non-pay related increases in inflation which represented a risk to the budget. Officers were proposing that the Council should increase Council Tax by £5 in 2022/23 and this would be built into assumptions when developing the plan. There were further options available to the Council to help balance the budget and these would be explored further over the following months.

Following the presentation of the report, the Portfolio Holder for Finance and Enabling explained that the presentation provided a useful update on the position of the Council in the budget preparation process and ensured that there was transparency in this process. Members were asked to note that the Executive Committee would be required to make some difficult decisions in order to achieve a balanced budget. The Council would also need to prioritise action that could be taken to increase the authority's balances. Unfortunately, there remained a lot of uncertainty about local government finances and this made it difficult to prepare a budget. Council Tax remained a significant contributor to local authority finances and it was important to try to increase the Council

Tax base in respect of Band D properties and above, as this would have a positive impact on the budget moving forward.

The update was subsequently discussed by Members and concerns were raised about the potential impact that inflation could have on the Council's budget. The Committee was advised that the proposed increase of £5 to Council Tax was at the maximum level by which an increase could occur without the requirement for a local referendum to take place. However, this increase would not be sufficient to cover the impact of increases in inflation, which were particularly likely to have implications in respect of income from fees and charges. Therefore, inflation was a risk to the Council which would need to be managed.

RESOLVED that

the report be noted.

42. OVERVIEW AND SCRUTINY COMMITTEE

Officers confirmed that there were no outstanding recommendations from the Overview and Scrutiny Committee meeting held on 21st October 2021 for the Executive Committee's consideration.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 21st October 2021 be noted.

43. MOBILE HOMES ACT 2013 - INTRODUCTION OF LICENSING FEES

The Private Sector Housing Manager presented a report on the subject of the introduction of licensing fees under the Mobile Homes Act 2013.

Members were informed that the Mobile Homes Act 2013 introduced the potential for Councils to charge licensing fees to cover the costs of various activities associated with site inspections, including an annual site inspection. Inspections were undertaken to ensure that there was compliance with required standards. The legislation also permitted Councils to serve notice, which previously could only be undertaken following court action.

There were no mobile home sites in the Borough on the date of the meeting. However, Officers were aware of 10 applications having been submitted to the planning department relating to mobile home sites. The introduction of licensing fees for mobile home sites

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would ensure that there would be a clear framework in place prior to the introduction of any such sites.

Following the presentation of the report, Members discussed the potential for mobile home sites to be introduced in the Borough. Officers clarified that the sites that were the subject of the Council's planning process could involve single units or a collection of units at one site.

The Portfolio Holder for Housing and Procurement explained that the proposed licensing fees had been suggested at a level that would cover costs but which would not be punitive. There would be a fine of £5,000 in cases where non-compliance was identified.

RECOMMENDED that

- 1) the Mobile Home Fee Structure is approved and implemented to all relevant sites throughout Redditch Borough and reviewed on an annual basis; and**
- 2) the recovery of expenses through enforcement action is approved and implemented to all relevant sites throughout the Borough.**

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

Officers confirmed that there were no referrals from either the Overview and Scrutiny Committee or the Executive Advisory Panels on this occasion.

45. ADVISORY PANELS - UPDATE REPORT

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

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

Members were advised that a meeting of the Climate Change Cross Party Working Group was scheduled to take place in January 2022.

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

Officers confirmed that a meeting of the group was due to take place on 3rd March 2022.

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

Councillor Nazir explained that a meeting of the Corporate Parenting Board had taken place on 23rd November 2021. During the meeting, the Board had received a presentation on the subject of Worcestershire Children First and the Board's pledges to looked after children and care leavers. Members were advised that the Board had been keen for district Councils to sign up to the pledges.

Clarification was provided that the pledges were as detailed below:

- We will ensure that your voice is heard and that you are involved in decisions about your life.
- We will ensure that you have a safe, secure and stable home in which to live.
- We will help you stay in touch with your family, friends and anyone else who is important to you.
- As your corporate parent, we will celebrate your progress and achievements.
- We will make sure you are offered a health assessment and help you to access services that keep you healthy.
- We will support your lifelong learning and developing independence through ensuring you can have access to education, training and work experience.
- We will help you to build trusting relationships with key people in your life.

Members commented that these pledges were very important and would in principle receive the support of the Executive Committee. However, it was suggested that it would be more appropriate for a decision to be taken in respect of this matter through the submission of a Motion on Notice on this subject for consideration at a forthcoming meeting of Council.

At the meeting of the Board held on 23rd November, a presentation had also been delivered on the subject of the new Kick Start Scheme. Worcestershire Children First had created a new administrator post which looked after children could apply for. In addition, the Board had received an update in respect of the shortages in terms of trained foster carers in Worcestershire. Attempts were being made to recruit more trained foster carers in the county.

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

Officers confirmed that a meeting of the Member Support Steering Group was due to take place in February 2022.

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

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

The Meeting commenced at 6.30 pm
and closed at 7.12 pm

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Executive Committee
20217th December**Housing Revenue Account Outturn 2020/21**

Relevant Portfolio Holder	Councillors Mike Rouse and Craig Warhurst
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	
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.	

1. RECOMMENDATIONS**The Executive Committee RESOLVE that:-**

- 1) To note the outturn financial position (subject to audit) in relation to the HRA revenue and capital budgets for the year April 2020 – March 2021 as detailed in the report.**

The Executive committee RECOMMEND that:-

- 2) The housing system capital budget be increased by £465k**

2. BACKGROUND

The purpose of this report is to set out the revenue and capital outturn position for the Housing Revenue Account (HRA) for the financial year April 2020 – March 2021.

3. FINANCIAL IMPLICATIONS

- 3.1 This report provides details of the revenue and capital outturn position of the HRA for 2020/21 and performance against budget.
- 3.2 Table 1 below sets out the revenue outturn position compared to budget (and prior year).

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20217th December3.3 **Table 1: HRA Outturn 2020/21**

HRA OUTTURN 2020/21	2019/20	2020/21	2020/21	2020/21
	Actuals	Budget	Actuals	Variance
	£000's	£000's	£000's	£000's
<u>Expenditure</u>				
Repairs & Maintenance	6,275	6,038	4,682	-1,356
Supervision & Management	8,292	7,491	6,840	-651
Rents, Rates, Taxes and other charges	172	294	61	-233
Depreciation, impairments and revaluation losses, and interest payable / debt costs	10,132	9,894	10,044	150
Allowance for bad debts	88	182	184	2
Total Expenditure	24,959	23,899	21,811	-2,088
<u>Income</u>				
Dwelling rents	-22,983	-23,083	-22,931	152
Non-dwelling rents	-541	-537	-541	-4
Charges for services and facilities	-630	-667	-650	17
Contributions towards expenditure	-154	-44	-59	-15
Capitalisation of System Implementation Team	-79	0	0	0
Total Income	-24,387	-24,331	-24,181	150
Net Expenditure or Income of HRA Services				
	572	-432	-2,370	--1,938
HRA Services Share of Corporate & Democratic Core	682	758	650	-108
Net Expenditure of HRA Services	1,254	326	-1,720	-2,046
HRA Interest and Investment Income	-143	-118	-3	115
Deficit (Surplus) for Year on HRA Services	1,111	208	-1,723	-1,931

3.4 The above table shows that the HRA budget of £208k deficit was underspend by £1,931k at an Outturn position of £1,723k surplus.

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3.5 The main variations against budget were as follows:

- The Repairs & Maintenance budget was underspent significantly by £1,356k due largely to Covid-19 and the associated operational impact on the schedule of maintenance. During large parts of the year, access to properties was restricted by Covid-19 measures imposed nationally. Responsive Repairs is a budget subheading that has been significantly impacted by Covid restrictions with a budget underspend of £637K (outturn £1.37m). The year outturn is considerably lower than the previous year's outturn of £3.09m. Similarly, Covid has impacted on work schedules, and this has resulted in underspend within the budget subheadings of Equipment & Adaptations (£137k), Planned Repairs (£124K), Void Repairs (£243k) and Service charge eligible works (£225k).
- Supervision & Management budgets were underspend by £651k. Within this the largest underspends were within the budget subheadings of Policy & Management (£160k), Housing Locality (£293K) and Communal Services (£159K). The underspend within Housing locality is mainly due to vacancies that remained unfilled while the restructure of the team was taking place.
- Rents, Rates, Taxes and other charges were under budget by £233k due mainly due to a reduction in insurance provision for the year.
- Depreciation, impairments and revaluation losses, and interest payable costs were up by £150k against budget due to small increase in depreciation for dwellings (£15k) and Garages (£25K), Deprecation charge for vehicles of £104k was not budgeted (this is because vehicles leased were previously "off balance sheet")
- Dwelling rent income were below budget by £152k which represents less than 0.7% of budget.

3.6 It should be noted that the above position is subject to audit.

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- 3.7 It should also be emphasised that the notional underspend reported above does not represent a real savings in resources over the medium term, but rather a change in the profile of required spend from 2020/21 to future years, particularly in relation to repairs and maintenance where operationally there will be a need to 'catch up' on outstanding work. That is to say that the underspend represents a delay in spend rather than a saving.
- 3.8 As a consequence of 3.10, and as part of the preparations for the audit of the HRA accounts, further work will be undertaken to establish how much of the £1.773 million underspend should be set aside as an earmarked reserve.
- 3.9 Table 2 below sets out the capital outturn position compared to budget.

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3.10 Table 2: HRA Capital Budget Outturn

Capital Scheme	2021/22 Budget	2020/21 Outturn	Variance
	£000's	£000's	£000's
Housing 1-4-1 purchases	3,200	2,823	377
Kitchen renewals	180	0	180
Catch up repairs	0	4	-4
Asbestos general	400	170	230
Structural repairs	30	38	-8
Electrical upgrades	888	527	361
Boiler replacements	0	43	-43
Upgrade of central heating systems	416	287	129
Window replacements	100	6	94
Disabled adaptations	700	72	628
Environmental enhancements	350	245	105
Fra works	0	383	-383
Stock condition survey	0	69	-69
Housing management it system	469	281	188
HRA external painting	0	79	-79
Capital salaries	300	433	-133
Door entry/CCTV installations	72	11	61
HRA hard wire smoke detector installs	378	136	242
HRA bin stores	200	56	144
Bathroom renewals	105	0	105
General roofing	270	0	270
Balcony replacements	150	0	150
Water supply	50	0	50
HRA electric heating	42	0	42
HRA electric catch up works	624	0	624
HRA door renewals	20	0	20
HRA damp & mould	38	0	38
HRA fire safety	82	0	82
HRA property purchase works	270	23	247
HRA compartmentation works	1,800	0	1,800
Major voids works	0	21	-21
Fencing renewals	90	0	90
Total	11,224	5,707	5,517

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- 3.11 The main variations against budget were driven by the impact of covid. As operatives were unable to undertake works this year, these are not savings rather the works will need to be reprofiled moving forwards.

New Housing system update

- 3.12 Significant progress has been made with regards to the implementation of the new Civica CX housing system this year despite the impact of covid. As the project has been going forwards several new costs have been identified which will need to be incurred to ensure the successful delivery of the project. Working with Civica, T1 and internal officers the housing project board recommends an increase in the capital budget of £465k to ensure the successful delivery of the programme.
- 3.13 These costs are being driven by a desire to increase the functionality of the system being implemented and improve its integration with e wider organisation as well as a planned delay in go live requiring additional licensing costs to be paid to Civica to maintain the current system arrangements.
- 3.14 It should be noted that this capital spend is within the overall capital spend allocation for the HRA in the current year and that further information (regarding the schedule of the spend and the benefits of this project spend) will be set out in the 22/23 Budget and Medium Term Financial Plan (including Capital Programme) Report.

4. LEGAL IMPLICATIONS

No legal implications have been identified.

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

- 5.1 This relates most closely to the strategic purpose: 'Help me find somewhere to live in my locality'.

Climate Change Implications

- 5.2 No climate change implications were identified.

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

- 6.1 No equalities and diversity implications were identified.

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- 6.2 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.

7. RISK MANAGEMENT

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

8. APPENDICES and BACKGROUND PAPERS

None

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Portfolio Holder for Finance and Enabling	November 2021
Lead Director / Head of Service	Director of Resources	November 2021
Financial Services	Head of Financial and Customer Services	November 2021

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Mobile Homes Act 2013 – Introduction of Licensing Fees

Relevant Portfolio Holder	Cllr Craig Warhurst
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Report Author	Job Title: Private Sector Housing Officer Contact email: k.sharp-fisher@bromsgroveandredditch.gov.uk Contact Tel: 01527 881437
Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	Run and Grow a Successful Business 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 RECOMMEND that:-**

- 1) The Mobile Home Fee Structure is approved and implemented to all relevant sites throughout Redditch Borough and reviewed on an annual basis.**
- 2) The recovery of expenses through enforcement action is approved and implemented to all relevant sites throughout the Borough.**

2. BACKGROUND

- 2.1 The Mobile Homes Act 2013 came into force on 1st April 2014 and was introduced as an addendum to the Caravan Sites and Control of Development Act 1960 and applies to caravan sites typically known as residential parks, mobile home sites or caravan sites.
- 2.2 Caravan sites must have received planning permission prior to a caravan site licence being granted as determined under the Caravan Sites and Control of Development Act 1960 (as amended).
- 2.3 There are currently no licensable sites within Redditch Borough. Officers are however aware of a number of locations that are currently with the Planning Officer for determination of either new site development applications or investigation for retrospective planning consent. Sites that are granted development permission will subsequently require licencing unless they are exempted from licencing requirements. A Local

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Authority may charge for Site Licencing applications, annual site inspections and enforcement subject to formal adoption of a relevant Policy.

- 2.4 There is currently no provision to charge for such elements of work. It is proposed that Redditch Borough Council charge fees from January 2022 in accordance with the following proposals

Proposed Fee Structure

- 2.5 The fees and charges set will aim to achieve the full cost recovery of providing the service. Potential enforcement costs will be recovered separately. The fees generated by the Mobile Homes Act 2013 are not designed to include investigation of harassment or matters not related to the site licence, these should be dealt with through Residents Associations or other appropriate channels.
- 2.6 Fees must be transparent and reasonable and should fairly cover costs incurred deliver the function. The proposed fee structure has been developed in line with DCLG 'A Guide for local Authorities on Setting Fees'. If approved the fees and charges will be reviewed annually in line with the corporate fees and charges policy. Fees are non-refundable if the application is refused or withdrawn.
- 2.7 It is proposed that a standard fee would be introduced for each element of work as detailed within the following table (Table 1). For costing detail see Appendix A – Assessment of Costs)

Table 1

Fee Type	Proposed Fee amount
Register of Site Rules	£99.17
New Site License Application Fee	£326.67
Licence Amendment Application Fee	£256.67
Transfer of Licence Fee	£186.67

- 2.8 There is no time limit to the Site License; therefore the above situations will arise on an ad-hoc basis.

Annual Inspections Fee

- 2.9 Officers have taken account of the guidance and propose adoption of a 'banded' fee structure. It is considered to offer transparency and fairness to both residents and site owners and reflects actual inspection costs based on existing experiences. Where a Site Owner refuses to pay the fee this may result in the Local Authority referring the case to the First Tier Tribunal

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(Property Chamber) for the recovery of the charge and potential revocation of the Site License.

2.10 The Mobile Homes Act 2013 does allow the Local Authority to exempt certain sites from charging for licensing functions. It is proposed that small sites with single units are exempt as they are low risk and tend to be owner occupied sites where no business interest or third party duty exists. The cost of an inspection is outweighed by the cost of administering any charges. Where single unit sites are privately rented however it is proposed that these will be included into the annual site license inspection regime and charged at the Band A rate.

2.11 Table 2 indicates the bandings and charges for the annual inspections.

Table 2

Annual Site Fee (per number of sites)	Annual Site Fee
Band A (2-10 Units)	£256.67
Band B (11-30 units)	£274.17
Band C (31-70 units)	£385.00
Band D (71-100+ units)	£420.00

Enforcement

2.12 When issued, a site licence includes Site Licence Conditions based upon the national Models Standards. Non-compliance issues are currently difficult to pursue as the only available enforcement tool is prosecution for non-compliance. This does not however ensure that any necessary works are completed. The Mobile Homes Act 2013 provides the Local Authority with additional enforcement tools to tackle site owners over non-compliance issues. The Act has introduced the ability to serve compliance notices detailing breaches and for recovery of enforcement costs. Non-Compliance with the notice may result in a potential fine of up to £5,000.

2.13 Charges for enforcement costs cannot be passed onto the residents pitch fees.

3. FINANCIAL IMPLICATIONS

3.1 Currently the Local Authority cannot levy charges for these functions. The proposals will enable recovery of a substantial portion of service costs where these arise.

4. LEGAL IMPLICATIONS

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- 4.1 The Local Authority has taken into consideration and ensured compliance with the following legislation and guidance: -
- Mobile Homes Act 2013,
 - Caravan Site and Control of Development Act 1960
 - DCLG Mobile Homes Act 2013
 - 'A guide for Local Authorities on Setting Fees'
 - The Mobile Homes (Site Rules) (England) Regulations 2014
 - Mobile Homes (Site Licensing) (England) Regulations 2014

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

- 5.1 The introduction of charging for annual inspections to mobile home sites enables the local authority to meet its community priority of 'Supporting the delivery of appropriate housing for the Borough'. Sites regularly are able to be regularly inspected and compliance with model standards monitored and maintained in order to ensure the safety of residents and visitors to mobile home sites throughout the Borough. Regularly inspecting sites also ensure that site owners are supported in their business by maintaining compliance with Legislation.

