



# Executive Committee

Tue 25 Oct  
2022  
6.30 pm

Council Chamber,  
Redditch Town Hall,  
Walter Stranz Square,  
Redditch  
B98 8AH

**REDDITCH** BOROUGH COUNCIL

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01527) 64252 (Ext. 3072)  
e.mail: [jess.bayley-hill@bromsgroveandredditch.gov.uk](mailto:jess.bayley-hill@bromsgroveandredditch.gov.uk)**

## **GUIDANCE ON FACE-TO-FACE MEETINGS**

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**At the current time, seating at the meeting will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants.**

**Please note that this is a public meeting.**

**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**

Members and Officers who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend the meeting if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

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

### **PUBLIC ATTENDANCE**

Members of the public are able to access the meeting in person to observe proceedings if they wish to do so. Seating will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants. It should be noted that members of the public who choose to attend in person do so at their own risk.

Members of the public who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend a Committee if they have any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

### **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.**



# Executive

Tuesday, 25th October, 2022

6.30 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:	Matthew Dormer (Chair)	Lucy Harrison
	Nyear Nazir (Vice- Chair)	Anthony Lovell
	Karen Ashley	Emma Marshall
	Joanne Beecham	Craig Warhurst
	Peter Fleming	

### 1. Apologies

### 2. Declarations of Interest

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

### 3. Leader's Announcements

### 4. Minutes (Pages 1 - 8)

### 5. Local Lettings Plans (Pages 9 - 24)

### 6. Leisure Strategy (Pages 25 - 42)

The covering report and an extract from the strategy, detailing a number of recommendations, have been included in the main agenda. The full report, including all of the appendices, has been published in a separate supplementary pack.

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on Thursday 20<sup>th</sup> October 2022. Any recommendations arising from this meeting will be reported in a supplementary pack for the Executive Committee's consideration.

### 7. Climate Change Strategy (Pages 43 - 78)

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on Thursday 20<sup>th</sup> October 2022. Any recommendations arising from this meeting will be reported in a supplementary pack for the Executive Committee's consideration.

## **8. Voluntary Bodies Scheme (Pages 79 - 100)**

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on Thursday 20<sup>th</sup> October 2022. Any recommendations arising from this meeting will be reported in a supplementary pack for the Executive Committee's consideration.

## **9. Asset Strategy (Pages 101 - 114)**

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on Thursday 20<sup>th</sup> October 2022. Any recommendations arising from this meeting will be reported in a supplementary pack for the Executive Committee's consideration.

## **10. Medium Term Financial Plan 2023/24 to 2025/26 - Update (Pages 115 - 152)**

## **11. Fees and Charges 2023/24 (Pages 153 - 190)**

## **12. Quarterly Risk Update (Pages 191 - 198)**

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

## **14. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.**

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

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

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

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

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

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## Executive Committee

Tuesday, 11th October,  
2022

### MINUTES

#### Present:

Councillor Matthew Dormer (Chair), Councillor Nyear Nazir (Vice-Chair) and Councillors Karen Ashley, Joanne Beecham, Peter Fleming, Lucy Harrison, Anthony Lovell and Emma Marshall

#### Also Present:

Councillors Joe Baker, Sharon Harvey and Ann Isherwood

Mr N. Stote

#### Officers:

Gavin Day, Kevin Dicks, Peter Carpenter, Claire Felton, Michelle Howell, Clayton Maponga and Victoria Swashorme

#### Principal Democratic Services Officer:

Jess Bayley-Hill

#### 54. APOLOGIES

An apology for absence was received from Councillor Craig Warhurst.

#### 55. DECLARATIONS OF INTEREST

Councillor Matthew Dormer advised that he had been granted a dispensation by the Audit, Governance and Standards Committee to speak and vote on town centre regeneration matters as a member of the Redditch Business Improvement District (BID) and Town's Deal Board. He therefore remained present for the debates and votes in respect of the Redditch TIP Library Business Case and Town Hall Hub at Minute Item No.s 59 - 60.

Councillor Joanne Beecham declared that she would be leaving the room during consideration of Minute Item No. 58 – Petition – Save the Community House in Redditch - as she had professional contacts with representatives of the tenants of community house at Easemore Road, due to her business operating in a similar environment to Gemini Dance Studio. She therefore left the room

Chair

during consideration of the item and was not present during the debate or vote thereon.

**56. LEADER'S ANNOUNCEMENTS**

The Leader explained that at a meeting of the Overview and Scrutiny Committee held on 6<sup>th</sup> October 2022, Members had pre-scrutinised the Redditch TIP Library Redevelopment - Business Case and the Town Hall Hub reports. The reports had been discussed in detail and, whilst an amendment had been proposed to the Library business case, this had not been approved. The recommendations had been endorsed for the Town Hall Hub item.

**57. MINUTES**

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on Tuesday 6<sup>th</sup> September 2022 be approved as a true and correct record and signed by the Chair.**

**58. PETITION - SAVE THE COMMUNITY HOUSE IN REDDITCH**

Mr Neal Stote presented a petition, for which the petition prayer called to 'Save the Community House in Redditch'.

In presenting the petition, Mr Stote commented that community house on Easemore Road was a vibrant asset for Council tenants, their customers, Voluntary and Community Sector (VCS) groups and groups and people from outside Redditch.

There had been some anger within the local community, particularly with respect to the way that the process followed by the Council for the disposal of the community house at Easemore Road had been handled. The tenants had expressed concerns that they felt that they had been involved at the end of the process. However, the tenants had subsequently met with representatives of the Council and clarification had been provided at these meetings.

Alternative premises remained to be found for many of the tenants. A decision had therefore been taken to hand in the petition, which had been signed by well in excess of 1,200 people. This demonstrated how much many people in the local community valued this asset.

Following the presentation of the petition, the Leader thanked Mr Stote for attending the meeting and for speaking to the Committee on the subject of the petition. The Leader explained that the Council was in the process of exploring the support that could be



provided, wherever possible, to the tenants of community house, Easemore Road. However, this needed to be balanced alongside wider considerations about the Council's asset portfolio. Mr Stote was advised that the petition would be passed on to the Head of Legal, Democratic and Property Services, who would consider the matter further.

**59. REDDITCH TIP LIBRARY REDEVELOPMENT - BUSINESS CASE**

The Programme Delivery Manager from the North Worcestershire Economic Development Unit (NWEDR) presented the Redditch TIP Library Redevelopment – Business Case report.

Officers were proposing that there should be a public plaza and a pavilion in Redditch town centre. The pavilion would consist of three floors, comprising a ground floor dedicated to food and beverage and the other two floors used for office space. The proposal was for the library, subject to the outcomes of public consultation and decisions taken by Worcestershire County Council, to be relocated to a community hub, which was subject to consideration as part of the review of the Town Hall Hub.

During consideration of this item, Members noted that the report had been pre-scrutinised at a meeting of the Overview and Scrutiny Committee held on Thursday 6<sup>th</sup> October 2022. During this meeting, an amendment had been proposed to the recommendations detailed in the report but this had been defeated. The actual proposals had not been voted on.

Subsequent to the presentation of the report, Members discussed the following matters in detail:

- The shopping habits that people had developed during the twenty-first century, mainly involving the increasing use of online retail, and the implications of this for the High Street.
- The potential for High Streets in the UK to offer leisure activities and food and beverage outlets in order to entice people to the town centre.
- The need for economic growth in Redditch and the potential for regeneration of the town centre to contribute to that growth.
- The possibility of relocating the library to a public sector community hub and the benefits of retaining a library in the town centre.
- The libraries that had been closed in other parts of the country.
- The beneficial impact that the urban design associated with the proposals could have on rates of anti social behaviour (ASB) in the town centre.

- The number of visitors who might be attracted to visit Redditch, should these plans be approved.

**RESOLVED that**

**the Redditch TIP Library Redevelopment business case be endorsed and used to present summary information for submission to the Department for Levelling Up Housing and Communities on the 14<sup>th</sup> October 2022.**

**60. TOWN HALL HUB**

The Interim Section 151 Officer presented a report on the subject of the proposed Town Hall Hub.

The Executive Committee was informed that the report detailed proposals to convert Redditch Town Hall into a community hub. Redditch Borough Council no longer required office space on all of the floors in the Town Hall and could operate on the second and third floors only. This would include a new Members' and civic suite on the second floor of the Town Hall. As part of the proposals, external organisations would rent space in the community hub, including potentially Worcestershire County Council and representatives of the NHS. Subject to the outcomes of public consultation and to deliberations by the Cabinet at Worcestershire County Council, there was the potential to relocate the central library in Redditch to the community hub. Worcestershire County Council had been consulted on the initial specification for the plans.

The cost of the scheme would be £5.2 million and funding would be via capital receipts and borrowing (depending on the timing of receipts to give maximum value). The scheme would lead to revenue savings of circa £400,000 a year. In addition, one of the partner organisations would also invest significantly in the building's infrastructure if this proposal was taken forward.

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

- The introduction of community hubs in other parts of the country and the impact that these buildings had had within local communities.
- The timescales for the Cabinet at Worcestershire County Council to review the proposals. Members were advised that the County Council's Cabinet was scheduled to discuss this matter further at a meeting on 27<sup>th</sup> October 2022.
- The date by which public consultation would be held in respect of proposals for the library. Officers clarified that further detail on this subject would be provided in the report that was due to

# Executive Committee

Tuesday, 11th October, 2022

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be considered by Worcestershire County Council's Cabinet later in the month.

- The important role of public consultation in respect of any changes to the library, both as an opportunity to hear from the public and to outline plans for the future.
- The funding required to support the proposals detailed in the report and the extent to which there were any risks associated with accessing this funding. Officers explained three specific capital receipts had been identified for funding purposes and with this source of funding the aim was to achieve best value. In addition, all other suitable options would be considered as part of the overall process.
- The condition of the building in which the library in Redditch town centre was currently located and the long-term maintenance costs that would be required to continue to locate the library in that building.
- The support services that could be accessed at the library.
- The fact that a library would continue to be available to access in Redditch town centre should the proposals be approved.

During consideration of this item, Members noted that the Overview and Scrutiny Committee had pre-scrutinised the Town Hall Hub report. At the end of a detailed debate, the Committee had endorsed the recommendations detailed in the report.

## **RESOLVED that**

- 1) subject to the agreement of the Town's Fund Library Business case, which itself is subject to the required public consultation, the Town Hall be repurposed as a Community Hub;**
- 2) subject to approval of recommendation 3 below, authority be delegated to the Section 151 Officer and the Head of Legal, Democratic and Property Services to finalise and implement the community hub business case and to procure and appoint contractors to undertake and deliver the works;**

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

- 3) building works on the Town Hall of up to £5.2m, (or reduced amount in the event that for any reason the Town's Fund Library Business Case does not proceed to fruition) to be funded from Capital Receipts, for the purpose of remodelling the Town Hall in accordance with the Town's Fund Library business case, be approved; and**

# Executive Committee

Tuesday, 11th October, 2022

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- 4) **the capital programme is increased by £5.2m to deliver these works.**

## 61. OVERVIEW AND SCRUTINY COMMITTEE

The Leader advised that there were no outstanding recommendations from the Overview and Scrutiny Committee for consideration.

**RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 5<sup>th</sup> September 2022 be noted.**

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

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

## 63. ADVISORY PANELS - UPDATE REPORT

The following updates were provided on the Executive Advisory Panels and other relevant groups:

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

Councillor Lovell confirmed that there had been no meetings of the group since the previous meeting of the Executive Committee.

Members were asked to note that the Climate Change Strategy / Carbon Reduction Implementation Plan would be presented for Members' consideration at meetings of the Overview and Scrutiny and Executive Committees later in the month.

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

Councillor Dormer advised that the following meeting of the Constitutional Review Working Party would be postponed to take place in November 2022.

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

Councillor Nazir explained that she had not been able to attend the latest meeting of the Corporate Parenting Board

# Executive Committee

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Tuesday, 11th October, 2022

held in early October. However, she advised that she would review the content of the minutes of the meeting, once published, and would subsequently report back to the Executive Committee.

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

The Executive Committee was informed that a meeting of the Member Support Steering Group was scheduled to take place on Thursday 13<sup>th</sup> October 2022.

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

Members were advised that there had not been any meetings of the Planning Advisory Panel since the previous meeting of the Executive Committee.

The Meeting commenced at 6.30 pm  
and closed at 7.00 pm

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**Executive  
2022**

**25<sup>th</sup> October**

**Local Lettings Plans Policy**

Relevant Portfolio Holder	Craig Warhurst Councillor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Report Author	Job Title: Amanda Delahunty Contact email:a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Finding somewhere to live  Aspiration, work and financial independence  Living independent, active and healthy lives  Communities which are safe, well maintained and green
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:-**

- 1.1 The Policy included in Appendix A is approved.
- 1.2 To give delegated authority to the Head of Service in conjunction with the Portfolio holder to agree and adopt future local lettings policies.

**2. BACKGROUND**

- 2.1 The Council's Allocations Policy provides the legal allocations framework as to who is accepted onto the register, how the register is administered and how the majority of social rented housing in the area is let.
- 2.2 Local Lettings Plans (LLPs) are a means of varying the allocations scheme, for example on new developments where a large number of social rented properties are being delivered at the same time and the

**Executive  
2022****25<sup>th</sup> October**

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aim is to create a mixed and balanced community. As a variation to the Council's allocations scheme each LLP must be formally adopted as an appendix to the Allocations Policy.

- 2.3 An LLP is a set of guidelines or criteria governing which households can be allocated accommodation in a specific designated area. LLPs are used to help create balance and cohesion. However, an LLP must not dominate the scheme at the expense of the statutory reasonable preferences categories as defined in legislation.
- 2.4 As the local Housing Authority, the Council is required by law to have an allocations scheme for determining priorities in the allocation of social rented housing. The Council's Redditch Homes Allocations Policy is the Council's allocations scheme.
- 2.5 The purpose of the report is to explain why the LLPs may be used and request that Executive give authority to the Head of Service, in consultation with the Portfolio Holder for Housing, to adopt future LLPs.
- 2.6 LLPs are one of the key ways for local authorities and partners to address particular circumstances where there is strong evidence that letting through the Allocations Scheme will compromise its sustainability e.g.;
- By giving a mix of household sizes, often in new developments, to help form a balanced and sustainable community.
  - To make best use of new and/or existing homes for example helping existing tenants for larger properties to downsize.
  - To help meet housing management objectives in areas where there is significant Anti-Social Behaviour.
  - To help meet specific local needs or address particular local issues.
  - To help meet local needs in rural areas through giving priority to people with a local connection.
  - To enable people to move back into the area where they have had to move out for redevelopment to take place.
- 2.7 Where it is felt that an LLP may be required for any of the reasons highlighted early discussions will take place with the social landlord of the housing. If an LLP is required the plan will be negotiated with the social landlord or Housing Tenancy and Advisory Manager, the local ward Member will be consulted and will have seven days within which to respond, after which, if no response is received, it will be assumed



**Executive  
2022****25<sup>th</sup> October**

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that they are in agreement. The final LLP will be approved by the Head of Service in consultation with the Portfolio Holder for Housing.

**3. FINANCIAL IMPLICATIONS**

- 3.1 This Policy will not have significant financial implications. The ability to flexibly allocate housing will ensure that the Council can be proactive in the management of its own housing stock.
- 3.2 This will have a positive financial impact as it will lead to better use of council resources. For example, encouraging under occupying households to downsize will help support families in need who may be occupying expensive temporary accommodation to move into suitable, settled accommodation.
- 3.3 It is expected that the Policy and Procedure will provide clarity to staff by setting out the expectations in regard to LLPs content, evidence, monitoring and review. The current housing register system will be able to support the implementation of the LLP.
- 3.4 There is no requirement to consult on LLPs. However, the council's Allocations Policy that has already been consulted on states:

**Local Lettings Plans (LLPs)**

Redditch Borough Council reserves the right to apply additional criteria for example specific local connection criteria, offers of family sized accommodation to smaller households or those in employment when using LLPs. The Council and housing associations, in the interests of promoting balanced and sustainable communities, agree LLPs for specific areas, estates, or blocks. This is to ensure that lettings plans are tailored to the needs of an area and protect the interests of existing residents and the wider community.

All LLPs will be available from the landlord upon request.

**The principles in applying Local Lettings Plans (LLPs)**

- LLPs may be developed to meet the particular needs of a local area.
- LLPs can apply to single properties or a number of properties in a particular area that may become available over a period of time.
- There must be a clear reason for having an LLP (this may take the form of recurring antisocial behaviour issues, high child densities or a concentration of older residents) and will be subject to reconsideration.

**Executive  
2022****25<sup>th</sup> October**

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- The LLP must be developed and approved in accordance with an agreed procedure that must have specific aims and will be reconsidered on an annual basis.
- A requirement of a Section 106 agreement of the 1990 Town and Country Planning Act.

The decision to implement an LLP will be developed and approved by a Senior Officer of the Council. The local ward Member will be consulted and will have seven days within which to respond, after which, if no response is received, it will be assumed that they are in agreement. Any decision to implement an LLP will always take into account the implications for equal opportunities and the need to ensure that the Council is able to meet the allocation needs of those owed a reasonable preference.

Where a property is advertised in accordance with an LLP, the letting will be made to the highest bidder who meets the eligibility criteria of the LLP.

**Examples of possible Local Lettings Plans (LLPs)**

The following are examples of local letting criteria that could be included in respect of a specific area, estate, or block:

- Age restrictions.
- Where the property forms part of a rural housing scheme on an exception site.
- Restrictions on lettings to vulnerable households where there are already a concentration of supported tenants/residents.
- Sensitive lettings where there have been issues with anti-social behaviour.

**4. LEGAL IMPLICATIONS**

- 4.1 Section 166A(6)(b) of the 1996 Housing Act enables local authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of s. 166A(3). Therefore, the LLP will only relate to up to 50% of first lettings on any new development, or up to 100% of re-lets for an existing area experiencing sustainability and community cohesion issues, for a set period of time.

**Executive  
2022****25<sup>th</sup> October**

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- 4.2 This is the statutory basis that allows local authorities to adopt LLPs for certain parts of the social rented stock within their area.
- 4.3 The authority for delegating functions to Officers is contained in Section 101 of the Local Government Act 1972 and Section 14 of the Local Government Act 2000.

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

- 5.1 LLPs have a role to play in helping achieve the following Strategic Purposes through the letting of rented housing to delivering balanced and mixed communities within new and existing communities.
- Finding somewhere to live.
  - Aspiration, work and financial independence.
  - Living independent, active and healthy lives.
  - Communities which are safe, well maintained and green.

**Climate Change Implications**

- 5.2 There are no climate change implications.

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

- 6.1 The potential impact on protected characteristic groups has been considered as part of the initial Equality Impact Assessment (EQIA).
- 6.2 Mechanisms have been put in place to ensure robust monitoring of objectives and outcomes so that there is no negative impact on equalities groups.
- 6.3 Officers will also be required to complete and submit an EQIA alongside each LLP for agreement and approval by the Housing Services Managers.

**Operational Implications**

**Executive  
2022****25<sup>th</sup> October**

- 6.4 Whilst this does introduce an additional layer in the allocation of some social housing it is anticipated that this can be met by current resources.

**7. RISK MANAGEMENT**

- 7.1 There are risks associated with not having local letting plans in place:

Risk	Consequence	Mitigation
The Council not fully utilising opportunities to effectively and sensitively allocate properties for new developments and existing schemes that are experiencing difficulties such as anti-social behaviour	<ul style="list-style-type: none"> <li>• Increase in staff resources to deal with anti-social behaviour</li> <li>• Potential increase in transfers or homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Providing balanced and sustainable communities through local lettings plans can help to mitigate this.</li> </ul>
Not being able to implement local lettings plans may lead to higher incidences of anti-social behaviour on new developments	<ul style="list-style-type: none"> <li>• Developments require intensive management and police resources to resolve issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing balanced and sustainable communities through local lettings plans can help to mitigate this.</li> </ul>

**8. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – Local Lettings Plan Policy

Appendix 2 – Local Lettings Plan Template

Appendix 3 – Initial Equalities Impact Assessment

**9. REPORT SIGN OFF**

Department	Name and Job Title	Date
Portfolio Holder	Craig Warhurst, Portfolio Holder for Housing and Procurement	22 <sup>nd</sup> September 2022

**Executive  
2022**

**25<sup>th</sup> October**

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Lead Director / Head of Service	Judith Willis, Head of Community and Housing Services	22 <sup>nd</sup> September 2022
Financial Services	Peter Carpenter, Interim Deputy Section 151 Officer	22 <sup>nd</sup> September 2022
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	22 <sup>nd</sup> September 2022
Policy Team (if equalities implications apply)	Emily Payne, Engagement and Equalities Officer	5 <sup>th</sup> October 2022
Climate Change Officer (if climate change implications apply)	Not Applicable	

**Executive  
2022****25<sup>th</sup> October**

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**Appendix 1  
Local Lettings Plan Policy****LOCAL LETTINGS POLICY****1 PURPOSE**

- 1.1 The Council's Allocations Policy provides the legal allocations framework as to who is accepted onto the register, how the register is administered and how the majority of social rented housing in the area is let.
- 1.2 Local lettings plans (LLPs) are a means of varying the allocations scheme, for example for first lettings on new developments where a large number of social rented properties are being delivered at the same time and the aim is to create a mixed, balanced and sustainable community. As a variation to the Council's allocations scheme each LLP must be formally adopted as an appendix to the Allocations Policy.
- 1.3 An LLP is a set of guidelines or criteria governing which households can be allocated accommodation in a specific designated area. LLPs are used to help create balance and cohesion where either a specific set of circumstances need to be addressed or where there are wider strategic objectives, such as helping to support the local economy. However, an LLP must not dominate the scheme at the expense of the statutory reasonable preferences categories as defined in legislation.
- 1.4 As the local Housing Authority, the Council is required by law to have an allocations scheme for determining priorities in the allocation of social rented housing. The Council's Redditch Homes Allocations Policy is the Council's allocations scheme.

**2 BACKGROUND**

- 2.1 Under the legal requirements of the Housing Act (1996), all local housing authorities must give 'reasonable preference' to certain applicants on the housing register, for example those who are homeless or those who have a medical condition that is adversely affected by their current home and would be improved by a move.
- 2.2 This document sets out the Council's position in regard to its ability to allocate council accommodation to people of a particular description, whether or not they fall within one or more of the 'reasonable preference' groups.

**Executive  
2022****25<sup>th</sup> October**

---

- 2.3 The statutory basis for this policy is section 166A (6) (b) of the Housing Act (1996).

**3 APPLICABILITY AND SCOPE**

- 3.1 LLPs can be used in either one of two types of scenarios:
- For first-time social housing lets on a new development where lettings need to enable the creation of balanced/mixed sustainable communities at the outset and/or help support the local economy.
  - For re-lets in a specific area using current housing stock where lettings must be sensitive to local circumstances, to help address issues such as recent anti-social behaviour (ASB), criminal activity or drug/alcohol related nuisance.
- 3.2 LLPs are one of the key ways for local authorities and partners to address particular circumstances where there is strong evidence that letting through the Allocations Scheme will compromise its sustainability e.g.;
- By giving a mix of household sizes, often in new developments, to help form a balanced and sustainable community.
  - To make best use of new and/or existing homes for example helping existing tenants for larger properties to downsize.
  - To help meet housing management objectives in areas where there is significant Anti-Social Behaviour.
  - To help meet specific local needs or address particular local issues.
  - To help meet local needs in rural areas through giving priority to people with a local connection.
  - To enable people to move back into the area where they have had to move out for redevelopment to take place.
- 3.3 The evidence which supports the criteria, for example data from the Community Safety, police reports, data from other relevant agencies, or other evidence must be provided as part of the LLP.
- 3.4 LLPs should not be used as a form of discriminatory practice to exclude vulnerable members of the community, or to unreasonably restrict levels of choice.

**Executive  
2022****25<sup>th</sup> October**

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- 3.5 Applicants should not be disregarded where they have historical problems that have not been an issue for the last three years. For example:
- History of substance or alcohol misuse more than three years ago.
  - History of Anti-Social Behaviour (ASB) or other relevant criminality more than three years ago.
- 3.6 Applicants may be disregarded if they have had episodes of criminality (or other issues as described in section 3.5) in the last three years. In these cases, the Council will seek to make contact with professionals working with the applicant to determine suitability.
- 3.7 When developing an LLP for first-time social housing lets on a new development, a Senior Officer will work collaboratively with key stakeholders to develop an LLP which may include one or more of the following:
- A mix of household types and children's ages.
  - Specialist housing – for example disability adapted homes may be reserved for households who require them.
  - Providing a balance between households that will need additional support and those that will not.
  - Allowing for under-occupation of some homes.
  - Identifying the balance to be struck between existing social tenants and home-seekers.
  - Ensuring some homes are available for let nearer to completion, where homes have been advertised through the Choice Based Lettings scheme well in advance of them being available to let.
  - Other reasonable criteria that will help achieve the outcomes listed above.
- 3.8 When developing an LLP it is important that any equalities implications are carefully considered.
- 3.9 The Council is committed to the aims of the Public Sector Equality Duty (2011):



**Executive  
2022****25<sup>th</sup> October**

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- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

3.10 An Equality Impact Assessment will be completed for each LLP.

**4 RESPONSIBILITIES**

- 4.1 The LLP will be drafted by the Senior Officer responsible for tenancy management in that area. Please see the Local Lettings Plan template that will help achieve the desired outcome. The local ward member will also be consulted as part of this process. All current LLPs will be published on the Council's website.
- 4.2 The Head of Housing and Communities in consultation with the Portfolio Holder for Strategic Housing will be responsible for agreeing the criteria of the LLP.

**5 MONITORING AND REVIEW**

- 5.1 All LLPs will be reviewed within a set period of time:
- For first-time social housing lets on a new development, these will be reviewed within two years of the final letting or sooner if appropriate.
  - For re-lets in a specific area using current housing stock these will be reviewed within three years.
- 5.2 The overall use of LLPs will be monitored by Strategic Housing every three years. The purpose of the review will be to ensure that the original objective of the LLP has been met, and where this is not the case appropriate mechanisms put in place to ensure a solution is found and lessons learned.

Policy written: Oct 2022

To be reviewed by: Oct 2023

**Executive  
2022**

**25<sup>th</sup> October**

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**Executive  
2022**

**25<sup>th</sup> October**

**Appendix 2**

**Local Lettings Plan**

**Redditch Borough Council**

This document will be made available to the public via the Council's website.

**LOCAL LETTINGS PLAN**

Nominating Body:			
Allocating Body:			
Scheme location:			
Parish:			
Operational from:		Scope:	[Perpetual]

Summary of purpose:	To facilitate the development and maintenance of a balanced and cohesive community by specifying the arrangements eligibility criteria for the nomination and allocation by the Nominating and Allocating Bodies respectively of tenants [and purchasers]		
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Accommodation type:			
Date of practical completion:		Phased:	
Description:			
Nomination Rights:			
Scheme profile:			

**Executive  
2022**

**25<sup>th</sup> October**

Does S.106 Agreement apply?	
Context:	
Local connection cascade summary:	
Allocation objectives:	
Have you consulted applicants on this local lettings plan	
Has the Ward Member been consulted?	
Has an Equality Impact Assessment been completed?	
Local Lettings Criteria for up to 50% of first lettings of properties in new developments or up to 100% of re-lets for existing areas for a limited time period:	
Process/eligibility pathway(s):	
How will you know the objective has been achieved? Monitoring/review arrangements:	
Other relevant information:	

**Signed on behalf of the Council:**

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**Executive  
2022**

**25<sup>th</sup> October**

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Name:

Designation:

Date:

**Signed on behalf of the Registered Housing Provider:**

Name:

Designation:

Date:

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**Executive**  
2022

26<sup>TH</sup> October

**Leisure and Culture Strategy**

Relevant Portfolio Holder	Councillor Beecham
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford – Head of Planning, Regeneration and Leisure Services.
Report Author	Job Title: Parks & Events Service Manager Contact email: <a href="mailto:Ishrat.karimifini@bromsgroveandredditch.gov.uk">Ishrat.karimifini@bromsgroveandredditch.gov.uk</a> Contact Tel: 07713 085872
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	<ul style="list-style-type: none"> <li>• Living independent, active &amp; healthy lives.</li> <li>• Communities which are safe well-maintained &amp; green.</li> <li>• Aspiration, work and financial independence.</li> <li>• Run and Grow Successful Business.</li> </ul>
Key Decision / Non-Key Decision: <b>Non-Key Decision</b>	
If you have any questions about this report, please contact the report author in advance of the meeting.	

**1. RECOMMENDATIONS**

The Executive resolutions that:-

- 1) The Leisure and Culture Strategy at Appendix A is endorsed
- 2) That delegated authority is given to the Head of Planning, Regeneration and Leisure Services in conjunction with the Portfolio Holder for Leisure services to implement the following Recommendations 1, 2,8,9,10,11,12 13,15,16,17,20,22,24,25, 40,41, 42,43,44,45,46 and 47 as set out in the Leisure and Culture Strategy at 6.0

**2. BACKGROUND**

**Executive  
2022**26<sup>TH</sup> October

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- 2.1 Redditch Borough Council resolved that delegated authority be granted to the then Head of Leisure and Culture Services to produce a Leisure and Culture Strategy.
- 2.2 Given the current context for the public sector, as well as the wider economy, budget constraints and increasing costs, it is becoming necessary for expenditure on leisure and culture services, to be objectively justified, developed, and delivered against a strategic framework. Consultants, Strategic Leisure and Community First Partnership, were appointed in February 2021 to produce a Leisure and Culture Strategy for Redditch Borough Council.
- 2.3 This Leisure and Culture Strategy ('the Strategy') for Redditch Borough sets out our future direction of travel for Leisure and Culture services (LCS) and identifies the priorities for provision of these important, and highly valued community services. This Strategy is aligned to the Corporate Plan which recognises the contribution that leisure and culture can make to the achievement of our corporate and community priorities, and in particular community health and wellbeing.
- 2.4 The Strategy comprises the following supporting evidence, these documents can be viewed at appendix B-F. These documents have informed the recommendations contained within the Strategy (Appendix A).
- :
- Playing Pitch Strategy. - Supply and Demand, Quality and Priority Needs Assessments by location and sport type followed by recommendations (by sport and site).
  - Built Facility Strategy - Supply and Demand, Quality and Priority Needs Assessments by location and sport type followed by recommendations (by sport and site).
  - Facility Planning Model - an assessment of whether the capacity of existing facilities are capable of meeting local demand for a particular sport
  - Arts and Culture Strategy. – Analysis of existing provision, key issues, priority needs, followed by recommendations.
  - Parks and Open Spaces Strategy – Analysis of existing provision, key issues and priority needs, production of management plans for key sites followed by recommendations.

For the purposes of this Strategy, leisure and culture includes arts, culture, heritage, physical activity and sport, events, parks, open space facilities, venues, and sites.

Appendices A,B,C and E are available to view at the time of writing this report. By the nature of the process attached to producing the Playing



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Pitch Strategy and the Built Facilities Strategy the time required to produce this work means that these will be brought back to the council for endorsement later. It is anticipated that this will be in the new year.

2.5 The Strategy in summary focuses on four key areas:

- (2.6.1) the value of LCS
- (2.6.2) the existing LCS
- (2.6.3) the vision for LCS
- (2.6.4) the delivery of that vision.

2.6.1 The value of LCS: this makes the case for the benefits that LCS can have on people's lives and then takes the findings found in a community and stakeholder survey to support that case.

2.6.2 The existing LCS: this identifies the current leisure and culture offer as a whole across Redditch, and clearly identifies where improvements can be made to it. The reports such as the Playing Pitch Strategy and the Built Facilities Strategy support the process of identifying those required improvements.