Climate Change Implications

- 5.2 It has been determined that there are no climate change implications.

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

- 6.1 It has been determined that there are no direct diversity or equality implications associated with the introduction of license fees.

Operational Implications

- 6.2 The option to not charge fees has been considered, however the functions are still required to be performed. There is no additional demand upon internal IT systems above what is provided currently.

7. RISK MANAGEMENT

Risk	Consequence	Controls
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Increased number of challenges relating to the introduction of site license fees	Increased officer time dealing with challenges relating to the introduction of annual inspection fees	The charges structure is based upon and in line with the guidance.
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APPENDICES**8. APPENDICES and BACKGROUND PAPERS**

- Appendix A – Assessment of costs
- Caravan Sites Control of Development Act 1960
- Mobile Homes Act 2013
- DCLG Mobile Homes Act 2013 'A guide for Local Authorities on Setting Fees'
- The Mobile Homes (Site Rules) (England) Regulations 2014
- Mobile Homes (Site Licensing) (England) Regulations 2014

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder		
Lead Director / Head of Service		
Financial Services		
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		

Appendix A – Assessment of Costs

	New Site License Application Fee	Licence Amendment Application Fee	Transfer of Licence Fee	Annual Site Fee				park home rules
				Band A(2-10 Units)	Band B (11-30 units)	Band C (31-70 units)	Band D (71-100+ units)	
	Time (mins)							
Initial enquiries	20	20	20	0	0		0	10
Letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;	60	30	30	30	30	30	30	30
Sending out forms;	10	10	10	0	0	0	0	
Updating hard files/ computer systems;	30	10	10	10	10	10	10	10
Processing the licensing fee;	20	20	20	20	20	20	20	20
Land registry searches;	10	10	10	0	0	0	0	
Time for reviewing necessary documents and certificates;	60	40	30	30	30	30	30	30
Downloading photographs;	30	30	30	30	30	30	30	
Preparing reports on contraventions;	0	0	60	80	80	80	80	
Preparing draft and final licences;	60	30	30	0	0	0	0	
Review by manager or lawyers; review any consultation responses from third parties;	60	30	30	30	30	30	30	
Updating public register;	10	0	10	0	0	0	0	10
Carrying out any risk assessment process considered necessary;	0	0	0	30	30	30	30	0
Reviews of decisions or in defending appeals.	60	60	30	0	0	0	0	0

Appendix A – Assessment of Costs

	New Site License Application Fee	Licence Amendment Application Fee	Transfer of Licence Fee	Annual Site Fee				Park home rules
				Band A(2-10 Units)	Band B (11-30 units)	Band C (31-70 units)	Band D (71-100+ units)	
A second visit, following the issue of a new licence, to check conditions and occupation of site.	60	0	0	0	0	0	0	0
A site visit to assess the specifics of the application, any implications for the licence or its conditions and to assess whether undertakings need to be given	0	60	0	0	0	0	0	0
A pre- programmed full site inspection;	0	0	0	60	90	120	240	0
A follow – up inspection to check compliance following programmed inspection	0	60	0	60	60	60	60	
Handling enquiries and complaints;	0	0	0	30	30	30	30	30
Travel time – including fuel costs	30	30	0	30	30	30	30	0
TOTAL MINUTES	560	440	320	440	470	500	620	170
TOTAL HOURS	9.3	7.3	5.3	7.3	7.8	11.0	12.0	2.8
Time x Officer Rate	£ 326.67	£ 256.67	£ 186.67	£ 256.67	£ 274.17	£ 385.00	£ 420.00	£ 99.17



Executive Committee

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

Democratic Services Officers:

Democratic Services

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 13th 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

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49. MINUTES (TO FOLLOW)

RESOLVED that

the minutes of the meeting of the Executive Committee held on 7th 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 13th 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.

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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

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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.

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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

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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

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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 13th 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

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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

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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.

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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 Committee
2021**15th December**New Cemetery Provision**

Relevant Portfolio Holder	Councillor Aled Evans
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans
Report Author	Job Title: Bereavement Services Manager Contact email: michael.birkinshaw@bromsgroveandredditch.gov.uk Contact Tel: 01527 64252
Wards Affected	All
Ward Councillor(s) consulted	No
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.	

1. RECOMMENDATIONS

The Executive Committee is asked to **RESOLVE** that

- 1.1 Redditch Borough Council continue to provide new burial provision;**

and

- 1.2 Ipsley Church Lane be progressed as the preferred option to provide new burial provision**

AND RECOMMEND that

- 1.3 A sum of £320,000 be budgeted to progress new burial provision**

2. BACKGROUND

- 2.1** Redditch Borough Council operates and manages three cemeteries, Plymouth Road, Edgioake Lane and Abbey Cemetery, and is also responsible for St Stephen's, St Luke's and Feckenham closed church yards, which have been passed to the authority to manage by their Parish councils.

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- 2.2 Plymouth Road is closed, and no new graves are available, although burials in existing graves are still possible. Edgioake Lane Cemetery has approximately five years burial provision available at current usage but if other cemeteries close in the local area this will reduce to a possible one-year provision at current borough wide burial rates. Abbey now has approximately six months new grave provision left. These figures are only indicative based on trends; however, they can change for several reasons, for example, greater take-up of exclusive right reservation; unsuitable ground conditions leading to graves being made unavailable, and high death rates to name a few.
- 2.3 Options for a new cemetery site have been discussed by the council for some years and a report was taken in 2010 in which Brooklands Lane was taken forward. This proved to be unsuitable due to it being located on an aquifer.
- 2.4 Since 2014, a further 25 identified parcels of land that had the potential to be used have been investigated and highlighted some of the challenges that could be encountered if they were to be developed. Within this process, size, location, and potential development requirements such as vehicle access and road location were considered. Following this process sites were discounted for various reasons and further investigations carried out on those deemed suitable. Details of the locations, assessments, and reasons for not progressing can be found in Appendix 1.
- 2.5 The general view with regards to the development of any new burial provision within Redditch Borough is that there is an opportunity to change from the more traditional Victorian style cemetery to a newer, modern version that can enhance its surroundings rather than impact on them. Cemetery design has moved very little in the last one hundred and sixty years and is generally one of two basic designs, both of which can be seen in our Plymouth Road site that was developed in the mid to late 1800's. Since then, our understanding of the grief process and wider climatic impact of our actions have changed but the development of cemeteries has remained the same.
- 2.6 As a general principle, officers believe that attending any new cemetery within Redditch in years to come should provide comfort to the bereaved and allow individuality in mourning loss. Ecology and climate-impact will be the cornerstones of all decisions taken in terms of design, layout and burial options provided.
- 2.7 Sympathetic designs e.g., not to place boundary fencing and to use any existing mature hedgerows, will leave existing wildlife access unchanged. As any development is expected to be phased, additional

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planting of hedgerows and other boundary type foliage could be used to further enhance any site. Obvious requirements such as access and carparking can be designed to minimise the impact on the ecology of the site and may not be traditional tarmac roads but recycled matting that allows some paths and roads to be both structurally and aesthetically suitable.

- 2.8 With appropriate designs it is possible to ensure protected species such as Great Crested Newts are not only protected but enhanced. Any designs for a site will be expected to enhance the ecology in the long term not just protect it. Examples of this approach could be to take existing features such as ponds & hedgerows that are in decline and enhance them to encourage species to thrive. Current providers of sites that have ecology at the heart of their development already exist such as Westall Park Natural Burial Ground (Holberrow Green, B96 6JY) and the Greenacres Group.
- 2.9 The development of any new site can be done to ensure that in the long term, local ecology is enhanced. The opportunity exists to develop a plan leading to the area seeing a net benefit to the local ecology. Cemetery sites remain excellent areas for the development of natural habitat and with the correct use of items like wildlife corridors, wildflower sections and other measures the overall position can be enhanced. Also, the appropriate protection of the trees and a comprehensive plan to develop a planting scheme will further help to meet our climate change objectives.
- 2.10 Types of grave space and memorial options are at the centre of how we mourn the loss of a loved one and any new cemetery provision for Redditch would need to recognise this. However, this doesn't need to be the more traditional granite headstone laid out in formal rows. Using innovative design of the site and more environmentally sustainable memorial options such as locally sourced stone or wood etc laid in a fashion that limits the visual as well as ecological impact is intended. Any new cemetery would be more of a Memorial Park than a traditional Victorian style cemetery that we see in existence within the borough.
- 2.11 A management plan could be completed to set the direction, style, and expectations for grounds maintenance on any site. As an example, this plan may include how maintenance is conducted between graves to enhance a more rural, wildflower style boundary to each section. It may also detail how headstones are sited and what type of materials they can be made from.
- 2.12 Newer burial options that are starting to emerge which include options to have remains buried and marked with a living memorial such as a

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tree or other suitable planting scheme is intended to be considered so that as different options are developed and the science of burial changes over the coming years the council will be able to react accordingly.

3. Potential New Burial Options**Provide no new provision for full burial or cremated remains burials within the Borough** (Location Plan 1)

- 3.1 Its important to note there is no statutory obligation to provide burial provision and as such a local authority can cease offering new full and cremated remains graves. This doesn't affect the use of existing graves in current cemeteries but will stop any new graves being used.
- 3.2 This option is the possibly simplest but risks creating a two-tier bereavement system where those who have pre-purchased a plot have already suffered a loss, can use an existing grave within the Borough but those that are suffering bereavement potentially for the first time are only offered out of the Borough solutions which may not support a healthy grieving process.
- 3.3 By the Authority not developing any new burial provision for residents of the Borough this might lead to a private provider offering to fill the gap. This could lead to a provider needing to acquire land, develop and ultimately generate a return for investors that could lead to high prices paid by bereaved residents.
- 3.4 It is important to recognise that there could be an emotional impact by following this option as people may have to travel outside the Borough to access new burial provision which may add stress in what is already a difficult time.
- 3.5 Based on current burial trends deciding to not provide new provision would impact in the region of 100 families each year. 60% of these families would need a full burial and 40% burial of cremated remains. The emotional impact on residents at an already very vulnerable time leaves the Authority with a moral obligation to ensure that all residents have an equal opportunity to access Bereavement Services regardless of whether this is a first or subsequent loss. Also new grave purchases account for 60% of all burials conducted within the cemeteries currently.
- 3.6 The nearest provision that residents could access are Westall Park Natural Burial Ground (Holberrow Green, B96 6JY Wychavon) or

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Bromsgrove North Cemetery (Catshill, B61 0LU Bromsgrove) both of which have limited sustainable transport solutions. Public transport links, options to cycle or walk are very limited and this means that residents without private transport would be disadvantaged. If residents were to need to use either of these options, it is going to put higher numbers of both funeral and private mourners' traffic onto the local networks which would need to travel outside of our Borough.

- 3.7 As mentioned above the issues caused by transport connectivity would be in direct conflict with Borough of Redditch Local Plan number 4 Policy 45 with regards to the potential burial facilities within the Borough.
- 3.8 There is potential for limited savings against expenditure such as less fuel for machinery but the main costs such as salary & basic grounds maintenance will remain as the existing sites remain operational and need to be maintained.
- 3.8 Costs v Time to Implement

		Notes
Preliminary Costs	Nil	Circa 100 families disadvantaged per year due lack of provision which accounts for 60% of service users annually
Development Costs	Nil	Potential limited savings on operational costs such as fuel but main costs remain constant
Time to Implement	Immediate	

Reuse Plymouth Road Cemetery (Location Plan 2 & Background paper 1)

- 3.9 The potential reuse of any cemetery currently requires an act of Parliament due to the existing burial & cemetery law in force at the time of writing this report. Three things are required to make reuse lawful

The power to extinguish rights of burial

The power to disturb human remains

The power to move memorials

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- 3.10 A recent example of a burial authority that has successfully followed this process is New Southgate Cemetery which has been allowed to reuse grave spaces due to religious needs.
- 3.11 If approved by Parliament the site at Plymouth Road could provide 10 years provision as it is likely that only graves over 75 years old could be considered. It is also the fact that the large part of Plymouth Road Cemetery is consecrated and therefore would require a Bishops Faculty to exhume remains within these graves which we believe may be difficult to acquire.
- 3.12 At least six months' notice of the proposal to extinguish burial rights must be given by the burial authority concerned. If the registered owner objects to the proposal within that period, the right of burial may not be extinguished. If any other person objects, the right may only be extinguished by consent of the Secretary of State. This can add a further layer of difficulty as objections by residents or historians could lead to further delays.
- 3.13 Compensation may have to be considered where the rights of burial were owned in perpetuity, and this would have to be agreed prior to the commencement of any works. Also, the moving of memorials would need to be considered and would form part of the legal instrument put before parliament.
- 3.14 Timescales (as indicated in appendix 2) to gain Parliamentary approval can be a minimum of two years. Following this a period of at least 12 months would be required to conduct the formal extinguishing of burial rights followed by a further 18 months of ground works to begin to prepare the graves for reuse. This means that the soonest this option might provide new burial options for the Borough is 5 years.
- 3.15 The reuse of Plymouth Road would fit with the Borough of Redditch Local Plan number 4 Policy 45 with regards to sustainable transport due to its location in relation to public transport cycle & walking routes and general tranquillity but not size of provision.
- 3.16 Whilst protection would be provided for Commonwealth War Graves and those of other historical significance there could still be a general view of the public that it is not morally acceptable to reuse the site as this would require the graves to be emptied, the contents removed and stored then reburied below the base of the existing grave before reuse is possible.
- 3.17 Costs v Time to Implement

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		Notes
Preliminary Costs	£70,000	For private bill only
Development Costs	£389,400 To create 5 years provision	600 graves to be worked at a per grave cost of £649.00
Time to Implement	Minimum 5 years	Circa 100 families disadvantaged per year due lack of provision which accounts for 60% of service users annually

Land off Ipsley Church Lane (Location Plan 3)

- 3.18 The site, which measures 4.60 hectares in size is located to the south of Ipsley Church Lane and to the west of the B4497, Icknield Street Drive. The Ipsley Church Lane junction with the B4497 lies to the north-east corner of the site. The site itself comprises of largely open grassland with mature trees and hedgerows to its perimeter. Ground levels fall away across the site in a north to south direction.
- 3.19 Following desktop assessments that proved Brooklands Lane was not suitable to continue as a potential new cemetery the land off Ipsley Church Lane was considered and further testing was carried out to monitor ground water.
- 3.20 With successful completion of the appropriate testing in line with Environment Agency guidelines, a planning application was made to test the principle of a cemetery on the land in question. Planning for the entrance and wider change of use was approved on 13th October 2021. A further application for the 'reserved matters' detailing the engineering, landscaping and lay out will be required in due course.
- 3.21 Significant planning conditions were placed on the approval and will need to be satisfied before any works can commence to construct the entrance to the site. A budget of £70,000 would be required to ensure that these conditions are met and to allow the formulation of a full planning application referred to above
- 3.22 It is important to note that due to the size of the site, a phased development approach is favoured which would manage the expenditure whilst also allowing burial provision to be available sooner. Because of this phased approach, it is envisaged that at any given point in time there will be more of the site unused than in use. This is likely to be the case for several years into the future. Initial works in phase one could also include ecologic enhancements to the as-yet

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unused parts of the site and may include items like the dilapidated ponds, unmanaged hedgerows, and potential planting schemes.

- 3.23 The land off Ipsley Church Lane is fully compliant with the Borough of Redditch Local Plan number 4 Policy 45 and has better sustainable transport connectivity than the existing provision at Abbey Cemetery.

3.24 Costs v Time to Implement

		Notes
Preliminary Costs	£70,000	To create satisfy planning conditions and commence entrance works. Also, to support designs of site layout to make full planning application
Development Costs	£250,000	Phase 1 to be used to develop a small parcel of land for immediate use and infrastructure to access the site, park, and environmental enhancements.
Time to Implement	2 years	Circa 100 families disadvantaged per year due lack of provision which accounts for 60% of service users annually

Bordesley Abbey / Abbey Cemetery Extension (Location Plan 4)

- 3.25 A plan, submitted by a retired town planner and local resident, proposed utilising several parcels of land surrounding the existing Abbey Cemetery, Bordesley Lane. The main part is the adjoining field to the east, with two further sites to the west and northwest that, have has been suggested have the potential to provide provision for an estimated total of 25 years.
- 3.26 To date there has been no additional testing carried out on any of the proposed sites within this option. The cost of conducting tier one and tier two Environmental Ground water testing was considered prohibitive and as each individual parcel of land was only able to provide a short-term solution.