2.6.3 The vision for LCS: this brings together the information in 2.6.1 and 2.6.2 and goes on to set out the vision as well as specific aims and objectives for LCS across Redditch. Here is a section of this replicated below:

**VISION: Healthier and happier communities actively engaged in leisure and culture.**

**AIM: To improve community health and wellbeing through inclusive access to parks, open spaces, sport, physical activity, arts, heritage, culture and everyday creativity. This way we will inspire our communities to lead longer, happier, healthier and more successful lives.**

2.6.4 The delivery of that vision: This is arguably the most significant section of the Strategy. Table Four at paragraph 6.0 in the strategy lists 47 projects which when read as a whole, describe all the key recommendations required to achieve the vision for LCS in Redditch Borough between 2022 and 2032. These projects have been placed in colour coded priority order: i) short term priorities, ii) short-medium term priorities, iii) medium term priorities, iv) medium-long term priorities, v) long term priorities, and finally a small number which are vi) ongoing priorities.

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The short and short - medium term recommendations are those to be completed in years 1-2. The medium and medium long term in years 3-5. The long-term recommendations are expected to take longer than 5 years to implement.

- 2.7 All of the “ongoing” and the short-term recommendations numbered **Recommendations 1, 2,8,9,10,11,12 13,15,16,17,20,22,24,25, 40,41, 42,43,44,45,46 and 47 as set out in the Leisure and Culture Strategy at 6.0** re able to be implemented straight away should members endorse the strategy. They will be undertaken using existing resources.
- 2.8 All of the remaining recommendations need to be fully costed before being reported back to members in due course. This process is outlined in Recommendation 47.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The officer **Recommendation 2** found above seeks delegated authority for the Head of Planning, Regeneration and Leisure Services, in conjunction with the Portfolio Holder for Leisure Services, to implement those Recommendations set out in the Leisure and Culture Strategy, within section 6.0, that have no financial implications. On that basis there are no financial implications to this report.
- 3.2 Moving forwards, aspects of the implementation of The Strategy that could have a financial impact will be reported separately to members, for consideration, in due course. Recommendation 47 of The Strategy which is replicated below describes the process:

#### **Develop a costed action plan to deliver the 3 stage recommended actions identified in the leisure and culture strategy:**

1. Officers to progress with immediate effect projects categorised as “ongoing” or “short term” priorities and that have no need for additional staff or cash resources
2. Officers to prioritise the production of costed action plans for all “ongoing” and “short term” priorities that have an additional cost implication and to bring these forwards to Council for agreement
3. Officers to schedule the production of costed action plans for all “short to medium”, “medium to long term” and “long term” priorities and to bring forward to Council for agreement

**Executive  
2022**26<sup>TH</sup> October

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- 3.3 The production of these costed plans will clarify at that future stage what any additional resource could be, and as stated above, will be presented to members for their consideration in due course

**4. LEGAL IMPLICATIONS**

- 4.1 The provision of leisure and culture services by local authorities is a non-statutory service which Councils, including Redditch Borough Council, provide and incur expenditure on, under discretionary powers.
- 4.2 The Parks and Open Spaces Strategy component of this project includes reference to Redditch Borough Council's allotment services. Allotments fall under the auspices of "The Allotments Act 1925" an Act to facilitate the acquisition and maintenance of allotments, and to make further provision for the security of tenure of tenants of allotments
- 4.3 Due regard to the implications of the Public Sector Equality Duty and the Equalities Act (2010) is described within Equalities and Diversity Implications below at 6.

**5. STRATEGIC PURPOSES - IMPLICATIONS**

- 5.1 The most relevant strategic purposes are:
- Living independent, active & healthy lives.
  - Communities which are safe well-maintained & green.
  - Aspiration, work and financial independence.
  - Run and Grow Successful Business.
- 5.2 The strategy describes how accessible and high quality LCS facilities and opportunities can have a positive impact upon peoples' lives. Access to Leisure and Culture helps people to live independent, active, and healthy lives, and contribute to providing communities which are safe, well maintained, and green. When communities engage well with LCS aspiration increases and people are more likely to volunteer, be successful at work and be financially independent.

**6 CLIMATE CHANGE IMPLICATIONS**

**Executive**  
**2022**

26<sup>TH</sup> October

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- 6.1 The implementation of The Strategy can make a positive change in terms of climate change objectives. Services can be provided and enabled more sustainability, In particular, in terms of our green and open spaces, the sustainable management opportunities and contribution to biodiversity net gain. The climate change officer has reviewed the strategy document, further suggestions will be reviewed by the consultant team and incorporated in the final strategy document.

**7. OTHER IMPLICATIONS**

**EQUALITIES AND DIVERSITY IMPLICATIONS**

- 7.1 Inherent in this Leisure and Culture Strategy is the significant opportunity for Redditch Borough Council to bring forwards a positive difference to the quality of life for residents from the broadest range of backgrounds
- 7.2 The identification of community needs (including the broad range of demographic representation to be found in Borough like Redditch) is of paramount importance to the effective delivery of any quality Leisure and Culture Strategy. Subsequently recommendations made as part of this strategy work have made clear the requirement for service users to be engaged on an ongoing basis.
- 7.3 The Equalities Act of 2010 sets out clearly the requirement for public authorities to comply with the public sector equality duty. In summary this provides a need to “remove or reduce disadvantages suffered by people because of protected characteristics”.
- 7.4 Due process in relation to equality impact assessment will be delivered throughout the term of the strategy

**8 OPERATIONAL IMPLICATIONS**

- 8.1 None at this stage.

**9. RISK MANAGEMENT**

- 9.1 Failure to deliver the opportunities for better quality of life described in the Leisure and Culture Strategy

**Executive  
2022**26<sup>TH</sup> October**10. APPENDICES**

None

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Beecham	September 2022
Lead Director / Head of Service	Ruth Bamford - Head of Planning, Regeneration and Leisure Services Bromsgrove District and Redditch Borough Councils	October 2022
Financial Services	Peter Carpenter	August 2022
Legal Services	Claire Felton	
Policy Team (if equalities implications apply)	Deborah Poole	July 2022
Climate Change Officer (if climate change implications apply)	Kath Manning	September 2022

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## 6. Recommendations

- 6.1. To deliver our Vision for community health and wellbeing through leisure and culture services our priority actions and recommendations across leisure and culture services are described in Table 4 (below). The table presents a sliding scale in terms of prioritisation (ongoing-short term- short term to medium term- medium term – medium term to long term – long term).

**Key:**

Timescales		
	Long term	5 years +
	Medium to long term	3 – 5 years +
	Medium term	3 – 5 years
	Short to medium term	2 – 5 years
	Short term	1 – 2 years
	Ongoing	

# Redditch Borough Council

## *Leisure and Culture Strategy*

Table 4: Recommendations

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<b>Parks and Open Spaces</b>					
<b>Recommendation 1</b> Develop a better understanding of the biodiversity value of the borough's green assets.		✓		Short Term	Internal and External
<b>Recommendation 2</b> Positively engage in partnership working at a local and county level to improve biodiversity, nature recovery and deliver wildlife-rich landscapes.		✓		Short Term	Internal
<b>Recommendation 3</b> Develop a clear approach to Biodiversity Net Gain and Green Infrastructure to provide a measurable approach to develop and manage land.		✓		Short-Medium Term	External
<b>Recommendation 4</b> Carry out a natural capital assessment of the value of the Borough's parks and open spaces.		✓		Medium Term	External
<b>Recommendation 5</b> Develop a plan to identify priorities for delivering further carbon capture and natural capital gains.		✓		Medium Term	External
<b>Recommendation 6</b> Develop targeted programmes of activity in parks and open spaces that contribute to improved health and wellbeing outcomes.		✓		Short-Medium Term	Internal
<b>Recommendation 7</b> Apply robust approaches to the Local Standards in relation to planning development to address deficiencies in the accessibility and quantity of open spaces across the borough.		✓	✓	Short-Medium Term	Internal and External



# Redditch Borough Council

## *Leisure and Culture Strategy*

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<b>Recommendation 8</b> Carry out a detailed assessment of the play value, quality and accessibility of equipped play spaces across the Borough.		✓		Short Term	
<b>Recommendation 9</b> Deliver a pilot project to test how Council managed land can deliver offsite Biodiversity Net Gain through the development process.		✓		Short Term	External
<b>Recommendation 10</b> Develop an overall capital investment plan for enhancing parks and open spaces to provide a more strategic approach to the use of s106 funding.	✓	✓	✓	Short Term	Internal and External
<b>Recommendation 11</b> Develop an application to the Levelling Up Parks Fund by October 2022.	✓	✓	✓	Short Term	Internal and External
<b>Recommendation 12</b> Develop an environmental management strategy for parks and environmental services.		✓		Short Term	Internal and External
<b>Recommendation 13</b> Develop a clear marketing plan for green spaces that includes new web pages, social media and targeted work with key audiences.		✓		Short Term	Internal and External
<b>Recommendation 14</b> Promote active travel routes within parks and open spaces.		✓		Short-Medium Term	Internal
<b>Recommendation 15</b> Develop a volunteer plan and a clear approach to working with Friends groups tied to its aspirations for Green Flag Award across its priority parks.		✓		Short Term	Internal

Redditch Borough Council  
**Leisure and Culture Strategy**

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<b>Recommendation 16</b> Carry out a feasibility study to establish a roadmap for the self-management of allotment sites across the borough.		✓		Short Term	External
<b>Recommendation 17</b> Start a pilot project to explore the process of transfer to self-management and share this learning across the borough.		✓		Short Term	Internal
<b>Recommendation 18</b> Develop a consistent approach to signage across all priority parks.		✓	✓	Short-Medium Term	Internal and External
<b>Recommendation 19</b> Develop engaging interpretation on those sites of significant biodiversity or heritage interest.		✓		Short-Medium Term	Internal and External
<b>Recommendation 20</b> Pilot an approach to establish a new model for event delivery that allows local organisations to deliver programmes of events and activities.		✓		Short Term	Internal and External
<b>Recommendation 21</b> Develop programmes of support to increase skills and capacity amongst local organisations and to ensure the successful delivery of new programmes of events and activities.		✓		Short-Medium Term	Internal
<b>Recommendation 22</b> Evaluate the success of the pilot projects and implement any required changes to the new delivery model.		✓		Short Term	Internal and External
<b>Recommendation 23</b> Engage more regularly with potential partners at a county wide level.		✓		Short-Medium Term	Internal

Redditch Borough Council  
**Leisure and Culture Strategy**

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<b>Recommendation 24</b> Develop a partnership with the National Trust to deliver the 8 Hills project.		✓		Short Term	Internal
<b>Recommendation 25</b> Develop service wide Key Performance Indicators to reflect service plan priorities.		✓		Short Term	Internal and External
<b>Recommendation 26</b> Develop a rolling programme of applications to the Green Flag Award:	✓	✓	✓	Short-Medium Term	Internal and External
<b>Built Sports Facilities</b>					
To follow Recommendations 27 to 39					

Arts and Culture Provision					
<b>Recommendation 40</b> Agree the following priorities for the planning and delivery of arts and culture services by the Council:					
<ul style="list-style-type: none"> <li>Economic development and regeneration, including skills development;</li> <li>Improving physical, emotional and mental health and wellbeing;</li> <li>Reducing crime and disorder;</li> <li>Improved community safety and responding to anti-social behaviour</li> <li>High quality services;</li> <li>Sustainability.</li> </ul>		✓		Short Term	Internal

Redditch Borough Council  
**Leisure and Culture Strategy**

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<p><b>Recommendation 41</b>            Endorse the Council’s engagement with and support for the strategic initiatives identified in this report as appropriate for the delivery of the Council’s vision, objectives and milestones:</p> <ul style="list-style-type: none"> <li>• Tell Me What You Want;</li> <li>• Heritage Corridor North Worcestershire;</li> <li>• Bromsgrove and Redditch Culture Compact;</li> <li>• Levelling Up for Culture Places;</li> <li>• Levelling Up Fund;</li> <li>• Creative People and Places</li> </ul>		✓		Short Term	Internal
<p><b>Recommendation 42</b>            The Council develops:</p> <p>a) A detailed Programme Management Plan, including i) outline timetable, ii) resource requirements, together with iii) outcomes and milestones, for the delivery of the strategic initiatives for incorporation into the Council’s Corporate and Community Plan.</p> <ul style="list-style-type: none"> <li>• Reimagine Redditch: Creative People &amp; Places Programme;</li> <li>• Bromsgrove and Redditch Cultural Compact</li> <li>• Heritage Corridor North Worcestershire;</li> <li>• Levelling Up for Culture Places;</li> <li>• Tell Me What You Want.</li> </ul>		✓		Short Term	Internal

Redditch Borough Council  
**Leisure and Culture Strategy**

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<p>These Programme Management Plans to be regularly monitored and updated to reflect completion of initiatives and any additional initiatives embarked upon</p> <p>b) In partnership with other providers deliver strategies to respond to the key outcomes from Reimagine Redditch and other community consultations:-</p> <ul style="list-style-type: none"> <li>• A wish for greater diversity of and community involvement with arts and cultural provision;</li> <li>• A wish for increased delivery of arts and cultural provision in neighbourhoods;</li> <li>• A wish for greater community involvement in the commissioning and choice of arts and cultural activities;</li> <li>• A wish for improved marketing and awareness raising of arts and cultural activities and opportunities.</li> </ul> <p>c) That the Leisure and Culture Services team work closely with the Legal Services team on an ongoing basis to contribute to setting out future strategy and direction of travel for the Palace Theatre and Forge Mill Needle Museum/Bordesley Abbey Visitor Centre and in so doing deliver all key priorities as set out in this Arts and Culture Strategy.</p>					
<p><b>Recommendation 43</b>            Endorse the delivery of the strategic initiatives and additional arts and culture projects including appraisals of the future operation of performance venues and museums as a single, integrated programme and on a programme/project management basis, as described in the draft strategies to be overseen by the Head of Planning, Regeneration and Leisure.</p>		✓		Short Term	Internal

Redditch Borough Council  
**Leisure and Culture Strategy**

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<b>Recommendation 44</b> Review the existing staffing structure for arts and culture in the context of the above changes in functions and responsibility and to implement any changes required to that structure to ensure delivery of the integrated programme.		✓		Short Term	Internal and possibly external
<b>Playing Pitches</b> TBC when PPS is complete					
<b>KPIs and Financial Profiling</b>					
<b>Recommendation 45</b> Develop and then implement KPIs to evaluate the way in which leisure and culture provision contributes to the Council's Plan (vision and priorities including health and wellbeing)		✓		Short Term	Internal
<b>Recommendation 46</b> Develop and then implement KPIs to evaluate the way in which the leisure and culture strategy and its associated projects contribute to the Council's Plan (vision and priorities including health and wellbeing)		✓		Short term	Internal
<b>Recommendation 47</b> Develop a costed and resourced 3 stage action plan to deliver the recommended actions identified in the leisure and culture strategy:  1. Officers to progress with immediate effect projects categorised as "ongoing" or "short term" priorities and that have no need for additional staff or cash resources		✓		Short term	Internal

**Redditch Borough Council**  
**Leisure and Culture Strategy**

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<p>2. Officers to prioritise the production of costed action plans for all “ongoing” and “short term” priorities that have an additional cost implication and to bring these forward to Council for agreement or otherwise</p> <p>3. Officers to schedule the production of costed action plans for all “short to medium”, “medium to long term” and “long term” priorities and to bring forward to Council for agreement</p>					

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**Executive Committee**

25 October 2022

**CARBON REDUCTION STRATEGY AND ACTION PLAN**

<b>Relevant Portfolio Holder</b>	Councillor Anthony Lovell
<b>Portfolio Holder Consulted</b>	Yes
<b>Relevant Head of Service</b>	Judith Willis, Guy Revans
<b>Report Author</b>	<b>Name:</b> Judith Willis <b>Job Title:</b> Head of Community and Housing Services <b>Contact email:</b> Judith.willis@bromsgroveandredditch.gov.uk <b>Contact Tel:</b> Ext 3348
<b>Wards Affected</b>	No specific ward relevance.
<b>Ward Councillor(s) consulted</b>	N/A
<b>Relevant Strategic Purpose(s)</b>	Communities which are safe, well maintained & green
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 RECOMMEND that

The Council's Carbon Reduction Strategy and Action Plan be endorsed and adopted

**2. BACKGROUND**

2.1. Globally, governments have committed to keep within a 1.5°C increase in temperature to avoid catastrophic impacts from climate change. The UK Government has committed to Net Zero by 2050.

2.2 Redditch Borough Council has a significant role to play in taking and influencing action on climate change due to the services it delivers, the regulatory functions, strategic functions, procurement powers and responsibilities as a major employer. Evidence supports that Redditch Borough Council should make carbon reduction key to what it does as a council to support national, regional & local targets.

**Executive Committee**25 October 2022

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- 2.3 Redditch Borough Council declared a climate emergency at Council on 24<sup>th</sup> July 2019. On declaration of a climate emergency, an LA is affirming that it will place the Climate Emergency at the centre of its decision-making process. LA's are then expected to develop carbon reduction targets and action plans to assist in the reduction of carbon emissions, from their own council functions and, using their sphere of influence.
- 2.4 Each of the council's service areas have contributed to the Carbon Reduction Strategy and Action Plan (attached as Appendix 1) in order to produce 'carbon reduction pathways'. Through this approach carbon reduction will become 'business as usual' and truly embedded throughout the organisation.
- 2.5 The views of residents and partners are reflected in this plan and they have helped to shape the actions that we are going to take. Redditch Borough Council undertook a residents consultation in 2020 and a partners consultation in 2021 to gather an understanding of how our residents and partners wanted us to react to the climate emergency. Questions were asked around energy, renewables, travel, transport, biodiversity and land management. The consultation ran online and was very successful with nearly 500 responses in Redditch.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The strategic objectives and projects outlined in the strategy and action plan will require financial and resource investment to be made to achieve carbon reduction. In some instances this may lead to longer term savings e.g. reduction in energy consumption costs.
- 3.2 Delivery of this strategy and Implementation plan will need to be properly managed with both project management and service support. Whilst we currently have a climate change officer in post who covers both Redditch and Bromsgrove, it is acknowledged that given the importance of this area of work additional staffing resources are required at a more strategic level. The Climate Change Officer is currently supported by an Environmental Policy and Awareness Officer, with both posts shared across both Redditch and Bromsgrove Councils. The latter post has been assisting greatly with this agenda but it is likely this postholder will be required to return fully to Environmental Services in light of the major changes to waste services that will be required over the next few years, as a result of the Environmental Act 2021 and the government's Waste and Resources Strategy 2018. The additional staffing resource required to deliver this agenda will form part of the financial budget bid process later this year.

**Executive Committee**25 October 2022

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- 3.3 All projects and proposals detailed in the action plan that are not currently resourced and which have financial implications, will be subject to business plans which including all of the financial requirements (staffing costs and all revenue and capital resources) which will be considered and require endorsement via the appropriate decision-making processes.
- 3.4 The 3 year Implementation plan identifies that the latest carbon emission figure for Redditch Borough Council is 1,746 tonnes.. In order to reach an interim target of 50% by 2030 we will need to reduce our emissions by approximately 110 tonnes of carbon dioxide per year. To achieve net zero in the remaining 10 years to 2040 we will need a target of approximately 87 tonnes of savings per year. Officers will work on proposals to close this gap with initiatives needing to be fully costed and included in the medium term financial strategy. In addition, closing this gap will be a key factor in reviewing the Strategy and Implementation Plan in 2025 and addressing this in the next 3 year Strategy

**4. LEGAL IMPLICATIONS**

- 4.1 The Climate Change Act 2008 sets the legally binding UK-wide target to achieve net-zero carbon emissions by 2050.
- 4.2 The Environment Act, 2021, acts as the UK's new framework of environmental protection. The Act provides the Government with powers to set new binding targets, including for air quality, water, biodiversity, and waste reduction.
- 4.3 As a requirement of the Climate Change Act, the government published the Clean Growth Strategy in October 2017. This strategy has two key aims: To meet domestic emissions reduction commitments at the lowest possible net cost to UK taxpayers, consumers and businesses; and to maximise the social and economic benefits for the UK of doing so.
- 4.4 The Home Energy Conservation Act 1995, obliges us to submit biennial reports setting out the practical, cost-effective measures, which are likely to significantly improve the energy efficiency of residential accommodation in our area.
- 4.5 Chapter 14 of the National Planning Policy Framework covers meeting the challenge of climate change.

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

**Executive Committee**25 October 2022

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- 5.1 The Strategy and Action Plan support the Council's strategic purpose of 'Communities which are safe, well maintained & green'. In addition, it underpins the green thread that runs through the Council Plan and supports the delivery of achieving carbon reduction across council services. It also contributes to each of the Council's four other Strategic Purposes all of which have measures that support climate change initiatives.
- 5.2 It is recognised that the Council needs to concentrate on areas of work that will deliver the highest levels of carbon reduction. The strategy and action plan detail these areas but also acknowledges other actions of lower importance from a carbon reduction point of view, but which contribute to the overall greening of the authority.
- 5.3 In addition to the Strategic purposes, the Council's Plan also sets out its organisational priorities, and within a sustainability framework a requirement on any review of services to understand how we can adapt to climate change. The development of this Strategy supports this action.
- 5.4 To deliver on the Council's declaration of a climate emergency, it will be essential that carbon reduction projects are prioritised. Further that there is Officer capacity to deliver on the Strategy's Action Plan and the ability to secure appropriate grants and sufficient resources to deliver the targets.