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- 3.27 There is a further complication in the fact that the site to the east of the existing Abbey Cemetery forms part of a scheduled ancient monument. Whilst this doesn't automatically rule out the possibility to use the area, it does add a level of complexity by the need for approval.
- 3.28 It is envisaged that progressing this option would require three different sets of ground water testing, three different ecology assessments as well as three applications for planning permission / approval, at appropriate times to create a 25-year provision for the Borough and we would anticipate that the costs involved would render this financially unviable.
- 3.29 The Bordesley Abbey / Abbey Cemetery option would not fit with the Borough of Redditch Local Plan number 4 Policy 45 with regards to sustainable transport due to the existing facilities not having public transport connectivity.
- 3.30 Costs v Time to Implement

		Comments
Preliminary Costs	£90,000	For groundwater testing, ecology, and planning requirements on three sites
Development Costs	£350,000	Includes an additional £100,000 for archaeological provision but this is likely to be higher
Time to Implement	5 years	Circa 100 families disadvantaged per year due lack of provision which accounts for 60% of service users annually

4. Summary of Options

- 4.1 Comparison table located on next page provides a summary of information contained earlier in this report

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	Preliminary Cost	Development Cost	Time to Implement	Compliance with Local Plan Policy 45	Outstanding items	Risks
No New Provision of Burials	£0	£0	Immediate	No	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Two tier bereavement system Disproportionally affect the most vulnerable Lack of support for a healthy bereavement journey Making people use private facilities which cost more Travel greater distances by private transport not supporting the sustainable transport model
Reuse Plymouth Road	£70,000	£389,400	5 years	Yes	<ul style="list-style-type: none"> Private Bill Application Faculty from Diocese of Worcester Planning application if designs changes are required 	<ul style="list-style-type: none"> Time to implementation Unsuccessful Private Bill Unsuccessful Faculty application Public / family objections which can delay or even stop the process in law Requirement to consider compensation to grave owners
Land off Ipsley Church Lane	£70,000	£250,000	2 years	Yes	<ul style="list-style-type: none"> Comply with planning conditions Develop full site designs and make full planning application Subject to approval construct phase one development 	<ul style="list-style-type: none"> Not gaining planning consent to develop phase one proposal Public objections to the type and style of development in favour of a more traditional approach
Bordesley Abbey / Abbey Cemetery Extension	£90,000	£350,000	5 years	No	<ul style="list-style-type: none"> Application for Scheduled Monument Consent 	<ul style="list-style-type: none"> Public objections to the disturbance of the historical site

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					<ul style="list-style-type: none"> • Groundwater & ecology assessments to carried out • Outline planning applications for each site • Full development plans for each site • Assessment of viability with reference to the archaeological deposits 	<ul style="list-style-type: none"> • Not gaining Scheduled monument consent • Costs of archaeological mitigation are expected to be prohibitive • Not gaining planning consent due to being out of line with local plan policy 45
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4.2 With reference to the above data, the Land off Ipsley Church Lane is the most viable for future development based on initial and ongoing developmental costs as well as time to implementation if the authority wishes to continue to offer new burial provision within the Borough.

4.3 Next steps to progress Ipsley Church Lane would be to engage a consultant to ensure that we satisfy the existing planning conditions applied on the change of use application and following this to begin construction of the entrance as previously agreed. At the same time, we will finalise the interior design plans such as carparking, pathways and other infrastructure items and submit these to planning for approval.

5. FINANCIAL IMPLICATIONS

5.1 To **Provide no new provision for full burial or cremated remains burials within the Borough** there are no significant savings as staffing levels and resources remain in place to provide maintenance and existing services.

5.2 To **Reuse Plymouth Road Cemetery** costs to gain Parliamentary approval and prepare the initial set of graves estimated at £459,400. Further cost may be incurred during the process by way of compensation and other factors in the parliamentary process.

5.3 To use the **Land off Ipsley Church Lane** costs to create designs, gain full planning consent for the interior of the site and to construct the entrance are estimated at £320,000.

5.4 To create the **Bordesley Abbey / Abbey Cemetery Extension** costs to assess the viability of land use to include ground water testing, ecology etc estimated at £440,000. Additional costs for archaeological

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mitigation expected to be significant and not included in the above figure.

- 5.5 Any period during which new burial provision is not available creates a loss of income and it is recognised that this may impact on the service's ability to reinvest into its future provision. Consequently, the funds for reinvestment may have to be found from elsewhere within the authority's budgets.

6. LEGAL IMPLICATIONS

- 6.1 The main governing instruments for local authority cemeteries are currently Section 214 and Schedule 26 of the Local Government Act 1972 and the Local Authorities Cemeteries Order Act 1977 (as amended)
- 6.2 As stated above at 3.1 there is no statutory obligation on the local authority to make provision for burials so a local authority can cease offering new full and cremated remains graves although this would not affect the use of existing graves in current cemeteries in the Borough.

7. STRATEGIC PURPOSES – IMPLICATIONS**Relevant Strategic Purpose**

- 7.1 **Living independent, active & healthy lives.** The grieving process and having an authority that provides effective and efficient bereavement services helps support the wider physical and mental wellbeing of the local population.
- 7.2 **Communities which are safe, well maintained & green.** As above the standards to which the authority provides maintenance to any cemetery provision has a direct effect on the grieving cycle of the local population. Quality green spaces providing burial and scattering options along with memorialisation promote a healthy grieving process.

Climate Change Implications

- 7.3 The Council's commitment to the reduction of climate change can form an integral part of the design of any new burial facilities. The overall climatic impact of funerals from number of journeys made in relation to funerals and cemetery visits, sustainable transport solutions and choices about types and style of burial and memorialisation are at times constrained by our existing infrastructure and limited capacity to

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do things differently. The development of any new provision can have the issue of climate change at the heart of any decision made.

- 7.4 As a basic principle of any development of new burial facilities within Redditch Borough is to ensure carbon neutrality. The aspiration of any development is to create a climatic net gain from the site. This may require different thoughts on burial techniques and types of infrastructure as previously mentioned. As an authority Redditch has already completed an industry leading heat recovery system over 10 years ago at the crematorium and any new facility could push the environmental boundaries once again.
- 7.5 Overall ecological and biodiversity gains as well as different burial options should see a cemetery enhancing its surroundings and ultimately being good for the environment in the long term.

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

- 8.1 A lack of cemetery provision within the Borough could lead to additional hardship for local families such as increased travel costs attending a site outside the Borough. This could further be difficult for the more vulnerable members of the Borough for whom traveling must be by specialist arrangement.
- 8.2 A potential lack of cemetery provision could also lead to longer term health and social issues as families may struggle to grieve in the traditional way at a grave side.

8. RISK MANAGEMENT

- 8.1 The authority may be at reputational risk if a new cemetery site is not provided as this could lead to the private sector opening a facility (subject to the standard planning approval process). This might lead to higher fees and charges being charged than would otherwise been the case if the authority had provided the service.
- 8.2 The authority may at financial risk should a competing facility be opened within the Borough by the private sector. If this was to happen then the income levels projected above may not be met in the timescales listed.

9. APPENDICES and BACKGROUND PAPERS

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- 9.1 Appendix 1 – Site Assessments Summary
- 9.2 Location Plan 1 – Westall Park Natural Burial Ground,
Holberrow Green, B96 6JY & Bromsgrove North Cemetery,
Catshill, B61 0LU Bromsgrove
- 9.3 Location Plan 2 – Plymouth Road, B9X XXX
- 9.4 Location Plan 3 – Land off Ipsley Church Lane, BXX XXX
- 9.5 Location Plan 4 – Abbey Cemetery Extension, B97 6RR
- 9.6 Background Paper 1 on Plymouth Road Private Bill

Executive Committee
202115th December**9. REPORT SIGN OFF**

Department	Name and Job Title	Date
Portfolio Holder		
Lead Director / Head of Service		
Financial Services		
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		

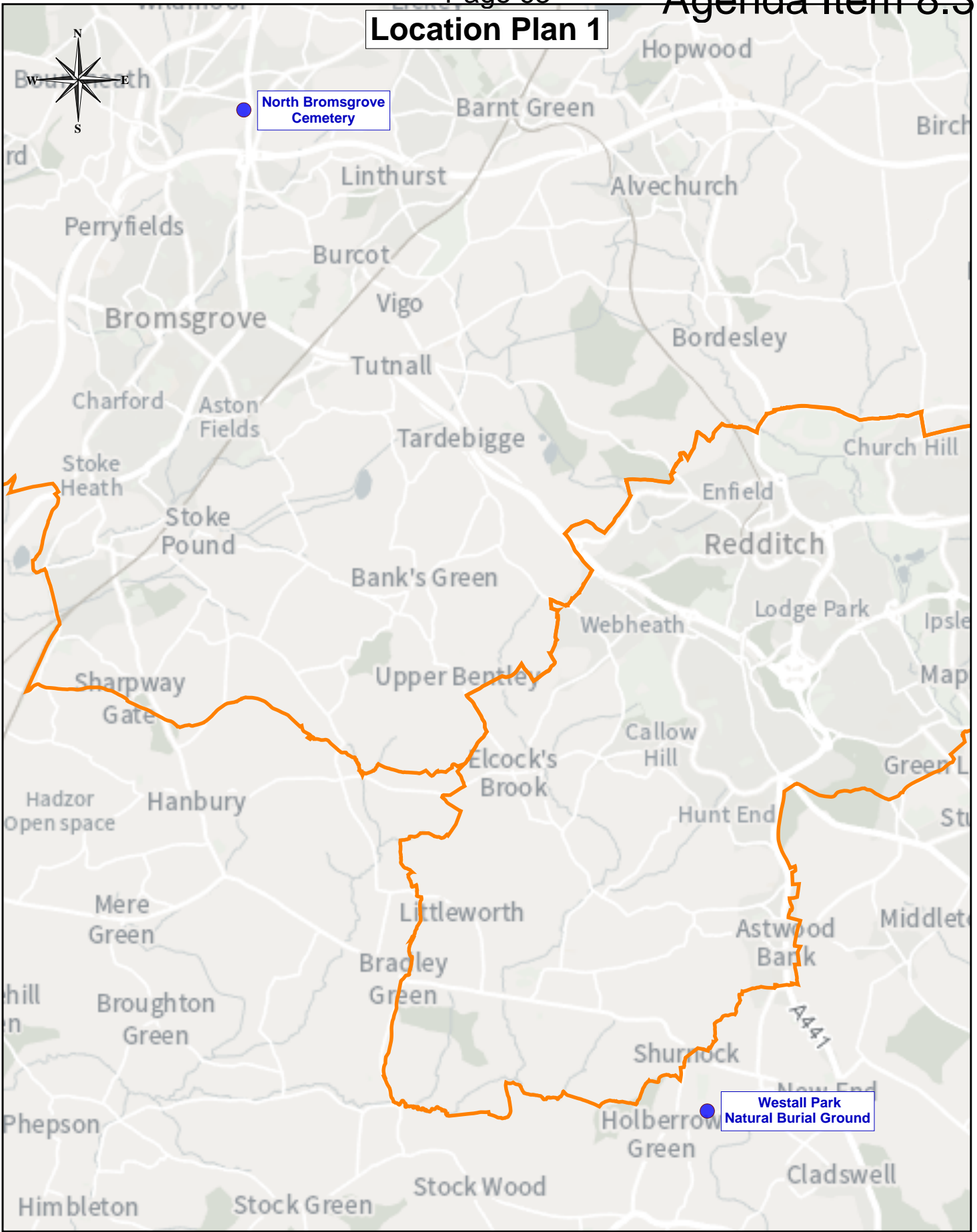
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**Potential Cemetery Sites
Assessment Summary**

	Site	Area	Size (hectares)	Vehicle access	Major Earthworks required	High Voltage Cables	Ground Water Considerations	Fits Local Plan (Size)	Suitable for further investigation	Outcome of further investigations	Site Status
1	Alcester Highway Extension Land	A	0.7	None	Yes	Yes	Wide open water course with signs of flooding	No	No		Discounted
2	Alcester Highway Extension Land	B	0.4	None	No	Yes	Narrow ditch	No	No		Discounted
3	(Morrisons) Arrow Valley Park, Battens Drive	A	1.1	None	Yes	No	None	No	No		Discounted
4	(Morrisons) Arrow Valley Park, Battens Drive	B	2.5	None	No	No	Open stream & water channel	Yes	Yes	Access would be from 40mph road other sites potentially more suitable therefore excluded from investigations	Discounted
5	Foxlydiate Wood, Brockhill Drive	A	1.7	None	Yes	No	None	Yes	No		Discounted
6	Edgioake Lane Cemetery, Edgioake Lane	A	1.4	None	No	No	None	No	Yes	Site not for sale	Discounted
7	Ipsley Church Lane, Ipsley	A	0.7	None	Yes	Yes	None	No	No		Discounted
8	Ipsley Church Lane, Ipsley	B	0.3	None	Yes	Yes	None	No	No		Discounted
9	Ipsley Church Lane, Ipsley	C	4.5	None	No	No	Small Pond near south west corner	Yes	Yes	Minor earthworks, location near church & additional carparking for large events	Recommended
10	Greenlands Park, Throckmorton Road	A	5.0	Yes	No	No	Small open stream running west to east	Yes	Yes	Loss of sports facilities which Sport England are likely to object against	Discounted
11	Greenlands Park, Throckmorton Road	B	1.4	None	Yes	No	Small open stream running west to east	No	No		Discounted
12	Coldfield Drive, Oakenshaw	A	2.5	None	Yes	Yes	Small open drainage channel	Yes	No		Discounted
13	Oakenshaw Park, Rosehall Close, Pheasant Lane	A	0.7	None	Yes	No	None	No	No		Discounted
14	Oakenshaw Park, Rosehall Close, Pheasant Lane	B	0.4	None	Yes	No	None	No	No		Discounted
15	Oakenshaw Park, Rosehall Close, Pheasant Lane	C	0.9	None	Yes	No	None	No	No		Discounted

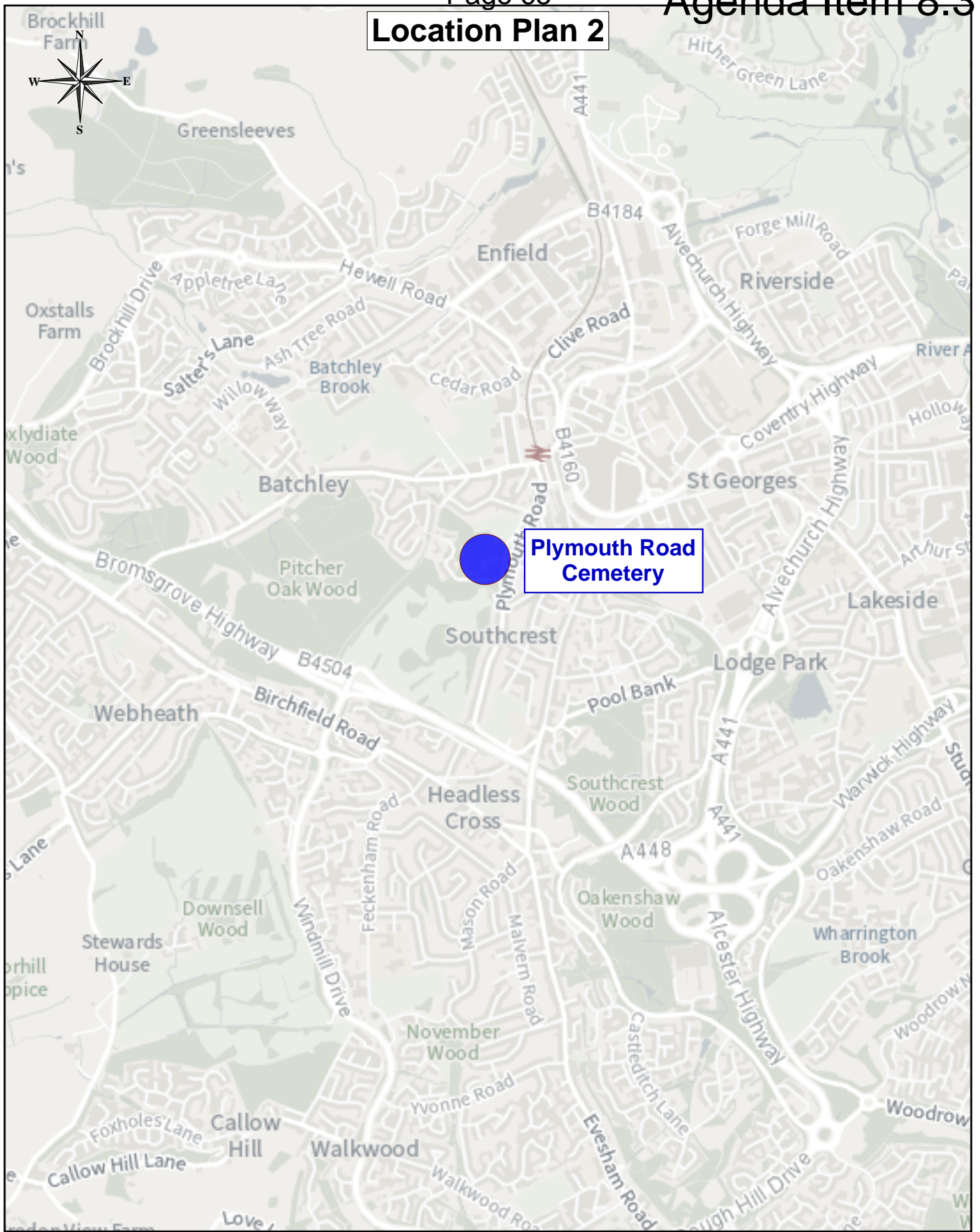
	Site	Area	Size (hectares)	Vehicle access	Major Earthworks required	High Voltage Cables	Ground Water Considerations	Fits Local Plan (Size)	Suitable for further investigation	Outcome of further investigations	Site Status
16	Oakenshaw Park, Rosehall Close, Pheasant Lane	D	0.6	None	Yes	No	None	No	No		Discounted
17	Oakenshaw Park, Rosehall Close, Pheasant Lane	E	0.5	None	Yes	No	None	No	No		Discounted
18	Woodrow Park, Milcote Close, Highland Way, Netherfield, Greenland, Woodrow North	A	2.4	None	Yes	No	None	Yes	No		Discounted
19	Woodrow Park, Milcote Close, Highland Way, Netherfield, Greenland, Woodrow North	B	1.2	None	Yes	No	None	No	No		Discounted
20	Woodrow Park, Milcote Close, Highland Way, Netherfield, Greenland, Woodrow North	C	1.3	None	Yes	No	None	No	No		Discounted
21	Brooklands Lane	A		None	Yes	No	None	Yes	Yes	Located on an aquifer and has underground high voltage cables	Discounted
22	Bordesley Abbey Extension	A	2.5	None	Yes	No	None	Yes	Yes	Located within a scheduled ancient monument & fails local plan on sustainable transport	Not Recommended
23	Bordesley Abbey Extension	B	0.6	None	No	No	None		Yes	Loss of sports facilities which Sport England are likely to object against & fails local plan on sustainable transport	Not Recommended
24	Bordesley Abbey Extension	C	2.6	None	Yes	No	None	Yes	Yes	Fails local plan on sustainable transport	Not Recommended
25	Plymouth Road Cemetery	A	0.8	Yes	No	No	None	No	Yes	Requires private bill in parliament and extensive works to reuse graves	Not Recommended
26	Sillins Lane, Callow Hill	A	1.9	None	Yes	No	None	Yes	Yes	Site not for sale	Discounted