**6. Climate Change Implications**

- 6.1 This Strategy is specifically to achieve carbon reduction and net zero for our internal activities. Further, the Strategy also identifies our influencing role in supporting the reduction of carbon emissions from other organisations eg our contractors.
- 6.2 The Section on Measuring and Setting Emissions Targets in the Strategy outlines the targets to be achieved to ensure net zero by 2040. The Strategy is key to addressing Climate Change. The Strategy and action plan seek to deliver a 50% reduction by 2030 and 100% by 2040. As part of our current work to establish a figure for the council's activities we have arrived at an estimated figure of 1,746 tonnes of carbon emissions per year for 2021. In order to reach an interim target of 50% by 2030 we will need to reduce our emissions by approximately 110 tonnes of carbon per year. To achieve net zero in the remaining 10 years to 2040 we will need a target of approximately 87 tonnes per year.
- 6.3 The Council was able to achieve radical change in response to a pandemic by the many actions taken and so there is every opportunity to

**Executive Committee**25 October 2022

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respond and develop our actions in response to global warming and biodiversity collapse

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

- 7.1 Any equality implications of carbon reduction proposals changing will be considered on a project by project basis through the use of Equality Assessments, if required.

**Operational Implications**

- 7.2 The proposals set out in the Action Plan will require changes to or new ways of working and operating by service areas. Any operational changes brought about as a consequence will be considered in the business case for each project and as part of any project planning.
- 7.3 This Strategy and Action Plan will be our route map to 'net zero' for our internal activities. It also highlights where we are trying to influence the reduction of carbon emissions from other places outside the council's activities.
- 7.4 This plan will be refreshed every 3 years, and reviewed annually. Progress against targets will be reviewed twice a year and by the Climate Change Panel and annually by Executive.
- 7.5 The key actions of the strategy and action plan will provide the focus, steer and priority for the Climate change Panel for the next 3 years.

**7. RISK MANAGEMENT**

- 7.1 The Strategy sets out the Council's plan to achieve net zero by 2040. This target will only be achieved if all services deliver on the actions set out in the Strategy over the next three years and beyond.
- 7.2 To ensure the actions are implemented the Strategy will be reviewed a by an Internal Officer Group and the Climate Change Panel will receive regular reports on progress and at least twice yearly.
- 7.3 Failure to provide adequate resources will mean an increased risk that the strategy and action plan will not be delivered.

**8. APPENDICES and BACKGROUND PAPERS**

**Executive Committee**

25 October 2022

Appendix 1 – Carbon Reduction Strategy and Action Plan 2022-2025

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Cllr Anthony Lovell Portfolio Holder for Climate Change	4.10.2022
Lead Director / Head of Service	Judith Willis Head of Community & Housing Services Guy Revans Head of Environmental and Housing Property Services	16.08.22
Financial Services	Peter Carpenter Interim Director of Finance	17.08.22
Legal Services	Clare Flanagan Principal Solicitor	16.08.22
Policy Team	Deb Poole Head of Transformation, Organisational Development & Digital Services	18.08.22
Climate Change Officer	Kath Manning Climate Change Officer	16.08.22

04/10/2022

# Redditch Borough Council Carbon Reduction Strategy & Implementation Plan V4.4

Contents

- Background & Introduction ..... 2**
- Commitment & Integration ..... 3**
- Partnership Working ..... 5**
- Community Engagement & Communication ..... 6**
- Co – benefits ..... 7**
- Equality, Diversity & Inclusion ..... 8**
- Ecological emergency ..... 9**
- Education skills and training ..... 10**
- Governance, Development & Funding ..... 11**
- Low Carbon Economy ..... 12**
- Measuring and setting emissions targets ..... 13**
- Mitigation & Adaptation ..... 15**
- Waste & Recycling ..... 16**
- Implementation Plan – Measures with quantified carbon savings ..... 17**
- Implementation Plan – Enabling Measures without quantified carbon savings ..... 23**



## Background & Introduction

Globally, governments have committed to keep within 1.5°C increase in temperature to avoid catastrophic impacts from climate change<sup>1</sup>. UK Government has committed to Net Zero by 2050. Local Authorities (LA's) are key in taking and influencing action on climate change due to the services they deliver, their regulatory functions, strategic functions, procurement powers and responsibilities as social landlords and major employers. This evidence supports that Redditch Borough Council should make carbon reduction key to what we do as a council.

Redditch Borough Council declared a climate emergency in 2019. On declaration of a climate emergency, an LA is affirming it will place the Climate Emergency at the centre of its decision-making process. LA's are then expected to develop carbon reduction targets and Implementation plans to assist in the reduction of carbon emissions, from their own council functions and, using their sphere of influence.

Our thanks go to Alex Pearson from Nottingham City Council and the Midlands Net Zero Hub for his support and work authoring this document.

This plan will be refreshed every 3 years, and reviewed annually. Progress against targets will be reviewed twice a year.



Figure 2 Kevin Dicks - Chief Executive, Bromsgrove & Redditch Councils



Figure 1 Councillor Anthony Lovell, Portfolio Holder - Climate Change

Climate Change is a very real and existing threat and is no longer an issue we can afford to ignore. Redditch Borough Council has acknowledged the climate and environmental crisis declaring a climate emergency.

Our outline Climate Change Strategy and Action Plan sets out how we will work collaboratively, to protect our future together in the uncertain times ahead.

To achieve our target date of carbon neutrality, we need to radically rethink how we live, work and invest in the Borough. To do this we have to work effectively.

We therefore call on you, as people who live, work, visit and invest in our borough, to join us in creating a Redditch Borough that is resilient to the impacts of climate change and work towards a zero carbon, sustainable future for all.

*Councillor Anthony Lovell, Portfolio Holder*

## Commitment & Integration

**Background:** The council is committed to carbon reduction through its declaration of a climate emergency in 2019. Our commitment to reducing our carbon emissions and influencing the reduction of local carbon emissions goes hand in hand with the 'net zero by 2050' target set by the UK Government, a goal that requires us and all sectors to pull together to achieve.

**What we are currently doing?** We have embarked on a journey of delivering Carbon Literacy Training to our Staff and Councillors and this will put climate action into the hands of everyone and can deliver between 5-15% real carbon savings per individual. Each of the council's service areas has contributed to this plan in order to produce 'carbon reduction pathways'. Through this approach carbon reduction will become 'business as usual' and truly embedded throughout the organisation. The Council employs a Climate Change and Energy Support Officer currently supported by an Environmental Policy and Awareness Officer, these posts are shared across both Bromsgrove & Redditch Councils. Each service area in Redditch Borough Council has been involved in the formulation of this plan and are committed to delivering the actions in the implementation plan.

**What further actions are we going to take?** This Plan will be our route map to 'net zero' for our internal activities. It will also highlight where we are trying to influence the reduction of carbon emissions from other places outside the council's activities.

The views of residents and partners are reflected in this plan and they have helped to shape the actions that we are going to take. We are committed to considering the environmental impact of our decisions as a council at every stage.

Our implementation plan (forming part of this strategy) will deliver real and quantifiable carbon reductions. This strategy will be monitored twice yearly by the Climate Change Panel within the council with annual progress reports being sent to the Executive committee. Key to the delivery of this strategy is the integration of plan objectives and targets with every aspect of council service delivery. To this end a collaborative approach involving all heads of service and their teams has been taken. We will link this strategy to corporate performance indicators, and provide a specific 'project based' focus for the council.

## Our Key Successes and Top Five Future Actions

**Key successes:** The council has been successful in securing funding through to install new more efficient glazing, better heating controls and a heat pump at the town hall. When this project is completed over 100 tonnes of carbon emissions will be saved per year. Over the past year the council has also participated in a ‘micro mobility trial’ seeing hi tech electric scooters available for hire by Redditch residents. The crematorium has been supplying surplus heat to the Abbey Stadium leisure centre for nearly 10 years now, saving both costs and carbon emissions from the sports facility. Greenlands business centre has also received funding in order to improve the fabric of the building and install a low carbon heating system. We will be looking to continue these successes with similar projects as shown in the table below.

### Top five future actions:

Measure	Estimated Saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date
Assess low carbon fleet fuel options	486	Environmental Services	Review Spring 2023, completion of fuel switch 2040
Refurbish Crossgates depot to include renewable energy & resource efficiency	100	Environmental & Housing Property Services / Legal, Democratic & Property Services	June 2023 for review
Apply for funding to improve energy efficiency of the council’s housing stock	250	Community & Housing Services	June 2023 for completion of some funded schemes
Set up a rolling programme of works to improve energy efficiency / renewable generation in the buildings with the highest consumption	100	Legal, Democratic & Property Services	Various deadlines for applications to the Salix funding scheme
Work with Rubicon leisure to further reduce carbon emissions at Abbey Stadium, Needle museum & Forge Mill visitor centre	66	Legal, Democratic & Property Services	Dec 2025

## Partnership Working

**Background:** In order to deliver this it is vital that we work closely with our partners, in order to reduce the carbon emissions of the district as a whole. The councils own emissions are a small part of the overall figure and it is important that we use our sphere of influence to encourage others to address their own emissions. Shared learning is a powerful tool to enable carbon reduction and the council can both learn from and influence a wide range of stakeholders across the Borough. The council can also benefit from partnership working with county, regional and national organisations by seeking out and engaging the support that may be available.

**What are we currently doing?** We currently work closely on a borough level with partners such as 'Rubicon Leisure' who run our sports and leisure facilities. Rubicon Leisure have benefitted from council led actions to reduce energy usage at sites such as Abbey Stadium where waste heat from the crematorium makes a meaningful contribution to the facility's annual energy needs. Our Housing team work closely with Act on Energy, an energy advice charity - to advise tenants on the best ways to cut carbon and reduce bills. Our 'Local plan' will ensure that new developments meet new higher standards for building efficiency. We work closely with the county council to ensure that homes and businesses can benefit from the advice and grants that are made available through the sustainability team. The council is also part of the Joint Worcestershire and Herefordshire Waste Partnership group working towards waste reduction and better waste management across the county. We are also working closely with Worcestershire Regulatory Services to promote Electric Taxi's through the licencing system. Another county wide organisation that we enjoy a close working relationship with is the Local Enterprise Partnership and some of the targets set in this strategy reflect the LEP Energy Strategy of 2019. On a regional level we work with the Midlands Net Zero Hub on several carbon reduction projects (some of which form part of the implementation plan), the West Midlands Combined Authority, and Sustainability West Midlands. On a national Level we have recently worked with the Energy Saving Trust to look at carbon reduction options across our vehicle fleet.