Location Plan 1



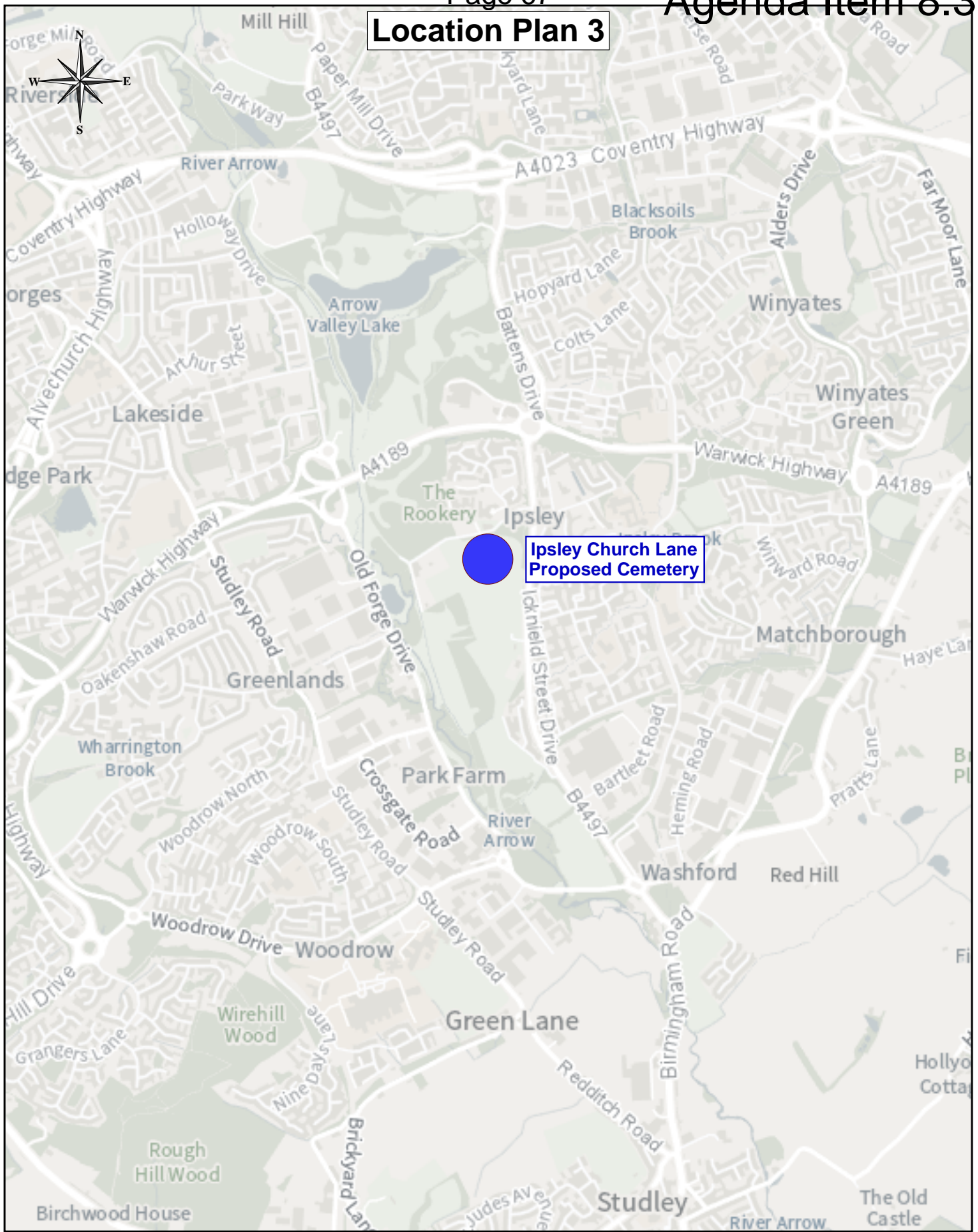
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Location Plan 2



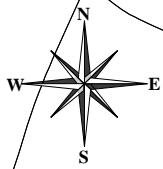
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Location Plan 3



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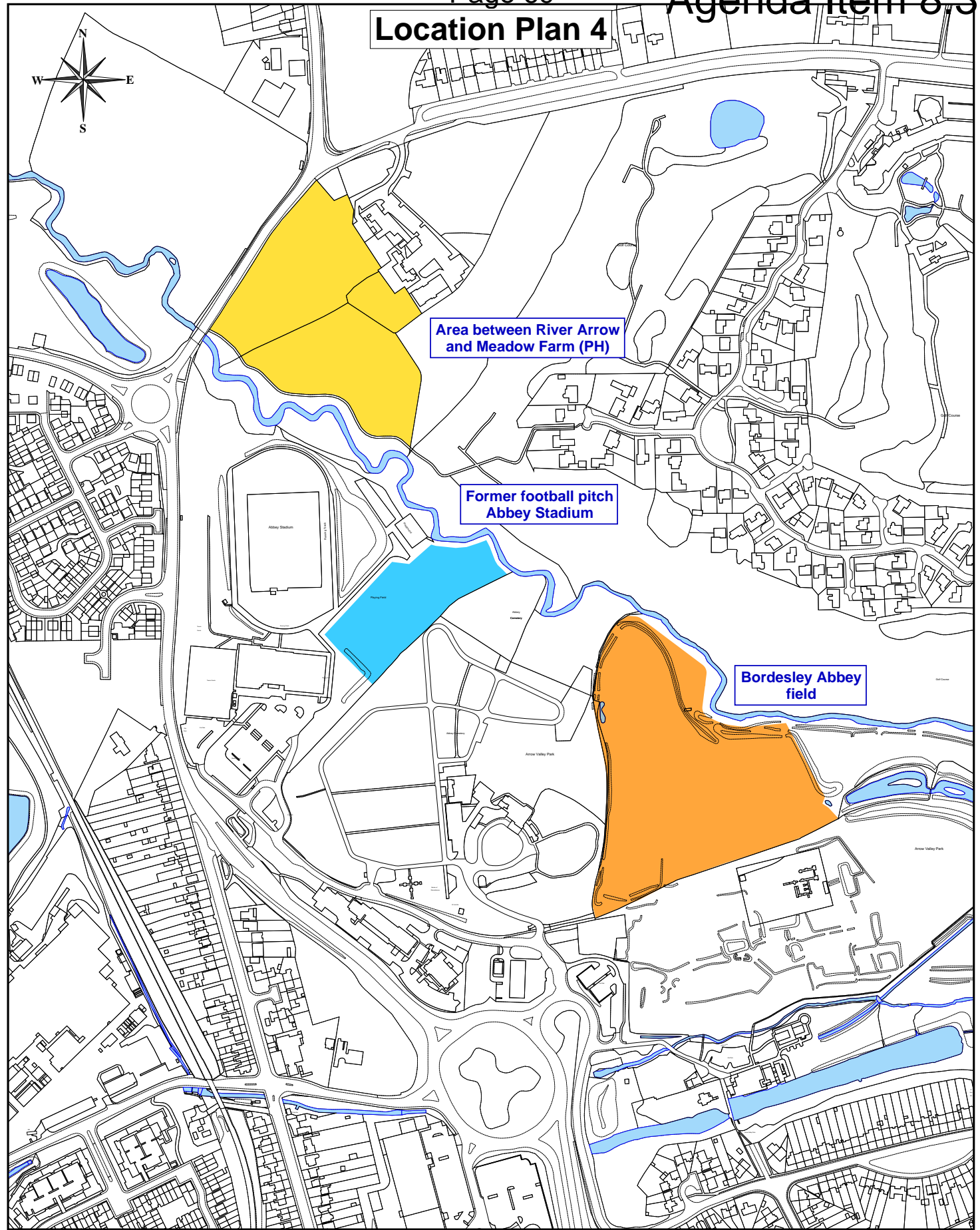
Location Plan 4



Area between River Arrow and Meadow Farm (PH)

Former football pitch Abbey Stadium

Bordesley Abbey field



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MINUTES

Executive Committee

Tuesday, 11th January,
2022

Present:

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

Officers:

Matthew Bough, Kevin Dicks, Claire Felton, Sue Hanley, James Howse, David Riley and Darren Whitney

Principal Democratic Services Officer:

Jess Bayley-Hill

52. APOLOGIES

Apologies for absence were received on behalf of Councillors Gemma Monaco and Nyear Nazir.

53. DECLARATIONS OF INTEREST

There were no declarations of interest.

54. LEADER'S ANNOUNCEMENTS

The Leader advised that at the latest meeting of the Budget Scrutiny Working Group held on 10th January 2022 Members had pre-scrutinised the Financial Outturn Report 2020/21, Housing Revenue Account (HRA) Rent Setting 2022/23, Fees and Charges 2022 and Council Tax Base 2022/23 reports, at Minute Item No.s 59 – 62 on the agenda for the consideration of the Executive Committee. However, as the group had made no recommendations on these items there were no referrals from the Budget Scrutiny Working Group for consideration at the meeting.

Members were advised that an updated copy of the appendix to the Fees and Charges 2022 report had been issued that day in the Additional Papers 1 pack. The Committee was urged to refer to this version of the appendix when debating that item.

55. MINUTES

RESOLVED that

Chair

Executive Committee

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the minutes of the meeting of the Executive Committee held on 15th December 2021 be approved as a true and correct record and signed by the Chair.

56. HOMELESSNESS PREVENTION GRANT 2022/23 (PREVIOUSLY FLEXIBLE HOMELESSNESS SUPPORT GRANT AND HOMELESSNESS REDUCTION GRANT)

The Housing Development and Enabling Manager presented a report on the subject of the Homelessness Prevention Grant settlement 2022/23 for the Council. This grant replaced the previous Flexible Homelessness Support Grant and the Temporary Accommodation Management Fund, which had been amalgamated. The Council was anticipating receiving £314,926 in the Homelessness Prevention Grant, which was ring fenced for spending on homelessness and homelessness prevention. There had been a £66,008 underspend on equivalent homelessness grants in 2021/22. Therefore, the Council had total grant funding of £392,134 to spend on homelessness and homelessness prevention in the 2022/23 financial year.

In line with previous years, the Council was proposing to allocate this grant funding to various different Voluntary and Community (VCS) organisations that worked to support homeless people and people at risk of becoming homeless, including young people. This would represent expenditure of £382,000 of the grant funding available. Officers were proposing that the Head of Community and Housing Services should be provided with delegated authority, following consultation with the Portfolio Holder for Housing and Procurement, to make adjustments as needed during the year, including with respect to expenditure of the remaining funds.

The Portfolio Holder for Housing and Procurement explained that the funding to the various VCS organisations had made a significant contribution to work to tackle homelessness in recent years and it was therefore important to ensure that this continued. A lot of work had been undertaken, in particular, to address issues with rough sleeping and to support young people who might otherwise struggle to access appropriate accommodation.

RESOLVED that

- 1) the following initiatives be approved to receive allocation of funding in 2022/23:**

Initiatives	£ (up to)
Redditch Nightstop - Outreach Worker to	55,600

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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.	
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
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
Total	£382,772

- 2) **delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Housing and Procurement 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.

57. COUNCIL TAX EMPTY HOME DISCOUNT AND PREMIUM

The Financial Support Manager presented a report which outlined proposals in respect of discounts and premiums for Council Tax payments for empty homes in the Borough. The proposed changes would come into effect from April 2022.

The Council's current scheme distinguished between existing homes that became vacant and new homes that became vacant. Owners of existing homes had to pay 50 per cent of the Council Tax for the first three months once the property became vacant whilst owners of new vacant homes, generally housing developers, were exempt from paying Council Tax for the first three months. Under the proposed new scheme, this distinction would end. No Council Tax would need to be paid on a vacant property for the first 14 days but subsequently 100 per cent of Council Tax would need to be paid. There would be exemptions from this rule, including for social and Council housing.

Consideration had been given to exempting vacant homes on the market from payment of Council Tax under this scheme, but the Council had concluded that payments should apply, partly because it was not clear that the legislation would permit this exemption and partly because the local housing market was buoyant. The Council could also use discretion to assess requests for exemptions on a case by case basis.

The report also proposed the introduction of premium Council Tax payments for homes that had been vacant for a long time. Under this part of the scheme, property owners would pay 100 per cent of Council Tax for homes that had been vacant for up to five years, 200 per cent Council Tax for properties vacant for between five and ten years and 300 per cent of Council Tax for properties that had been vacant for at least ten years. This was designed to discourage property owners from keeping homes vacant in the long-term.

Members discussed the proposals and in doing so commented that housing was in demand and it was therefore important to ensure properties were available on the local market. It was also noted that, should an exemption be applied to properties for sale, this might be used as an opportunity by a minority of unscrupulous property owners to avoid making Council Tax payments.

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During consideration of this item, questions were raised about the potential impact that a limit of 14 days, in terms of the period in which property owners would not need to pay Council Tax on vacant properties, might have on landlords' ability to update a home before letting to new tenants. Concerns were raised that this might result in some landlords rushing to complete works, to the detriment of the property and experience of future tenants. However, Officers explained that previously landlords had had to pay 50 per cent of Council Tax from the first day on which a property became vacant and therefore this exemption for 14 days placed landlords in a better financial position in the short-term.

RECOMMENDED that

The Executive Committee is asked to RECOMMEND that:

- 1) from 1st 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**
 - 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 1st 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.**

58. INDEPENDENT REMUNERATION PANEL 2022/23

The Head of Legal, Democratic and Property Services presented the recommendations from the Independent Remuneration Panel (IRP) regarding Members' allowances in the 2022/23 financial year.

The IRP reviewed allowances paid to elected Members serving most of the district Councils in Worcestershire. The Panel comprised independent representatives of the local community. The Council was required to consider the IRP's proposals, although was not obliged to accept the Panel's recommendations.

In considering the recommendations, Members were asked to note that the IRP's proposals reflected their assessment of what they felt Members should be paid in terms of both the basic allowance and any Special Responsibility Allowances (SRAs) paid to certain Members for undertaking specific roles. The first recommendation, in respect of the proposed basic allowance for Members, was the level which had been proposed for other District Councillors in

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Worcestershire. However, the percentage increase required to achieve that level of the basic allowance in Redditch would be higher than at some other Councils because Redditch Borough Council had opted not to increase Members' basic allowance for a number of years. This was not reflected in the IRP's report, which worked on the basis that Members would have agreed the Panel's proposals in previous years. The second recommendation from the Panel, in respect of SRAs, if approved, would result in changes to the SRAs paid to Members as the proposed calculations differed from the Council's current Scheme of Member Allowances. However, recommendations 3 – 6 in the report, concerning payment of travel claims, carers' allowances and payments to Parish Councillors, would not result in any changes.

During consideration of this item, Members were advised that there would need to be an amendment to the budget to reflect historic changes made to Members' allowances. This would be reported to Members in February 2022 in the Medium Term Financial Plan 2022/23 to 2024/25. However, this did not have implications for the IRP's report.

Following the presentation of the report, Members discussed the proposals and in doing so commented on the decisions made by Members in previous years not to increase the basic allowance. Concerns were raised that this resulted in basic allowance payments to Redditch Members lagging behind elected Councillors serving at the other District Councils in Worcestershire. A decision to increase the basic allowance to the level suggested by the IRP would help to bring the basic allowance into line with that in place at other authorities. Concerns were also raised that it would not be appropriate to decline to increase basic allowances at a time of rising inflation.

However, Members commented that they did not feel, at this time, it would be appropriate to change the arrangements for SRAs in Redditch, as the current arrangements in place reflected circumstances for Members in the Borough.

Reference was made to the potential for a benchmarking exercise to be undertaken by the IRP in respect of basic allowances paid to Councillors in Worcestershire. Members commented that the last time such an exercise had been undertaken had been in 2016 and the pressures and workloads of Members had changed significantly since this date, particularly during the Covid-19 pandemic.

RECOMMENDED that

- 1) the Basic Allowance for 2022-23 is £4,732, representing a 6.648% increase;**

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- 2) **travel allowances for 2022-23 continue to be paid in accordance with the HMRC mileage allowance;**
- 3) **subsistence allowances for 2022-23 remain unchanged;**
- 4) **the Dependent Carer's Allowance remains unchanged**
- 5) **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.**

59. FINANCIAL OUTTURN 2020/21 REPORT

The Executive Director of Resources presented the Financial Outturn Report 2020/21. Members were asked to note that in total an underspend of £373,000 had been identified by the end of the financial year. The underspend would be reinvested in the general fund position for the 2021/22 financial year. This underspend had a number of causes which included the following:

- Borrowing costs had been £183,000 lower than anticipated. This was due to low interest rates as well as to the short-term benefits arising from Government business grant funding being placed in the Council's accounts, though this grant funding had subsequently been distributed amongst eligible local companies.
- In total £330,000 savings had been achieved in respect of management of Council assets and properties. During the Covid-19 pandemic, Redditch Town Hall and other Council buildings had been closed to the public, with most staff working from home, and this had resulted in savings on utilities, particularly heating.

Following the presentation of the report, the Portfolio Holder for Finance and Enabling welcomed the underspend that had been achieved in the 2020/21 financial year. However, the Committee was advised that there remained significant financial pressures for the Council and difficult decisions would need to be taken to address these pressures.

The action that had been taken to achieve savings with respect to management of Council assets was praised, and the Corporate Management Team (CMT) were urged to consider further action that could be taken to achieve savings in future through management of Council assets. Officers confirmed that use of Redditch Town Hall was in the process of being reviewed. CMT were aiming to reduce footfall at the Town Hall and to enable an agile working model at the Council.

Reference was also made specifically to the savings that had been achieved in relation to heating the Town Hall and other Council buildings and the beneficial impact of new windows in the building on heating costs. The Committee was advised that further measures that could be adopted to address heating in Council buildings were being considered. However, Members were asked to note that any action might only be sufficient to offset anticipated increases to utilities costs, which were likely to increase by over 5 per cent in the 2022/23 financial year.

RESOLVED that

- 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) **the additional £120k of general covid grant that will be paid to Rubicon Leisure Limited to balance the year end position, as agreed by the S 151 Officer under delegated authority, be noted.**

60. HOUSING REVENUE ACCOUNT (HRA) RENT SETTING 2022/23

The Executive Director of Resources presented the Housing Revenue Account (HRA) Rent Setting report 2022/23. The Executive Committee was informed that there were strict Government guidelines in respect of rent setting by Councils and these had been followed when calculating the proposed rent to be paid by Council tenants in the 2022/23 financial year. In total, a 4.1 per cent increase to rents for Council properties was being recommended.

The Portfolio Holder for Housing and Procurement, in proposing the recommendations, commented that a 4.1 per cent increase to rents was below inflation. This, together with other Council pressures, would potentially have implications for the HRA moving forward.

RECOMMENDED that

- 1) **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%; and**
- 2) **when void social rent properties are re-let. The rent will be set at the recalculated Target Rent (Formula Rent) for the new tenant.**

61. FEES AND CHARGES 2022/23

The Executive Director of Resources presented the Fees and Charges 2022/23 report for Members' consideration. Members were asked to note that the appendix to the report had been reissued in the Additional Papers 1 pack with slightly amended figures.

The principle underpinning the report was that, in the absence of better information, fees and charges would be set at a level to achieve full cost recovery. In general, this meant that it was proposed that the majority of fees and charges should increase by between 5 and 6 per cent, based on the best estimate by the Bank of England of the likely level of inflation by April 2022.

There were some exceptions, in terms of services where officers were not proposing to increase fees and charges. This included the charge for the Garden Waste Collection service, as Officers had concluded that an increase at this time would not be commercially viable. In addition, Officers were proposing no increases to the fees for the Dial a Ride, Lifeline and Shopmobility services, on the basis that these services were provided to some of the most vulnerable communities in the Borough. There were also some cases where the increase was slightly over or under 5 or 6 per cent, which had occurred where officers were rounding the charge up or down.

The Portfolio Holder for Finance and Enabling welcomed the proposals detailed in the report. However, Members were asked to note that inflation levels were difficult to predict and it was possible that this would be higher than 6 per cent by April 2022, which would impact on the Council's financial position.

RECOMMENDED that

- 1) Council approve all of the fees and charges; and**
- 2) Council agree that all fees and charges are charged commencing 1st April 2022.**

62. COUNCIL TAX BASE 2022/23

The Executive Director of Resources presented the Council Tax Base 2022/23 report for the Executive Committee's consideration. Members were advised that this report, which was prepared annually, contained technical information based on sound data. Officers had identified that the Council Tax Base was 26,546, relating to the number of Band D equivalent properties in the

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Borough. This calculation was important as it enabled the authority to calculate Council Tax levels.

In proposing the recommendations, the Portfolio Holder for Finance and Enabling explained that there was a need to increase the Council Tax Base in the Borough. More Council Band D properties needed to be built in Redditch, as this would help to achieve that higher Council Tax Base.

RECOMMENDED 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>

63. WORCESTERSHIRE REGULATORY SERVICES (WRS) BOARD - BUDGET RECOMMENDATIONS

The Executive Director of Resources presented the minutes of the meeting of the Worcestershire Regulatory Services (WRS) Board meeting held on 18th November 2021 at which budget contributions from partner authorities had been discussed. The proposed contributions had been reviewed in detail previously by senior Finance Officers from all of the authorities.

There were a number of budget pressures which were reflected in the figures reported to Members. This included pressures arising from anticipated pay increases, pension contributions, increases to the rent for the premises used by WRS and increases to the financial settlement for ICT support. Some of the pressures were more relevant to certain partner authorities than for others, such as for the Technical Officer for Animal Activity, which was reflected in the figures. In total, Redditch Borough Council's contribution would represent 17.53 per cent of the total budget for WRS in the 2022/23 financial year.

Members subsequently discussed the proposed budget settlement and in doing so noted that the Executive Committee could only determine the financial contribution from Redditch Borough Council. The flexible approach to funding different posts to meet varying

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needs of partners in the county was welcomed as a fair funding model.

During consideration of this item, the Executive Committee praised WRS for the team's hard work during the Covid-19 pandemic. Members commented that WRS had had to address new work pressures during the pandemic, such as those relating to lockdown restrictions on businesses. The workload of the team had also been impacted in other ways, such as through the increase in noise nuisance complaints, which had arisen during the lockdowns when more people were based at home.

RECOMMENDED that

partner authorities approve the following for 2022/2023:

- a) the 2022/23 gross expenditure budget of £3,891k;
- b) the 2022/23 income budget of 634k;
- c) the revenue budget and partner percentage allocations for 2022/2023 onwards:

Council	£'000	Revised %
Redditch Borough Council	572	17.53

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

Council	£'000
Redditch Borough Council	14

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

Council	Increase in Rent £000	Increase in ICT Hosting £000	Increase in Support Hosting £000
Redditch Borough Council	1	3	2

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

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

64. OVERVIEW AND SCRUTINY COMMITTEE

The Leader confirmed that there were no updates from the Overview and Scrutiny Committee on this occasion.

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

The Committee was advised that there were no referrals from either the Overview and Scrutiny Committee or the Executive Advisory Panels on this occasion.

66. ADVISORY PANELS - UPDATE REPORT

The following verbal updates were provided in respect of the work of the Executive Advisory Panels and other bodies.

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

Councillor Lovell advised that there was due to be a meeting of the Climate Change Cross Party Working Group in January 2022.

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

Councillor Dormer advised that a meeting of the Constitutional Review Working Party was scheduled to take place on 3rd March 2022.

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

In the absence of Councillor Nazir, the Leader advised that there had been no further meetings of the Board since the previous meeting of the Executive Committee.

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

The Committee was informed that a meeting of the Member Support Steering Group was scheduled to take place on 15th February 2022.

e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Councillor Dormer explained that a meeting of the Planning Advisory Panel was scheduled to take place on 20th January 2022. All Members were urged to attend this meeting.

67. RELEASE OF COVENANTS AFFECTING LAND

The Head of Legal, Democratic and Property Services presented a report on the subject of the release of a covenant affecting land at Overdale in Astwood Bank that had previously been sold by the Council. The covenant stipulated that the land concerned could only be used as a garden. However, a request had been received from the owner of the land to remove the covenant.

A quote had been received some time ago concerning the level of the capital receipt that would be generated for the Council as a result of removing this covenant. Officers were proposing a slight amendment to the proposals detailed in the report, and this was that there should be an up to date valuation undertaken.

The Executive Committee discussed the report and questioned the frequency with which covenants were applied and the reasons why the Council had applied a covenant to the sale of this particular land in 2009. Officers explained that this was a fairly standard arrangement and covenants were put in place to help protect the Council's interests. At the time that the sale occurred it was likely that the purchaser had asked for additional garden land.

Reference was also made to the planning process that would need to be followed should the covenant be released. Officers confirmed that the proper planning process would need to be followed in these circumstances.

RESOLVED that

- 1) subject to receiving an updated valuation, authority be delegated to the Head of Legal, Democratic and Property Services, following consultation with the Leader, to negotiate and finalise terms for the release of covenants attached to LR Title No WR121916 in return for the capital sum; and**

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RECOMMENDED that

- 2) **the Council's budget is augmented by the capital receipt.**

The Meeting commenced at 6.30 pm
and closed at 7.32 pm

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Executive Committee
202211th January**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 1st 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 no 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
 - 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.

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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 1st 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 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

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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.
- 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.

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- 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
- 50% discount for vacant new homes empty for more than 3, but less than 6 months.
- Dwellings undergoing repair works:
- 100% discount.

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

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	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 33rd 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.

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- 2.23 The authority should consider all Government guidance before introducing the empty home premium. The specific guidance - “Council 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

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property is unoccupied and when next in use will be used for charitable purposes.

- 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.

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- 4.2 Section 11A of the Local Government Finance Act 1992 provides local authorities with the discretion to determine the level of discount to 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.

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4.9 The power to implement a premium was proposed in the Government consultation Technical Reforms to Council Tax. Following this 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 2nd and 3rd 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.

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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.*

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—

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(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,

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

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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.

- 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 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

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through using the powers within the council tax system to encourage homeowners to bring long term property back into use.

- 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.

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- 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.

Risks	Mitigations
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>

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Council Tax Base England Statistics:

<https://www.gov.uk/government/statistics/council-taxbase-2020-in-england>

Technical Reforms of Council Tax

<https://www.gov.uk/government/consultations/technical-reforms-of-council-tax>

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

<https://www.gov.uk/government/consultations/technical-reforms-to-council-tax-when-dwellings-should-not-be-liable-to-the-empty-homes-premium>

Council Tax Definitions of Empty and Second Homes

<https://www.gov.uk/government/publications/council-tax-information-letter-definitions-of-empty-homes-and-second-homes>

Council Tax Guidance for Properties for Sale or Letting

<https://www.gov.uk/government/publications/council-tax-empty-homes-premium>**9. REPORT SIGN OFF**

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

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Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		

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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.

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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.

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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
202211 January

9. REPORT SIGN OFF

Department	Name and Job Title	Date
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

December 2021

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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

Authority, population¹ and number of Councillors	Total spend Basic Allowances	Total spend on SRA	SRA as a percentage of total Basic Allowance	Cost of total basic and SRA per head of population	Total of basic and SRA as a percentage of Net General Revenue Fund expenditure
	£	£	%	£	%
Bromsgrove DC (31) 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

¹ONS 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)

Authority (number of Councillors)	Amount £
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

Role	Rec'd Multiplier 2021/22 (IRP)	Current Multiplier (Council Agreed)	Rec'd Allowance 2021/22 (IRP) £	Current Allowance 2021/22 (Council Agreed) £	Rec'd Multiplier 2022/23 (IRP)	Rec'd Allowance 2022/23 (IRP) £
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&initset=>

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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REDDITCH BOROUGH COUNCILEXECUTIVE COMMITTEE11th January 2022HOUSING 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 ISSUESFinancial 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****11th 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

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- 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.

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**11th 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 1st 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 1st 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**11th 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

11th January 2022

None

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Business Transformation & Organisational Development

Rounded to the nearest 10p.

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

REDDITCH BOROUGH COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Photocopying per copy					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				
Other Corporate Charges					
Copy P60	5.90	0.00%	0.00	5.90	
Replacement ID badge	5.90	0.00%	0.00	5.90	
Attachment of Earnings per deduction	1.10	0.00%	0.00	1.10	
Venue hire additional services				0.00	
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				

Quote based on how many copies, size, media, finishing and design requirements, using current paper and contract pricing.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Full design & print services:					
Luxury roll-up banner - Flat rate	100.00				
- any additional	50.00			Request a quote	
Vinyl banner	50.00				
- any additional	25.00				
Posters (10)	25.00				
- any additional	Request a quote			Request a quote	
Leaflets (500)	50.00				
- any additional	Request a quote				
Printing up to A0 size, with a range of finishing options on papers and cards. Tiny labels to large banners, binding and laminating, booklets, copies, reports, posters, duplicate pads, brochures, leaflets, flyers, & more. Integrated in-house Design team services also available.	Request a quote			Request a quote	Quote based on how many copies, size, media, finishing and design requirements, using current paper and contract pricing.
Your bespoke requirements	Request a quote	0.00%		Request a quote	
<p>PLUS</p> <p>Boost your event with our simple options.</p> <ul style="list-style-type: none"> • Promotional services <ul style="list-style-type: none"> o Reach the local community with our official social media o Show up on Google with our special website options o Promote your event in our busy public spaces • Design services <ul style="list-style-type: none"> o Stand out o Bespoke for you, from our professional design team • Printing services <ul style="list-style-type: none"> o All your printing needs in one place o Signs, flyers, agendas, welcome banners, and more <p>Packages available from as little as £30. To find out more contact 01527 881296 or venues@bromsgrove.gov.uk. www.bromsgrove.gov.uk/venues</p> <p>Beautiful wedding stationery to suit your budget The personal touch for all your guests, with bespoke packages from £25</p> <ul style="list-style-type: none"> • Choose beautiful invitations • Add table plans, place settings, & more • Photo displays & banners • Signs • Use your own designs, or our designers <p>To find out more just contact 01527 881296 or weddings@bromsgrove.gov.uk. www.bromsgrove.gov.uk/weddings</p>					

REDDITCH BOROUGH COUNCIL

Community Fees and Charges

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease	Proposed charge from 2022 £	COMMENTS
<u>Private Sector Housing</u>					
House Fitness Inspections	127.00	5.00%	6.40	133.40	Rounded Sept RPI - Inflation Rate
Registration of housing in multiple occupation: per occupant	125.00	5.00%	6.30	131.30	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	36.80	
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + officer p/hr + 10% admin			Actual + officer p/hr + 10% admin	
<u>Lifeline</u>					
Installation Fee - New Charge (Private & HRA)	52.00	5.00%	2.60	54.60	
Lifeline (per week)	4.25	5.00%	0.20	4.46	Rounded Sept RPI - Inflation Rate
Alarms private user pre April 2004 x 52 weeks*	2.60	5.00%	0.10	2.70	
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	5.80	
- GPS Tracker Hire	7.00	5.00%	0.40	7.40	Rounded Sept RPI - Inflation Rate
- Daily Living Activity Equipment	7.00	5.00%	0.40	7.40	
*This is a lifetime set price and cannot be increased					
<u>Hire Products (Linked to Lifeline and activated in the monitoring centre)</u>					
Hire of smoke alarm per week	1.40	5.00%	0.10	1.50	
CO2 Detector per week	1.40	5.00%	0.10	1.50	
Bogus Caller Panic Button (per week)	1.40	5.00%	0.10	1.50	Rounded Sept RPI - Inflation Rate
Flood Detector (per week)	1.40	5.00%	0.10	1.50	
Falls Detector (per week)	1.40	5.00%	0.10	1.50	
Additional pendant (per week)	1.40	5.00%	0.10	1.50	
<u>Dial a Ride Service</u>					
Minibus - single journey	4.00	5.00%	0.20	4.20	
Minibus - single journey with concessionary pass	3.00	5.00%	0.20	3.20	
Customers with a concessionary bus pass (per single medical journey)	4.00	5.00%	0.20	4.20	
Customers without a concessionary bus pass (per single medical journey)	5.00	5.00%	0.30	5.30	Rounded Sept RPI - Inflation Rate
Registration fee	15.00	5.00%	0.80	15.80	
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	21.00	
<u>Shopmobility</u>					
Annual registration fee	15.00	5.00%	0.80	15.80	Rounded Sept RPI - Inflation Rate
Daily Charge (Redditch resident)	3.50	5.00%	0.20	3.70	

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	5.30	Rounded Sept RPI - Inflation Rate
Daily Escort fee charge	2.50	5.00%	0.10	2.60	
Daily Pay as you go charge (no registration fee)	6.50	5.00%	0.30	6.80	
Manual Wheelchair (resident)	2.00	5.00%	0.10	2.10	
Manual Wheelchair (non-resident)	3.00	5.00%	0.20	3.20	
Wheelchair Hire - per day	5.00	5.00%	0.30	5.30	
Wheelchair Hire - per week	20.00	5.00%	1.00	21.00	
Wheelchair Hire - per month	70.00	5.00%	3.50	73.50	