**What further actions are we going to take?** Redditch Borough Council will continue to work with local, regional & national partners to share learning, refine our carbon reduction plans and make the best possible use of funding opportunities. We will investigate opportunities for carbon reduction with our suppliers and delivery partners whilst ensuring that our carbon reduction strategy is in line with the other Worcestershire district councils. We will work with Worcestershire Regulatory Services to investigate how we might develop street trading policy to encourage low carbon and sustainable trades to operate in the local area. We will also continue to explore options with Worcestershire County Council & local businesses to encourage walking and cycling to work

## Community Engagement & Communication

**Background:** The residents of Redditch have expressed a wish for their council to address the climate emergency and lead the way through carbon reduction. A recent survey indicated that 85% of residents are concerned about climate change and the impact it is having and 76% told us that dealing with climate change should be a key priority for the Council.

**What we are currently doing?** Carbon reduction has a dedicated webpage on the council's site and there is consistent messaging around waste & Recycling. Community engagement events are held regularly on a diverse range of subjects relating to energy, waste & environment. The green fair & 'fun-day' is a key event to communicate the message of a low carbon future to the wider community and 2022 will see the return of this popular event in Arrow Valley Country Park. Within the council a regular electronic internal staff newsletter is used when there is news relating to carbon savings projects that staff should be aware of.

**What further actions are we going to take?** All service areas will have Email footers promoting carbon saving and resource reduction, we will update our website more regularly with news on carbon reduction in addition to regular e-mail newsletters and a refreshed social media policy. Develop a communications plan to promote biodiversity and land management actions within the authority and engage residents in conversations around increasing biodiversity in the residential settings, and the importance of biodiversity in relation to climate change. There are also opportunities at Arrow Valley Country Park to engage with the public on carbon reduction issues and we will work with our partner Rubicon Leisure to explore options. We will apply for funding to install further renewable technologies on the building in the park that serves as a visitor centre. Our housing teams will apply for funding to ensure that the council owned housing stock is as efficient as possible – taking carbon saving to the heart of the community. We will include energy efficiency advice in 'tenant packs' for householders moving into council housing in addition to information on waste & recycling. We will also seek to learn from other comparable local authorities in order to make the most of the opportunity presented by the 'Green Fair'.

## Co – benefits

### Co-benefits of Climate Action



Health

- Addressing **air quality**, **mental health**, lifestyle **diseases** (heart disease, diabetes etc).
- Less pressure on the **NHS**.



Jobs & Economy

- New **green jobs**.
- E.g. to **create** and **build** the necessary **infrastructure**, and to maintain new services.



Equity & Community

- Safe, prosperous communities **for all**, regardless of status, wealth, race, religion etc.
- **Accessibility** and mobility for residents.



### Co-benefits of Climate Action



Green space

- Increased area or access to **green space**.
- Green spaces include **tree planting** but can also be created in less obvious projects.



Resilience

- The ability to **prepare**, **recover** and **adapt** to climate impacts.
- This can be related to **extreme weather** events, access to **resources**, economic recovery etc.



Council capacity

- Climate actions that **raise money** for the **council**.
- These additional funds can be spent on other **green initiatives**.

**Background:** Co benefits can be described as an outcome linked to a carbon reduction action. An example could be cleaner air in a town centre as a benefit of the adoption of zero emission vehicles, or financial benefits accruing to the council as a result of energy efficiency measures. Co benefits can also be related to habitat creation and improved access to existing green spaces, development of the low carbon economy, skills and training or job creation and retention.

**What we are currently doing?** We are making use of our open spaces such as Arrow Valley Country Park to promote health and well-being through our cultural and leisure services in order to lift levels of physical activity. We are also delivering efficiency improvements to council owned housing stock and sheltered accommodation through a government funded scheme, which will improve living standards for the tenants and help reduce fuel poverty.

**What further actions are we going to take?** Clean air is an important co benefit associated with low and zero carbon transportation and we will continue to evaluate the most appropriate size and location of electric vehicle charge points. The council will examine the type of fuel used in its fleet vehicles in order to build on work commissioned from the Energy Savings Trust to assess the current fleet and provide guidance. Further the Council will promote reduced use of cars through active travel initiatives as part of its Leisure Strategy. If the council is successful in securing government funding for the retrofit of council housing stock, 200 households per year will see their living standards improved through energy and resource efficiency. Our new Parks Strategy will provide opportunities for further health & well-being co-benefits to the wider community through the use of our open spaces. The council will also look to use a standardised method of assessing co benefits to help inform investment decisions in the future. We will also assess how we can better signpost business to available funding in order to stimulate and grow the green economy within the Borough of Redditch.

## Equality, Diversity & Inclusion

**Background:** Carbon reduction and social justice have historically gone hand in hand in support of the United Nations Sustainable development goals. Green spaces are open to all residents and facilities will continue to be improved. Through the Boroughs social housing it will be ensured that low carbon technologies and energy saving will not be the privilege of a select few.

**What we are currently doing?** As an employer and deliverer of services, **Redditch Borough Council** has stated in its Equality Strategy 2022-2026 that it is committed to eliminating unlawful discrimination, promoting equal opportunities and fostering good relations between people from all communities.

**What further actions are we going to take?** We can align our equality strategy with the United Nations Sustainable development goals, when the review occurs in 2026. We will work with local training providers to ensure that opportunities in the green economy are available to all. Redditch Borough Council will ensure that where funding is available to support green entrepreneurs from all backgrounds, it will be effectively applied.



## Ecological emergency

**Background:** The natural environment is vital to the health and wellbeing of society and provides ‘eco system services’ to regulate our environment, produce clean air and pollinate our crops. An ecological emergency is when the natural environment has been damaged and the ability to provide ‘eco system services is reduced’. The ecological and climate emergencies are linked. Significant carbon dioxide emissions are caused by land use change, which is also a key driver for ecological loss. The interdependencies between the species in the natural world are not all fully understood and it is vital that we act to protect bio-diversity on a local, national and global level.

The borough of Redditch contains several areas of land ranked moderate to high value for conservation and wildlife. Corridors of land linking these areas are also important for the ecology of the area. In areas where the public has access co benefits such as improved health and well-being should be considered and opportunities explored.

**What are we currently doing?** Redditch Borough Council works closely with Worcestershire County Council to manage sites for wildlife where possible. Currently we are implementing new management techniques for road verges in certain agreed areas, this allows native species to flourish and set seed, whilst providing a useful wildlife corridor and habitat for pollinators. We also have a Water courses and wildlife scheme of work managing land to reduce flooding and improve diversity. Our woodland management plan ensures that individual trees and wooded areas are maintained across the borough. The council has been communicating this policy through a dedicated web page and newsletter, in order to keep the public informed.

**What further actions are we going to take?** Conduct a survey of council sites for wildlife, continue and expand wild verges policy. and ensure. We could also investigate the use of urban space for living walls, and investigate opportunities for local carbon offsetting through tree planting and habitat creation. We will ensure that any such schemes are appropriate and do not degrade the biodiversity value of the existing land. We will look to ensure that the right species in the right place will enhance bio-diversity in the local area. Communicating policies to protect the natural environment is key to public acceptance. The Council will develop a communications plan to promote biodiversity and land management actions within the authority. Where new facilities are planned we will include habitat creation and biodiversity from the start. Where landscapes and habitat areas are managed by the council we will look to eliminate petrol powered hand tools such as strimmers and chainsaws as soon as is practicable. The Council will ensure that new developments include biodiversity net gain. Amongst other things this means that if flora or fauna is to be lost from a site to enable development to occur, the biodiversity lost on site will be more than compensated off site, so that in biodiversity terms there is a net gain. So, for example a tree lost due to development would have to be replaced elsewhere in the Borough or biodiversity net gain provided in some other way. The Council via its parks could be a receiver of biodiversity net gain opportunities and the developer would be expected to make a contribution to the council for related management costs.



## Education skills and training

**Background:** High quality jobs in the growing 'clean tech' sector will ensure that the borough of Redditch remains an attractive place for people to live and work. It is vital that we support our further education establishments to deliver high quality vocational training to our young people and those who wish to retrain for roles in the 'Low carbon economy'. The 'heart of Worcestershire College' has a campus in Redditch and there are opportunities for local companies to provide apprenticeship places through national, regional and county wide schemes.

**What are we currently doing?** We are working with the Midlands Net Zero Hub to understand the findings of their 'Low carbon Goods & Services' study of Worcestershire. Potential skills gaps have been identified that our local further education providers could help resolve. We work with the colleges through the Redditch Partnership Executive Group, Redditch Towns Deal Board and both the Greater Birmingham & Solihull Local Enterprise Partnership and the Worcestershire Local Enterprise Partnership on the skills agenda.

**What further actions are we going to take?** As part of the Towns Deal funding we are considering establishing a 'Youth council' to cover the issues surrounding climate change and ensuring that training is available for the future skills required for the low carbon economy in Redditch. We will work closely with further education training providers and both local enterprise partnerships to ensure that any new suitable funding streams can be sign posted. We will also continue to work with the Midlands Net Zero Hub to make use of the findings in the Low Carbon Goods and services report.

## Governance, Development & Funding

**Background:** The climate emergency declaration means that the current governance structure of the council is used to provide direction and oversee delivery of low and zero carbon initiatives. Carbon reduction projects are currently developed within the council and resourced through existing service areas. To make the best use of council resources, other funds are sought in order to maximise carbon savings. Government funding for decarbonising homes and buildings becomes available periodically in funding 'rounds'. In addition to these funds from central government there are regional and county administered schemes that the council is able to make use of. There are also investment opportunities in areas such as renewable heat and power generation through joint ventures and direct investment.

**What are we currently doing?** Currently many of our community buildings and sheltered accommodation are benefitting from solar panels on the roof and other efficiency measures. The council has also been successful in securing over £1million from the Public Sector Decarbonisation Scheme for Redditch town hall and Greenlands Business Centre. There are over 200 tonnes of carbon savings per year associated with these projects. The council was also successful in bids for funding to improve its housing stock under the Local Authority Delivery Scheme (LADS) and this will not only yield carbon reductions but improve health and well-being for the residents.

**What further actions are we going to take?** The governance required to deliver this plan will be provided by the Climate Change Panel in order to monitor progress against targets and evaluate potential new projects, before submission to the Executive Committee. The council will ensure that it is in a position to take advantage of future funding opportunities by maintaining a pipeline of suitable projects, the steering group will have a role to play in recommending schemes and projects to the Executive, particularly where there is a resource implication. Where projects are funded directly through council resources, a measure of best value for carbon reduction will be applied in conjunction with affordability to ensure the most efficient and effective use of council resources.