REDDITCH BOROUGH COUNCIL

Environmental

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<u>Bulky Household Waste</u>					
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 separately.					
Bulky collection - per single unit*	9.00	5.56%	0.50	9.50	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.
*Dependant on size, these items charged for as a multiple of units. 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	50.00	
Garden Waste Collection Service - new charge	46.00	0.00%	0.00	46.00	Rarely used - No need to increase cost. Prices held in recognition of disruption in 2020 & 2021 due to Covid 19
Garden Waste Set up fee - new charge	20.00	0.00%	0.00	20.00	
Re-issue of service - new charge	40.00	0.00%	0.00	40.00	
<u>MOT</u>					
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	
VOSA have yet to set a revised charge. Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.					
<u>Crematorium/Cemetery</u>					
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					
Interment					
Full earth interment under 1 year (non resident only)	0.00	0.00%	0.00	0.00	
Full earth interment under 1 year (Redditch resident)	No Charge			No Charge	
Interment 1 year to 17 (inc) years (non resident only)	0.00	0.00%	0.00	0.00	
Interment 1 year to 17 years (inc) (Redditch Resident)	No Charge			No Charge	
Interment 18 years and over*					
Single Depth	649.00	5.00%	32.50	681.50	Rounded Sept RPI - Inflation Rate
Double Depth	649.00	5.00%	32.50	681.50	
Interment of cremated remains *	216.00	5.00%	10.80	226.80	
Interment of cremated remains - non resident under 18 years	No Charge			No Charge	
Interment of cremated remains (Redditch Resident under 18 years only)	No Charge			No Charge	

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Scattering cremated remains in grave or in rose/memorial garden (roll back turf)	90.00	5.00%	4.50	94.50	Rounded Sept RPI - Inflation Rate
Charges for Burials					
Exclusive Right of Burial for 75 years					
In adult size grave	1,634.00	5.00%	81.70	1,715.70	
In babies grave	281.00	5.00%	14.10	295.10	
In child's grave (4 x 2)	299.00	5.00%	15.00	314.00	Rounded Sept RPI - Inflation Rate
In ashes grave	625.00	5.00%	31.30	656.30	
Extending Rights in existing grave for 25 years					
In existing full earth grave	466.00	5.00%	23.30	489.30	
In child's grave	99.00	5.00%	5.00	104.00	
In ashes grave	182.00	5.00%	9.10	191.10	Rounded Sept RPI - Inflation Rate
Assignment / Transfer of Exclusive Right	106.00	5.00%	5.30	111.30	
Certified copy of entry in Register of Burials	23.00	5.00%	1.20	24.20	
Disinterment of Remains - Cremated Remains	568.00	5.00%	28.40	596.40	
Cemetery Memorials					
Memorial application administration fee	106.00	5.00%	5.30	111.30	Rounded Sept RPI - Inflation Rate
Cremation related fees					
Direct Cremation 18+ years	434.00	5.00%	21.70	455.70	Rounded Sept RPI - Inflation Rate
Cremation 17 years and under	No Fee			No Fee	
Cremation 18+ years 09:00am and 09:30am	577.00	5.00%	28.90	605.90	Rounded Sept RPI - Inflation Rate
Cremation 18+ years 10:15am onwards	746.00	5.00%	37.30	783.30	
None Resident Cremation Fees					
Cremation 18+ years 9:00 am ans 09:30am	677.00	5.01%	33.90	710.90	
Cremation 18+ years 10:30am onwards	846.00	5.00%	42.30	888.30	
Scattering of ashes from other Crematoria	64.00	5.00%	3.20	67.20	
Certified extract from Register of Cremations	23.00	5.00%	1.20	24.20	
Replacement certificate of cremation	12.00	5.00%	0.60	12.60	
Organist's fee	58.00	5.00%	2.90	60.90	
Extra Service Time in Chapel	181.00	5.00%	9.10	190.10	
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	251.00	5.00%	12.60	263.60	Rounded Sept RPI - Inflation Rate
Use of Chapel for burial service (RBC Cemeteries)	181.00	5.00%	9.10	190.10	
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.00 am and 09:30am	577.00	5.00%	28.90	605.90	
Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards	746.00	5.00%	37.30	783.30	
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	84.00	5.00%	4.20	88.20	
Late arrival at Crematorium (only if service runs into next time slot)	181.00	5.00%	9.10	190.10	
Cremation of a body part where the original cremation was elsewhere -	168.00	5.00%	8.40	176.40	
Caskets					
Wooden cremated remains casket	119.00	5.00%	6.00	125.00	Rounded Sept RPI - Inflation Rate
Chapel music additional options					
Webcast of Chapel Service inc VAT	88.00	5.00%	4.40	92.40	
Webcast Live & 28 Day view inc downloadable version inc VAT	50.00	5.00%	2.50	52.50	
Keepsake copy of Webcast (DVD/USB) inc VAT	74.00	5.00%	3.70	77.70	
Single Photo inc VAT	27.00	5.00%	1.40	28.40	
Slideshow (up to 25 photos) inc VAT	75.00	5.00%	3.80	78.80	
Pro Tribute (up to 25 photos set to music) inc VAT	99.00	5.00%	5.00	104.00	Restructured - Rounded Sept RPI - Inflation Rate
Family made video for checking inc VAT	24.00	5.00%	1.20	25.20	
Keepsake copy of Pro Tribute (DVD/USB/Downloadable) inc VAT	30.00	5.00%	1.50	31.50	
Additional physical copies (DVD/USB) inc VAT	44.00	5.00%	2.20	46.20	
Each extra 25 photos inc VAT	38.00	5.00%	1.90	39.90	
Extra work (such as adding videos to pro tribute) inc VAT	38.00	5.00%	1.90	39.90	
Administration for first visual tribute in a service - new charge	24.00	0.00%	-24.00	0.00	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
Memorials					
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	
Wall Plaques – Internal					
Indoor single (12" x 3") - 5 year lease	200.00	5.00%	10.00	210.00	Rounded Sept RPI - Inflation Rate
Indoor single (12" x 3") - 10 year lease	318.00	5.00%	15.90	333.90	
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	Rounded Sept RPI - Inflation Rate
Indoor double (12" x 6") - 10 year lease	436.00	5.00%	21.80	457.80	
Indoor double (12" x 6") - 20 year lease	554.00	5.00%	27.70	581.70	
Outdoor Wall Plaques					
5 year lease	224.00	5.00%	11.20	235.20	
10 year lease	342.00	5.00%	17.10	359.10	Rounded Sept RPI - Inflation Rate
20 year lease	459.00	5.00%	23.00	482.00	
Photo or motif	188.00	5.00%	9.40	197.40	
Bird Bath Memorial					
5 year lease					
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	Rounded Sept RPI - Inflation Rate
Size 4	283.00	5.00%	14.20	297.20	
Size 5 - large	307.00	5.00%	15.40	322.40	
10 year lease					
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	Rounded Sept RPI - Inflation Rate
Size 4	401.00	5.00%	20.10	421.10	
Size 5 - large	423.00	5.00%	21.20	444.20	
20 year lease					
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	Rounded Sept RPI - Inflation Rate
Size 4	519.00	5.00%	26.00	545.00	
Size 5 - large	543.00	5.00%	27.20	570.20	
Motif	118.00	5.00%	5.90	123.90	
Barbican Memorial					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					
Additional inscription on plaque	147.00	5.00%	7.40	154.40	
Memorial Plaque extension fee 5 years ONLY - Withdrawn	148.00			Not Applicable	Withdrawn option to extend for 10 and 20 years due to the lack of space and price people will pay
Indoor Memorial Tree					
Standard Leaf - 3 year lease - new charge	69.00	5.00%	3.50	72.50	
Additional Leaves - new charge	48.00	5.00%	2.40	50.40	Rounded Sept RPI - Inflation Rate
Memorial Vaults					
Double Unit - 20 year lease including first interment and casket	1,324.00	5.00%	66.20	1,390.20	
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	Rounded Sept RPI - Inflation Rate
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	
High Hedge Complaints	237.60	5.00%	11.90	249.50	No increase last year
Memorial Posts					
Memorial plaque - 3 year lease	254.00	5.00%	12.70	266.70	
Motif	48.00	5.00%	2.40	50.40	Rounded Sept RPI - Inflation Rate
Replacement Plaque	127.00	5.00%	6.40	133.40	
Private Memorial Garden					
Including memorial - 20 year lease	1,694.00	5.00%	84.70	1,778.70	Rounded Sept RPI - Inflation Rate
Purchase of memorial plaque (bronze)	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
Parking Fines PCN's On Street - statutory					
Set by Statute					
Certain Contraventions	70.00	0.00%	0.00	70.00	
If paid within fourteen days	35.00	0.00%	0.00	35.00	
Other Contraventions	50.00	0.00%	0.00	50.00	Set by Statute
If paid within fourteen days	25.00	0.00%	0.00	25.00	
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)					

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
	£		£	£	
Legal Costs					
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	
* Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00					
Tenancy at Will	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					
Section 106					
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	
LOCAL LAND CHARGES					
Search Type					
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	156.30	Figures never provided by County therefore will reflect 2021 charge
Standard Search Fee: LLC1 and CON 29R combined					
- Residential	138.40			Not Applicable	LLC searches now carried out by HMLR
- Commercial	184.40			Not Applicable	
CON 290 Optional enquiries of Local Authority (2007)					
(Questions 5,6,8,9,11,15) per question	13.50	5.00%	0.70	14.20	Rounded Sept RPI - Inflation Rate
(Questions 7,10,12,13,14,16-21) per question	6.80	5.00%	0.30	7.10	
(Question 22)	30.00	0.00%	0.00	30.00	Figures not provided by County therefore will reflect 2021 charge
(Question 4)	15.10		0.00	15.10	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	5.00%	2.60	55.30	Rounded Sept RPI - Inflation Rate
Each additional parcel of land (LLC1 and CON29R)	24.70	5.00%	1.20	25.90	Rounded Sept RPI - Inflation Rate
Expedited (within 48 hrs)	33.70	5.00%	1.70	35.40	
Committee Room 1:					
4 hour minimum - Standard	58.52	5.00%	2.90	61.45	
Concession 25	43.91	5.00%	2.20	46.11	Rounded Sept RPI - Inflation Rate
Concession 50	29.26	5.00%	1.50	30.72	
Concession 75	14.66	5.00%	0.70	15.39	Rounded Sept RPI - Inflation Rate
8 hour minimum - daytime and/or evening	77.28	5.00%	3.90	81.14	
Concession 25	57.94	5.00%	2.90	60.84	Rounded Sept RPI - Inflation Rate
Concession 50	38.66	5.00%	1.90	40.59	
Concession 75	19.33	5.00%	1.00	20.30	
CIVIC SUITE COMMERCIAL CHARGES					
Committee Room 2/3:					
4 hour minimum - daytime	118.14	4.37%	5.20	123.30	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	92.40	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	59.10	4.23%	2.50	61.60	
Concession 75	29.52	4.34%	1.30	30.80	
8 hour minimum - daytime and/or evening	167.63	4.40%	7.40	175.00	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	130.90	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	83.78	4.44%	3.70	87.50	
Concession 75	41.92	4.25%	1.80	43.70	
Council Chamber:					
4 hour minimum - daytime	162.74	4.34%	7.10	169.80	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	127.00	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	81.35	4.36%	3.60	84.90	
Concession 75	40.70	4.18%	1.70	42.40	
8 hour minimum - daytime and/or evening	265.86	4.19%	11.10	277.00	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	208.00	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	132.96	4.17%	5.50	138.50	
Concession 75	66.45	4.29%	2.80	69.30	
Full Civic Suite: Monday to Saturday (including servery)					
4 hour minimum - daytime	265.86	4.19%	11.10	277.00	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	208.00	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	132.96	4.17%	5.50	138.50	
Concession 75	66.45	4.29%	2.80	69.30	
8 hour minimum - daytime and/or evening	482.66	4.32%	20.80	503.50	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	377.00	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	251.50	
Concession 75	120.67	4.25%	5.10	125.80	
<u>Full Civic Suite: Sunday - exceptional (including servery)</u>					
4 hour minimum - daytime	302.23	4.23%	12.80	315.00	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	236.50	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	157.60	
Concession 75	75.58	4.26%	3.20	78.80	
8 hour minimum - daytime and/or evening	549.88	4.20%	23.10	573.00	Room Hire has been limited due to covid and the need to continue to support Council services in our meeting rooms.
Concession 25	412.44	4.26%	17.60	430.00	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	274.94	4.20%	11.60	286.50	
Concession 75	137.50	4.36%	6.00	143.50	
<u>CIVIC SUITE COMMERCIAL CHARGES</u>					
<u>Equipment Hire</u>					
OHP/Screen	23.82	4.32%	1.00	24.85	As above
TV/Video	23.82	4.32%	1.00	24.85	
Conferencing Sound System	23.82	4.32%	1.00	24.85	
Flipchart stand					
4 hour minimum - daytime	7.91	4.30%	0.30	8.25	As above
8 hour minimum - daytime and/or evening	9.03	4.10%	0.40	9.40	
<u>Other Fees</u>					
Security	250.51	4.19%	10.50	261.00	As above
Retainer					
<u>CIVIC SUITE - REFRESHMENT CHARGES</u>					
Teas and Coffees	1.12	7.14%	0.10	1.20	Ease of Collection
Commercial - per cup					
<u>Learning online</u>					
Personal Development					
<i>Unemployed</i>					
Maths *	FREE			FREE	
English *	FREE			FREE	
*Must demonstrate a need after initial assessment.					
<i>Employed</i>					
Maths *	FREE			FREE	
English *	FREE			FREE	
*Must demonstrate a need after initial assessment.					
<i>IA Eligibility</i>					
IA Not Eligible **	350.00	0.00%	0.00	350.00	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	350.00	
**When the IA shows you are working above Level 2 and therefore not eligible for government funding but wish to gain a recognised qualification.					
[Full course includes OCR registration, online materials, offline resources, practice papers, tests & certification]					
Computer Courses					

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Full Awards [Full course includes BCS registration, online materials, offline resources, practice papers, tests & certification]					
Unemployed					
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	300.00	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	360.00	
Employed					
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	300.00	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	360.00	
Testing only option [Testing only option includes BCS Registration, 4 tests and certification]					
Unemployed					
Tests only	n/a			n/a	
Practice papers & tests only	n/a			n/a	
Resits	n/a			n/a	
Unemployed - no benefits not seeking work					
Tests only	200.00	0.00%	0.00	200.00	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	240.00	
Resits	30.00	0.00%	0.00	30.00	
Employed - Less than 16 hours					
Tests only	n/a			n/a	
Practice papers & tests only	n/a			n/a	
Resits	n/a			n/a	
Employed					
Tests only	200.00	0.00%	0.00	200.00	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	240.00	
Resits	30.00	0.00%	0.00	30.00	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
Single Awards 1 unit only [includes BCS registration, online materials, offline resources, practice papers, test certification]					
Unemployed					
Word Processing	n/a			n/a	
Spreadsheets	n/a			n/a	
Presentations (PowerPoint)	n/a			n/a	
Improving productivity	n/a			n/a	
Unemployed - no benefits not seeking work					
Word Processing	80.00	0.00%	0.00	80.00	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	80.00	
Presentations (PowerPoint)	80.00	0.00%	0.00	80.00	
Improving productivity	80.00	0.00%	0.00	80.00	
Employed					
Word Processing	80.00	0.00%	0.00	80.00	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	80.00	
Presentations (PowerPoint)	80.00	0.00%	0.00	80.00	
Improving productivity	80.00	0.00%	0.00	80.00	
Testing only option Per module [Testing only option includes BCS Registration, 1 test and certification]					
Unemployed					
Tests only	n/a			n/a	
Practice papers & tests only	n/a			n/a	

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Resits	n/a			n/a	
Unemployed - no benefits not seeking work					
Tests only	50.00	0.00%	0.00	50.00	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	60.00	
Resits	30.00	0.00%	0.00	30.00	
Employed					
Tests only	50.00	0.00%	0.00	50.00	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	60.00	
Resits	30.00	0.00%	0.00	30.00	
<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>					
Property Services					
Minor Land Sales Request for Information	52.90	36.11%	19.10	72.00	VAT not included in previous year plus Inflationary Increase
Minor Land Sales Full Application	387.35	27.02%	104.70	492.00	VAT not included in previous year plus Inflationary Increase
Advertising - Estimated Fee	657.30	0.00%	-657.30	0.00	To be deleted to be replaced by line 260
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	NEW			360.00	New charge based on cost per advert
Surveyors Fees - Estimated Fee	528.25	0.00%	-528.30	0.00	To be deleted to be replaced by line 262
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	NEW			90.00	New charge based on an hourly rate

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
<u>TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</u> 1,2,3 or More Properties: Application Regularisation	Please Ring for Quote Please Ring for Quote			Please Ring for Quote Please Ring for Quote	
<u>TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)</u> 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
Garage Conversion to habitable room					
Application	375.00	0.00%	0.00	375.00	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	450.00	
Additional	Please Contact Us			Please Contact Us	
Extension project Consolidated to just the Table B heading (delete)					
Application	Please Contact Us			Please Contact Us	
Regularisation	Please Contact Us			Please Contact Us	
Additional	Please Contact Us			Please Contact Us	
All other extensions Consolidated to just the Table B heading (delete)					
Loft Conversions Consolidated to just the Table B heading (delete)					
Detached garage over Consolidated to just the Table B heading (delete)					
Electrical works by non-qualified electrician					
Application	Please Contact Us			Please Contact Us	
Regularisation	Please Contact Us			Please Contact Us	
Renovation of thermal element					
Application	Please Contact Us			Please Contact Us	
Regularisation	Please Contact Us			Please Contact Us	
Installing steel beam(s) within an existing house					
Application	225.00	0.00%	0.00	225.00	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Regularisation	270.00	0.00%	0.00	270.00	
Window replacment					
Application	225.00	0.00%	0.00	225.00	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Regularisation	270.00	0.00%	0.00	270.00	
Installing a new boiler or wood burner etc.					
Application	440.00	0.00%	0.00	440.00	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
Regularisation	530.00	0.00%	0.00	530.00	
TABLE C: All Other works - Alterations and new build					
£0 +	Please Contact Us			Please Contact Us	

For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote

These charges have been set on the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

<u>ARCHIVED APPLICATIONS</u>					
Process request to re-open archived building control file, resolve case and issue completion certificate	55.40	0.00%	0.00	55.40	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	72.30	
<u>WITHDRAWN APPLICATIONS</u>					
Process request	55.40	0.00%	0.00	55.40	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010

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
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS 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.

DEVELOPMENT MANAGEMENT

Pre Application Fee

Residential Development/ Development Site Area/Proposed Gross Floor Area

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						
Non-residential development (floor space)						
Floor area is measured externally						
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		
Non-residential development (site area) where no building operations are proposed						
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		
<u>Monitoring Fees to be applied to Planning Obligations</u>						
Obligations where the Council is the recipient						
All contributions (financial or non-monetary) - PER OBLIGATION	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		
Obligations for another signatory (eg. Worcestershire County Council)						
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		
Fee Concessions						
Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.						
<u>Business Centres</u>						
Secretarial						
- minimum charge	12.00	5.00%	0.60	12.60	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).	
- charge per hour	14.40	5.00%	0.70	15.10		
Postal Address Facility - per month						
	47.00	0.00%	0.00	47.00	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.	

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
Telephone Divert:					
Normal - per quarter	120.20	0.00%	0.00	120.20	As above
Gold - per quarter	227.30	0.00%	0.00	227.30	
Photocopying:					
A4 single side	0.12	8.33%	0.01	0.13	A 5% increase is less than 1pence so a 8.33% increase is proposed.
A4 double side	0.24	8.33%	0.02	0.26	The charge should be comparable to a single-sided photocopy (ie double) therefore a 8.33% increase is proposed.
A3 single side	0.30	6.67%	0.02	0.32	An increase of 5% has been applied and rounded up due to the low amount.
A3 double side	0.30	113.33%	0.30	0.60	The charge should be comparable to a single-sided photocopy (ie double) therefore a 113.33% increase is proposed.
Photocopying:					
A4 single side - non tenants	0.20	5.00%	0.00	0.20	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).
Conference Room (per hour):					
Greenlands Tenants	12.10	4.96%	0.60	12.70	
Greenlands Non Tenants	24.00	5.00%	1.20	25.20	An increase in line with the RPI is proposed. This has been selected as the most appropriate as it reflects the increase costs of
Heming Rd (monthly charge) :					
Unit 1	288.60	5.00%	0.00	288.60	
Unit 2	493.80	4.96%	0.00	493.80	
Units 3-6	410.40	5.00%	0.00	410.40	
Unit 7	435.40	5.00%	0.00	435.40	
Units 8-19	278.10	5.00%	0.00	278.10	
Units 20-28	410.40	5.00%	0.00	410.40	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 29a	128.40	5.00%	0.00	128.40	
Unit 29c	196.10	5.00%	0.00	196.10	
Unit 29b	222.00	5.00%	0.00	222.00	
Greenlands (monthly charge) :					
Unit 1 Ground Floor Suited Office	994.40	0.00%	0.00	994.40	
Unit 2 First Office	287.40	0.00%	0.00	287.40	
Unit 3 Ground Floor Office	1,272.40	0.00%	0.00	1,272.40	
Unit 4 Ground Floor Office	1,017.90	0.00%	0.00	1,017.90	
Unit 5 First Floor Office	278.00	0.00%	0.00	278.00	
Unit 6 First Floor Office	294.40	0.00%	0.00	294.40	
Unit 7 Ground Floor Office	701.90	0.00%	0.00	701.90	
Unit 8 Ground Floor Office	690.20	0.00%	0.00	690.20	
Unit 9 Ground Floor Office	1,270.30	0.00%	0.00	1,270.30	
Unit 10 First Office	353.30	0.00%	0.00	353.30	
Units 11 & 12 First Floor Office	313.30	0.00%	0.00	313.30	
Unit 13 Ground Floor Office	400.40	0.00%	0.00	400.40	
Unit 14 First Floor Office	765.50	0.00%	0.00	765.50	
Unit 15 First Floor Office	765.50	0.00%	0.00	765.50	
Unit 16 First Floor Office	683.10	0.00%	0.00	683.10	
Unit 17 First Floor Office	383.90	0.00%	0.00	383.90	
Unit 18 First Floor Office	383.90	0.00%	0.00	383.90	
Unit 19 First Floor Office	581.80	0.00%	0.00	581.80	
Unit 20 First Floor Office	567.70	0.00%	0.00	567.70	
Unit 21 First Floor Office	1,283.10	0.00%	0.00	1,283.10	
Units 22 & 23 First Floor Office	275.60	0.00%	0.00	275.60	
Unit 24 First Floor Office	294.40	0.00%	0.00	294.40	
Unit 25 First Floor Office	308.60	0.00%	0.00	308.60	
Unit 26 First Floor Office	381.60	0.00%	0.00	381.60	
Unit 27 First Floor Office	254.40	0.00%	0.00	254.40	
Unit 28 First Floor Office	713.70	0.00%	0.00	713.70	
Unit 29 First Floor Office	685.50	0.00%	0.00	685.50	

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	
FOOTBALL					
SENIOR 11 a side with changing					
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	
SENIOR 11 a side without changing					
Match games	40.00	6.25%	2.50	42.50	
JUNIOR 9 or 11 a side with changing					
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	
JUNIOR 9 or 11 a side without changing					
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	
MINI FOOTBALL 5 or 7 a side					
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	
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.					
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.	10.00	0.00%	0.00	10.00	
SPORTS DEVELOPMENT CHARGES					
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 funders 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	
Allotment Charges					
Small (>177m2)					
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	
Medium (>177<254m2))					
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	
Large (<254m2)						
Standard	73.74	5.00%	3.70	77.43	Rounded Sept RPI - Inflation Rate	
Concession 25%	55.30	5.00%	2.80	58.07		
Concession 50%	36.87	5.00%	1.80	38.71		
Additional water charge	28.16	5.00%	1.40	29.57		
Water charge is only applicable where water is present, and billed to Redditch Borough Council.						
Events, Open and Civic Spaces Hire						
£250 - £1500 Bond Payable						
Events						
Commercial Rates						
Small Attendance = 0 to 99						
Per half day	155.00	3.23%	5.00	160.00	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	290.00		
Medium Attendance = 100 to 499						
Per half day	220.00	2.27%	5.00	225.00		
Per Day	378.00	1.85%	7.00	385.00		
Large Attendance = 500 to 1999						
Per half day	280.00	3.57%	10.00	290.00		
Per Day	472.00	2.75%	13.00	485.00		
Community Rates						
Small Attendance = 0 to 99						
Per half day	65.00	1.54%	1.00	66.00		
Per Day	106.00	1.42%	1.50	107.50		
Medium Attendance = 100 to 499						
Per half day	80.00	1.25%	1.00	81.00		
Per Day	134.50	1.12%	1.50	136.00		
Large Attendance = 500 to 1999						
Per half day	95.00	1.05%	1.00	96.00		
Per Day	166.00	0.60%	1.00	167.00		
Charities / Not For Profit Organisations						
Small Attendance = 0 to 99						
Per half day	45.00	0.00%	0.00	45.00		
Per Day	74.00	0.00%	0.00	74.00		
Medium Attendance = 100 to 499						
Per half day	54.00	0.00%	0.00	54.00		
Per Day	89.50	0.00%	0.00	89.50		
Large Attendance = 500 to 1999						
Per half day	65.00	0.00%	0.00	65.00		
Per Day	118.30	0.00%	0.00	118.30		
	440.20	2.23%	9.80	450.00		
Fairs & Circuses Min of 3 day Hire						
Additional Costs for Outdoor Event Space:						
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)				50.00 per hour	This is a new proposal for large scale external events that request on site officer support during the event Proposal to charge separately for use of power or water for each application?	
Power and Water Supply Additional Charges				Negotiation		
Outdoor Fitness Session						
Commercial Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	3.63%	14.60	415.00	Commercial rate increases set - but to allow increase in usage in open spaces	
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	3.08%	20.00	670.00		
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	3.57%	25.00	725.00		
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	3.50%	7.00	207.00		
	400.00	3.75%	15.00	415.00		

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Winter Fee (Oct to Mar) Two days maximum usage per week	600.00	3.33%	20.00	620.00	
Winter Fee (Oct to Mar) Three days maximum usage per week					
	520.00	3.85%	20.00	540.00	Commercial rate increases set - but to allow increase in usage in open spaces
Annual Fee One day maximum usage per week	850.00	3.53%	30.00	880.00	
Annual Fee Two days maximum usage per week	1,000.00	5.00%	50.00	1,050.00	
Annual Fee Three days maximum usage per week					
Community Rates (Per Day)	200.00	2.50%	5.00	205.00	Community rates increases to support community activity
Summer Fee (Apr to Sept) One day maximum usage per week	300.00	2.33%	7.00	307.00	
Summer Fee (Apr to Sept) Two days maximum usage per week	350.00	2.86%	10.00	360.00	
Summer Fee (Apr to Sept) Three days maximum usage per week		0.00%	0.00	0.00	
	80.00	2.50%	2.00	82.00	
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	2.50%	5.00	205.00	
Winter Fee (Oct to Mar) Two days maximum usage per week	300.00	2.33%	7.00	307.00	
Winter Fee (Oct to Mar) Three days maximum usage per week		0.00%	0.00	0.00	
	250.00	2.00%	5.00	255.00	
Annual Fee One day maximum usage per week	450.00	2.22%	10.00	460.00	
Annual Fee Two days maximum usage per week	500.00	2.40%	12.00	512.00	
Annual Fee Three days maximum usage per week	100.00	5.00%	5.00	105.00	
Trial fee (1 day per week - MAX 4 week trial)					
The Bird Box - NEW CHARGE	1.60	6.25%	0.10	1.70	
Use of Power connection					
Additional Costs for Outdoor Fitness Space:					
1 Set up and Clearance charged @ 50% of applicable rate					
Outdoor Open Space/ Civic Space Event Hire					
Small Attendance = 0-100					
Commercial Rates	51.50	4.85%	2.50	54.00	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	25.50	
Concession 75	12.50	0.00%	0.00	12.50	
Medium 101- 499					
Commercial Rates	103.00	4.85%	5.00	108.00	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	51.00	
Concession 75	25.00	0.00%	0.00	25.00	
Large 500+					
Commercial Rates	154.50	2.91%	4.50	159.00	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	76.50	
Concession 75	37.50	0.00%	0.00	37.50	
Band Stand					
Criteria and eligibility guidance notes attached in events toolkit					
Bandstand Hire T/centre					
Commercial Rates per day	Price on application			Price on application	
Community Rates per day	27.60	0.00%	0.00	27.60	
Charities / Not for Profit Organisations per day	27.60	0.00%	0.00	27.60	
Parks and Open Spaces Fitness Hire (eg Bootcamps)					
Summer Fee (Apr to Sept) One day maximum usage per week					
Commercial	420.00	0.00%	0.00	420.00	
Concession 25	315.00	0.00%	0.00	315.00	
Concession 50	210.00	0.00%	0.00	210.00	

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

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
<u>Revenues</u> <u>Court Costs</u> Council Tax Summons	55.90	0.00%	0.00	55.90	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	29.70	
Magistrates Court Fee	0.50	0.00%	0.00	0.50	
NNDR Summons	55.90	0.00%	0.00	55.90	As above The Magistrates' Court Fee is set in Statutory Instruments and cannot be adjusted
Liability Order	29.70	0.00%	0.00	29.70	
Magistrates Court Fee	0.50	0.00%	0.00	0.50	

REDDITCH BOROUGH COUNCIL

HRA Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
Service Charges					
Three Storey Flats*	Full cost recovery'	0.00%	0.00	Full cost recovery	
Woodrow Estate	Full cost recovery'	0.00%	0.00	Full cost recovery	
Evesham Mews	Full cost recovery'	0.00%	0.00	Full cost recovery	
Communal Blocks	Full cost recovery'	0.00%	0.00	Full cost recovery	
Sheltered Scheme (VAT inclusive)					
Use of washing machines - per load	3.00	3.33%	0.10	3.10	Inflationary increase then rounded down to fit with machine coinage
Use of drying machines	2.30	4.35%	0.10	2.40	
Use of guest bedrooms per night	30.00	5.00%	1.50	31.50	Rounded Sept RPI - Inflation Rate
Use of communal lounge - per hour	15.00	5.00%	0.80	15.80	
Bredon House, Mendip House and Malvern House					
Heating - Bedsit	9.40			Full cost recovery	
Heating - 1 bedroom	10.70			Full cost recovery	
Garage Rents					
Garages	9.70	5.00%	0.50	10.20	
Car Ports	3.60	5.00%	0.20	3.80	Rounded Sept RPI - Inflation Rate
Non Council Tenants plus VAT	above plus VAT			above plus VAT	
General Repairs					
Gain Entry or where a warrant is required	24.00	5.00%	1.20	25.20	
Call out charge or make safe + the repair work undertaken	24.00	5.00%	1.20	25.20	Rounded Sept RPI - Inflation Rate
Boarding up window or door - Small, Medium & Large	50.00	0.00%	0.00	50.00	
Glazing					
Replace single glazed 6mm thick glass pane - Small, Medium & Large	82.00	5.00%	4.10	86.10	
Replace 28mm double glazed unit - window or door (all sizes)	145.00	5.00%	7.30	152.30	Rounded Sept RPI - Inflation Rate
Plumbing					
Unblock sinks, wash basin, bath or WC	32.00	5.00%	1.60	33.60	
Replacing plugs and chains to baths, sinks and wash hand basins	16.00	5.00%	0.80	16.80	
Replace wash hand basin- Inc. fixtures & fittings	145.00	5.00%	7.30	152.30	
Replace WC pan & cistern - Inc. fixtures & fittings	145.00	5.00%	7.30	152.30	Rounded Sept RPI - Inflation Rate
Replace bath - Inc. fixtures & fittings (not Inc. bath panel)	472.00	5.00%	23.60	495.60	
Replace bath panel	67.00	5.00%	3.40	70.40	
Replace stainless steel sink Inc. F&F	170.00	5.00%	8.50	178.50	
Blocked drainage systems and soil stacks	By Quotation			By Quotation	
Replace toilet seat	32.00	5.00%	1.60	33.60	Rounded Sept RPI - Inflation Rate
Carpentry					
Replace keys and locks to doors, windows and garages if they are lost or stolen	60.00	5.00%	3.00	63.00	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	5.80	
Replace kitchen unit draw or door	73.00	5.00%	3.70	76.70	
Replace cupboard latches and handles	30.00	5.00%	1.50	31.50	
Repair kitchen unit draw or door	73.00	5.00%	3.70	76.70	
Replace internal doors - none fire door 110/door	100.00	5.00%	5.00	105.00	
Replace external doors (UVPC) - None Fire Door	735.00	5.00%	36.80	771.80	
Replace Wooden door - Fire door Inc. Intumescent strips	515.00	5.00%	25.80	540.80	
Replace door handles and latches (internal doors only)	51.00	5.00%	2.60	53.60	
Electrics					
Replace florescent light fitting and tubes/starters	47.00	5.00%	2.40	49.40	
Re-fix or renew electrical accessories - switch, sockets, pendant	52.00	5.00%	2.60	54.60	
Replace damaged/broken 240v smoke alarm + new test certificate	92.00	5.00%	4.60	96.60	
Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests	410.00	5.00%	20.50	430.50	
Carry out electrical test certificate	123.00	5.00%	6.20	129.20	
Gas					
Turning gas on following capping	52.00	5.00%	2.60	54.60	
Rehang radiator	81.00	5.00%	4.10	85.10	
Replace TRV thermostat	36.00	5.00%	1.80	37.80	
Building					
Repair Plastering	By Quotation			By Quotation	
Repair of walls/patio's	By Quotation			By Quotation	
Environmental					
Garden maintenance	By Quotation			By Quotation	
Garden rubbish removal - small	By Quotation			By Quotation	
Garden rubbish removal - large (skip load/van load)	By Quotation			By Quotation	
Bulky Waste removal - per single unit	8.50	5.00%	0.40	8.90	
Loft clearances	By Quotation			By Quotation	
Property Clean - Easy Clean	By Quotation			By Quotation	
Property Clean - Deep clean	By Quotation			By Quotation	
Pest control TBC	By Quotation			By Quotation	
External					
Fencing (other than privacy panels)	By Quotation			By Quotation	
Gate and shed latches, bolts and catches	By Quotation			By Quotation	
Replacement Key Fobs (each)	5.50	5.00%	0.30	5.80	
St Davids House Luncheon Club					
Residents	4.80	4.17%	0.20	5.00	
Non Residents	5.70	5.26%	0.30	6.00	
Christmas Day Dinner/New Years Day Dinner	11.20	7.14%	0.80	12.00	
Christmas Day Dinner/New Years Day Dinner (Guest)	20.00	0.00%	1.00	21.00	
Home Support Service					
Weekly well being telephone call - to be deleted	4.50			Deleted	To be deleted
Weekly well being home visit - per half hour	8.50	5.00%	0.40	8.90	
Weekly Individual Support visiting service - per hour	16.90	5.00%	0.80	17.70	

Service Category	Charge 1st April 2021	% Change	increase/ decrease	Proposed charge from 2022	COMMENTS
	£		£	£	
<u>Tenants' Support - St David's House/Queen's Cottages</u>					
Full Charge	41.50	5.00%	2.10	43.60	Rounded Sept RPI - Inflation Rate
Service Charges					
St David's House	30.60	5.00%	1.50	32.10	Rounded Sept RPI - Inflation Rate
Queen's Cottages	30.60	5.00%	1.50	32.10	Rounded Sept RPI - Inflation Rate
St David's House					
Heating charge - per week	9.50	5.00%	0.50	10.00	
Water charge - per week	4.80	5.00%	0.20	5.00	
Laundry Charge - per load	7.10	5.00%	0.40	7.50	
Guest Bedroom per night	25.00	5.00%	1.30	26.30	Rounded Sept RPI - Inflation Rate
Guest Bedroom per night (benefit eligibility)	15.80	5.00%	0.80	16.60	
Hire of activity room per session	10.00	5.00%	0.50	10.50	
Extra Care costs (private funders) WCC charge plus 10%	WCC charge + 10%			WCC charge + 10%	
<u>Landlords References</u>					
Landlords References	61.00	5.00%	3.10	64.10	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	
<u>TAXI LICENSING</u>						
- Hackney Carriage Vehicle Licence per annum (charge excludes vehicle testing)	264.00	0.00%	0.00	264.00	No increase required as service is fully recovering costs	
- Hackney Carriage Driver's Licence - 1 Year	61.00	0.00%	0.00	61.00		
- Hackney Carriage Driver's Licence - 3 Year	150.00	0.00%	0.00	150.00		
- Private Hire Vehicle Licence per annum (charge excludes vehicle testing)	264.00	0.00%	0.00	264.00		
- Private Hire Operator Licence - (1 year) (1 vehicle)	167.00	0.00%	0.00	167.00		
- Private Hire Operator Licence - (3 year) (1 vehicle)	402.00	0.00%	0.00	402.00		
- Private Hire Operator Licence - (5 year) (1 vehicle)	637.00	0.00%	0.00	637.00		
- Private hire operator licence (all durations) per additional vehicle	17.00	0.00%	0.00	17.00		
- Hackney carriage driver licence - (1 year)	61.00	0.00%	0.00	61.00		
- Hackney carriage driver licence - (3 years)	150.00	0.00%	0.00	150.00		
- Private hire driver licence - (1 year)	61.00	0.00%	0.00	61.00		
- Private hire driver licence - (3 years)	150.00	0.00%	0.00	150.00		
- Dual Hackney Carriage and Private Hire Driver's Licence - (1 Year)	87.00	0.00%	0.00	87.00		
- Dual Hackney Carriage and Private Hire Driver's Licence - (3 Year)	208.00	0.00%	0.00	208.00		
- Knowledge test	23.00	0.00%	0.00	23.00		
- Administration Charge - new applications	37.00	0.00%	0.00	37.00		
- Transfer of plate - per transfer	51.00	0.00%	0.00	51.00		
- Replacement Vehicle Plates	23.00	0.00%	0.00	23.00		
- Replacement Driver's Badge (card)	13.00	0.00%	0.00	13.00		
- Amendment to paper licence - eg change of address	12.00	0.00%	0.00	12.00		
- DVLA Enquiry - Electronic	7.00	0.00%	0.00	7.00		
- DVLA Enquiry - Paper	12.00	0.00%	0.00	12.00		
- CRB Disclosure	56.00	0.00%	0.00	56.00		
<u>GENERAL LICENSING</u>						
- Annual Street Trading Consent - Food - Initial - per annum	1,447.00	0.00%	0.00	1,447.00		
- Annual Street Trading Consent - Food - Renewal - per annum	1,327.00	0.00%	0.00	1,327.00		
- Annual Street Trading Consent - Non Food - Initial - per annum	1,207.00	0.00%	0.00	1,207.00		
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,085.00	0.00%	0.00	1,085.00		
<u>Animal Activity Licences</u>						
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	
Keeping or training animals for exhibition (only)					
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	
Dangerous wild animals					
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	
Zoo Licences					
Application for grant or renewal of a licence	131.00	0.00%	0.00	131.00	
Secretary of state inspector and veterinary fees	Recharged at cost			Recharged at cost	
Sex Establishments					
Application for grant or renewal of a licence	1,020.00	0.00%	0.00	1,020.00	
Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis					
Fee to register a premises	136.00	0.00%	0.00	136.00	
Fee to register a practitioner	89.00	0.00%	0.00	89.00	
Scrap Metal Dealers Act 2013					
- Application for a new site licence	296.00	0.00%	0.00	296.00	
Fee per additional site	153.00	0.00%	0.00	153.00	
- Application for a new collectors licence	148.00	0.00%	0.00	148.00	
- Application for a renewal of a site licence	245.00	0.00%	0.00	245.00	
Fee per additional site	153.00	0.00%	0.00	153.00	
- Application for a renewal of a collectors licence	97.00	0.00%	0.00	97.00	
- Variation of licence	67.00	0.00%	0.00	67.00	
- Request for a copy of a licence (if lost or stolen)	26.00	0.00%	0.00	26.00	
ENVIRONMENTAL HEALTH					
<u>Dog Warden</u>					
- Penalty (statutory fee)	25.00	0.00%	0.00	25.00	
- Kennelling Fee £15 per day or part day	15.00	13.33%	2.00	17.00	Increased to help recover costs incurred and consistency with other Worcestershire Districts
- 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	No change for consistency with other Worcestershire Districts.
- Repeat offence levy	40.00	0.00%	0.00	40.00	
- Treatment Costs (Wormer, Flea) - Per treatment	10.00	0.00%	0.00	10.00	
- Veterinary Charges	Recharged at cost			Recharged at cost	
	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
WRS Commercial Animal Services (WRS Income)					
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	
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%			Full cost recovery
Rehoming of Animal	40.00	0.00%			
Private Water Supplies					
Risk Assessment per hour (minimum 1 hour)	55.00	1.82%	1.00	56.00	
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	
+ <i>Laboratory Costs</i>	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	Consistency of charge for all partners
Sample taken during check monitoring	55.00	1.82%	1.00	56.00	
+ <i>Laboratory Costs</i>	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Sample taken during audit monitoring	55.00	1.82%	1.00	56.00	
+ <i>Laboratory Costs</i>	Full Cost Recovery		Full Cost Recovery	Full Cost Recovery	
Other Environmental Health Fees					
Trading Certificates - WRS Income					
Health/Export					
- Annual Specific export inspections	474.00	0.00%	0.00	474.00	
- Certificate	104.40	0.00%	0.00	104.40	
- Per Hour	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	
GAMBLING FEES					
Premises Licence Fees - Discretionary					
Bingo Premises					
- 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	
<u>Adult Gaming Centre</u>					
- Grant	1,240.00	0.00%	0.00	1,240.00	
- Annual Fee	639.00	0.00%	0.00	639.00	
- Variation	639.00	0.00%	0.00	639.00	
- Transfer	1,240.00	0.00%	0.00	1,240.00	
- Application for Provisional Statement	1,240.00	0.00%	0.00	1,240.00	
- Licence Application (Provisional Statement Holders)	745.00	0.00%	0.00	745.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	745.00	0.00%	0.00	745.00	
<u>Family Entertainment Centre</u>					
- Grant	1,240.00	0.00%	0.00	1,240.00	
- Annual Fee	590.00	0.00%	0.00	590.00	
- Variation	639.00	0.00%	0.00	639.00	
- Transfer	620.00	0.00%	0.00	620.00	
- Application for Provisional Statement	1,240.00	0.00%	0.00	1,240.00	
- Licence Application (Provisional Statement Holders)	620.00	0.00%	0.00	620.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	608.00	0.00%	0.00	608.00	
<u>Betting Premises (excluding tracks)</u>					
- Grant	1,853.00	0.00%	0.00	1,853.00	
- Annual Fee	371.00	0.00%	0.00	371.00	
- Variation	926.00	0.00%	0.00	926.00	
- Transfer	742.00	0.00%	0.00	742.00	
- Application for Provisional Statement	1,853.00	0.00%	0.00	1,853.00	
- Licence Application (Provisional Statement Holders)	742.00	0.00%	0.00	742.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	745.00	0.00%	0.00	745.00	
<u>Betting Premises (Including Tracks)</u>					
- Grant	1,853.00	0.00%	0.00	1,853.00	
- Annual Fee	371.00	0.00%	0.00	371.00	
- Variation	926.00	0.00%	0.00	926.00	
- Transfer	742.00	0.00%	0.00	742.00	
- Application for Provisional Statement	1,853.00	0.00%	0.00	1,853.00	
- Licence Application (Provisional Statement Holders)	742.00	0.00%	0.00	742.00	
- Copy of licence (Statutory Charge - cannot be above £25)	25.00	0.00%	0.00	25.00	
- Notification of change (Statutory Charge - cannot be above £50)	50.00	0.00%	0.00	50.00	
- Application by Re-instatement	745.00	0.00%	0.00	745.00	
<u>Temporary Event Use Notice</u>					
- New Applications	310.00	0.00%	0.00	310.00	
- Copy of Licence	16.00	0.00%	0.00	16.00	
GAMBLING ACT PERMIT FEES - STATUTORY					
<u>Licensed Premises Gaming Machine Permit</u>					
- 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	
<u>Licensed Premises Automatic Notification Process</u>					
- Grant	50.00	0.00%	0.00	50.00	
<u>Club Gaming Permits</u>					
- Grant	200.00	0.00%	0.00	200.00	
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Renewal	200.00	0.00%	0.00	200.00	
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Annual Fee	50.00	0.00%	0.00	50.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Club Machine Permits</u>					
- Grant	200.00	0.00%	0.00	200.00	
- Grant (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Variation	100.00	0.00%	0.00	100.00	
- Renewal	200.00	0.00%	0.00	200.00	
- Renewal (Club Premises Certificate holder)	100.00	0.00%	0.00	100.00	
- Annual Fee	50.00	0.00%	0.00	50.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Family Entertainment Centre Gaming Machine Permit</u>					
- Grant	300.00	0.00%	0.00	300.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Renewal	300.00	0.00%	0.00	300.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Prize Gaming Permits</u>					
- Grant	300.00	0.00%	0.00	300.00	
- Existing operator grant	100.00	0.00%	0.00	100.00	
- Change of name	25.00	0.00%	0.00	25.00	
- Renewal	300.00	0.00%	0.00	300.00	
- Copy of Permit	15.00	0.00%	0.00	15.00	
<u>Small Lottery Registration (statutory)</u>					
- Fee to register a small society lottery	40.00	0.00%	0.00	40.00	
- Small society lottery annual maintenance fee	20.00	0.00%	0.00	20.00	
<u>Premises Licences & Club Premises Certificates Fees - Statutory Licensing Act 2003</u>					
The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed					
<u>Band:</u>					
A (0 - 4,300)					
Initial Fee	100.00	0.00%	0.00	100.00	
Annual Charge	70.00	0.00%	0.00	70.00	

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

Service Category	charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<p>Notice of interest in any premises Minor variation application</p> <p>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'</p>	<p>21.00 89.00</p>	<p>0.00% 0.00%</p>	<p>0.00 0.00</p>	<p>21.00 89.00</p>	

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

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

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 24th 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 30th 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 30th September 2021, had been scheduled as background papers, with the agenda distributed for 18th November 2021.

Thus, enabling Board Members to address their contents and to ask any questions at the meeting scheduled for 18th 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 30th 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.

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

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

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

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

Council	Estimated Projected Outturn 2021/22 Tech Officer Income Generation £000	Estimated Projected Outturn 2021/22 Tech Officer Animal Activity £000	Estimated Projected Outturn 2021/22 Gull Control £000
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	
Total	25	31	68

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:

Council	£'000	Revised %
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
Total	3,257	

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

Council	£'000
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
Total	81

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

Council	Increase in Rent £000	Increase in ICT Hosting £000	Increase in Support Hosting £000
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
Total	7	16	10

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

Council	Tech Officer Income Generation £000	Tech Officer Animal Activity £000	Tech Officer Gull Control £000
Bromsgrove District Council	5	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	
Total	33	38	70

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****11th 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****11th January 2022**

- 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****11th January 2022****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

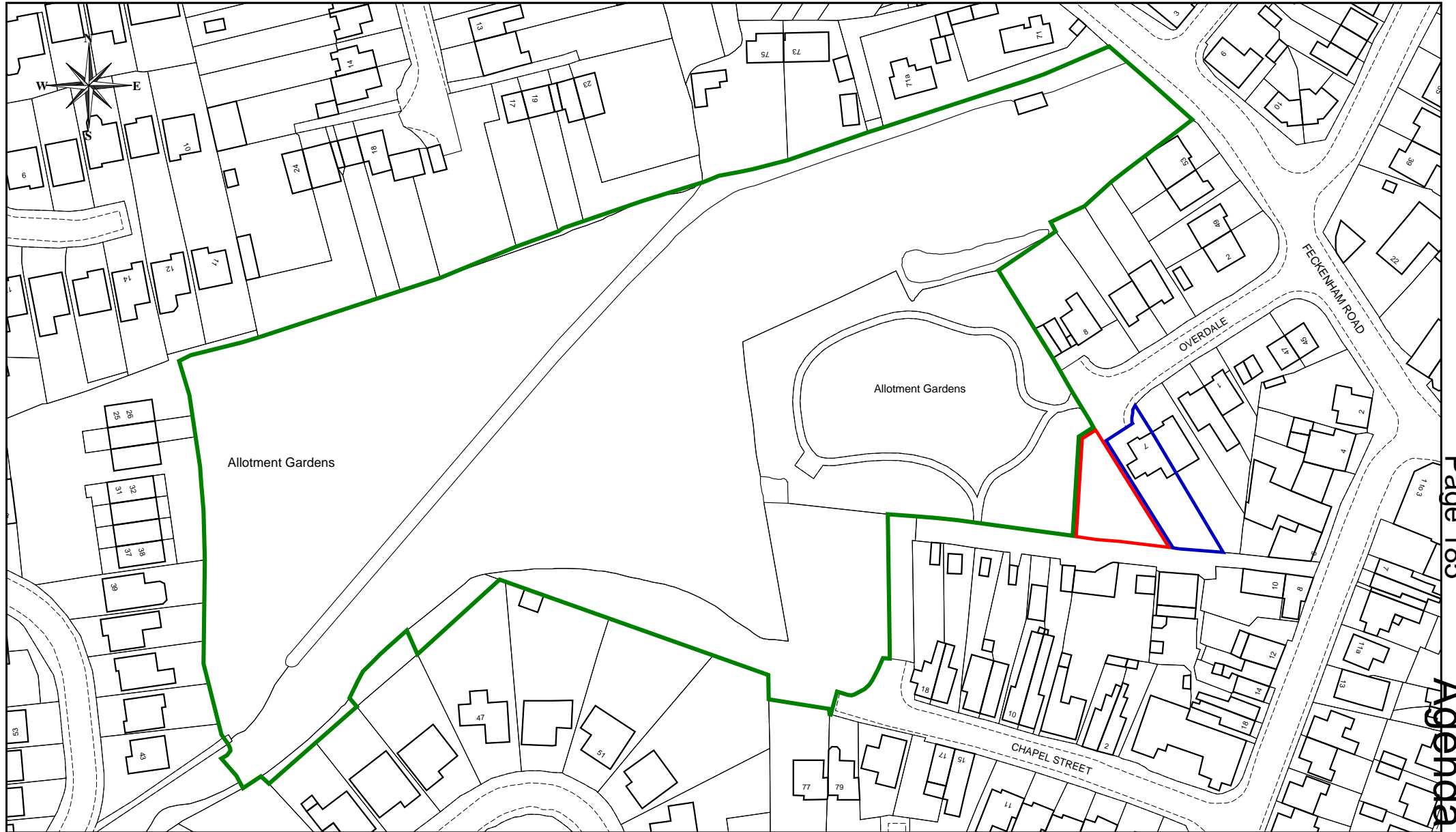
Appendix 1 : Plan

Appendix 2: Exempt information

9. REPORT SIGN OFF

Department	Name and Job Title	Date
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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REDDITCH BOROUGH COUNCIL



www.redditchbc.gov.uk

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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