## Low Carbon Economy

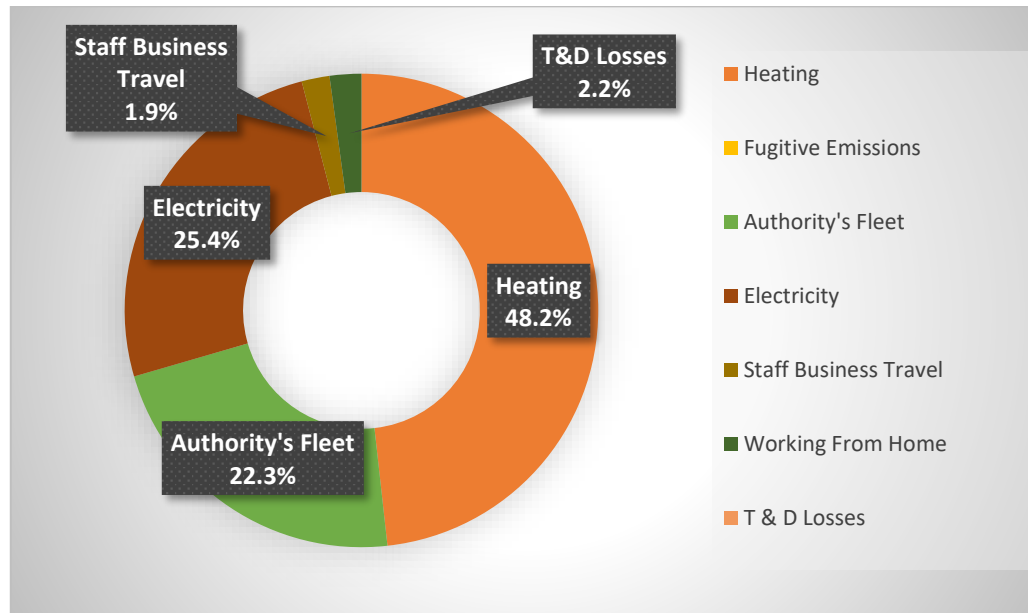
**Background:** The borough of Redditch has 17% of the overall Worcestershire sales figure for the low carbon economy. Redditch also has 25% of the companies engaged in this sector, and 14% of the total number of this sectors employees. The low carbon economy in Redditch grew by 14.6% in 2019/20 and employs 1,388 people across the borough. A breakdown of the local low carbon economy is shown below:



**What are we currently doing?** The economic strategy for Redditch is delivered by North Worcestershire Economic Development and Regeneration. Appropriate grants administered by the County Council and others are signposted to local businesses. Both Worcestershire Local Enterprise Partnership and Greater Birmingham & Solihull Local Enterprise Partnerships have growth hubs that cover the area.

**What further actions are we going to take?** At present the low carbon economy does not feature in the 'North Worcestershire Economic Growth Strategy' document and when this strategy is reviewed, the opportunity will be taken to include the findings of the Midlands Net Zero Hub 'low Carbon Economy Goods & Services report'.

## Measuring and setting emissions targets



A breakdown of the council's current carbon emissions is shown above

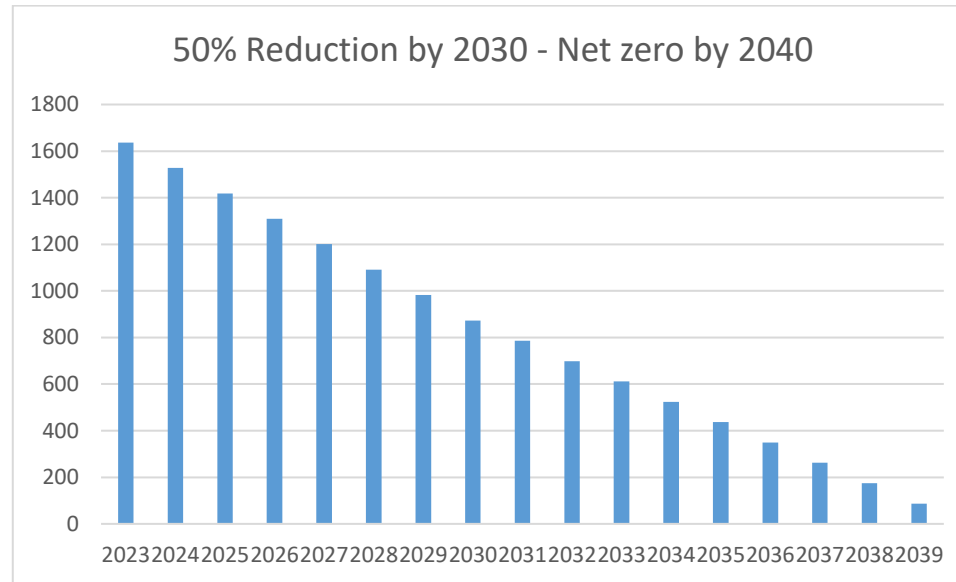
**Background:** Official carbon emission figures for the Borough of Redditch are currently available from the department of Business Energy & Industrial Strategy (BEIS). These figures are for the activities that take place within the borough, the totals represent both the direct emissions from the activities of the council and the emissions that the council has influence over. All councils must be 'net zero' by 2050, this means that direct emissions from services must be as low as possible and the remaining emissions are likely to require 'offsetting'.

**What are we currently doing?** Redditch Borough Council is working hard to quantify and understand the emissions associated with our activities. By using the latest data resulting from this exercise we can set meaningful targets that inform our implementation plan and lead to effective carbon reduction projects and measures.

**What further actions are we going to take?** The council will re commence carbon reporting, and these figures will be used to monitor performance against this plan. Carbon reduction targets in line with the other Worcestershire districts are adopted through this plan in addition

to the Local Enterprise targets of 50% by 2030 and net zero by 2040. Currently the carbon emission figure for the Borough of Redditch is 326,000 tonnes per year (2019). As part of our current work to establish a figure for the council’s activities we have arrived at an estimated figure of 1,746 tonnes of carbon emissions per year for 2021. In order to reach an interim target of 50% by 2030 we will need to reduce our emissions by approximately 110 tonnes of carbon per year. To achieve net zero in the remaining 10 years to 2040 we will need a target of approximately 87 tonnes per year.

The implementation plan has been designed to deliver these savings and will be reviewed bi-annually by the Climate Change Panel and annually by the Executive Committee.



## Mitigation & Adaptation

**Background:** The actions that the council can take to reduce carbon emissions and address the ecological emergency fall into two categories, measures that influence others and direct measures with an associated figure for carbon reduction. The first actions are to address the emissions associated directly with council activities such as service delivery. Mitigation is where we adapt our services to try and prevent the severity of climate change, Adaptation is where we have to change what we do as a consequence of the impacts of climate change we can't affect. Like selecting water resistant species in parks or emptying bins in the cooler part of the day as temperatures increase.

**What are we currently doing?** All heads of service and managers have provided input to help formulate this plan. Most of the mitigation and adaptation measures have grown from projects and practices that are already in place. As an organisation we appreciate that we can always do more, whilst recognising the resources that we have available within the council. Projects such as switching to a lower carbon fuel for our vehicle fleet and the low carbon heating installed in the town hall are key to reducing our emissions and playing out part in achieving the nationwide target of net zero by 2050.

**What further actions are we going to take?** The implementation plan included in this document details what we are going to do over the coming years and how much carbon we expect to save (for direct measures). The implementation plan has been produced from discussions with the heads of service covering all areas of council operations. We are continually improving the level of data that we have on the energy consumption of our buildings from the offices and buildings that we use for the delivery of our services, to our council owned housing stock. In terms of adaptation we must ensure that these buildings are able to maintain a comfortable internal temperature in winter but also to cope with hotter summers and extreme weather events. We could look at other actions that we could take to reduce the effects of climate change locally, for example increasing tree cover in urban areas to reduce the temperature in summer, or creating wetland habitat to control flooding. We have considered our transport fleet, our sports and leisure facilities (managed by Rubicon Leisure for us), our infrastructure and our natural environment and we are looking for carbon saving opportunities. We are also keen that the messages of carbon reduction, resource efficiency and nature conservation are communicated to our citizens in a clear and concise way through a variety of channels.

## Waste & Recycling

**Background:** The 'Environment Act 2021' is a piece of legislation that affects all local authorities in England. The Bill will require us to deliver consistent and frequent recycling collections and it will also require us to operate weekly separate food waste collections, preventing food waste from going to landfill or being incinerated. Waste collection and disposal has carbon emissions associated with it. These emissions are from the vehicles that transport the waste, and whatever process the waste undergoes once disposed of.

**What are we currently doing?** Redditch Borough Council is a 'collection authority' and the disposal of the waste collected is the responsibility of Worcestershire County Council. Currently the County Council has a 'Waste Core Strategy' that covers the period to 2027. Our council website provides information to help residents find their local recycling centre, in addition to guidance on what can and can't be recycled. We also provide links to inform residents about waste reduction (The let's waste less programme). Teachers can find learning resources for schools on our web page and we are keen to encourage children to take the message of waste reduction and recycling home to their parents.

**What further actions are we going to take?** According to the 'Department for Environment, Food & Rural Affairs (DEFRA) the recycling rates in the borough of Redditch are at 29% (2019 / 2020 figures). There is clearly more that we can do to promote waste reduction and recycling through existing channels and we will do this as part of a wider net zero communications strategy. New legislation will require changes to our waste collection service including the requirement for us to separate and collect food waste in the near future and we will investigate the potential to turn this waste into a resource through conversion to gas. (Anaerobic Digestion). We are working with the 5 other district Council's and the County Council through the Worcestershire Waste Partnership on how all the changes required by the Environment Act can be implemented.

## Implementation Plan – Measures with quantified carbon savings

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Assess low carbon fleet fuel options	486	Environmental & Housing Property Services	Review Spring 2024, completion of fuel switch 2040	Positive effect on local air quality. Healthier community	Vegetable oil as a replacement for diesel will be a transitional measure providing a pathway to other fuels such as hydrogen / biomethane or electricity. Use of EST fleet review data / Midlands Net Zero Hub electrification of council depots guide will assist with this measure. This measure will also require a report to Executive Committee regarding options and costs.
Refurbish Crossgates depot to include renewable energy & resource efficiency	100	Environmental & Housing Property Services / Legal Democratic & Property Services	01/06/2023 for review	Positive effect on local air quality, continuation of the site secures employment. The project will help to facilitate a fuel swap to reduce vehicle emissions.	Successful grant applications required to maximise carbon savings for this project. The carbon saving figure is estimated at this stage



Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Set up a rolling programme of works to improve energy efficiency / renewable generation in the buildings with the highest consumption	100	Legal, Democratic & Property Services	01/06/2023 for review	Reduction in running costs and contribution to net zero target.	Successful grant applications required to maximise carbon savings. Estimate based on 10 buildings saving a minimum of 20%
Improve energy efficiency of current housing stock making use of LADS and other government schemes	250	Environmental & Housing Property Services	To coincide with release of funding and deadlines for 2023/4	Important positive health outcomes for residents, enhanced health and well-being, reduction in fuel poverty	Key team members to receive training on Air Source heat-pumps. When work takes place on a property the opportunity to facilitate future low and zero carbon options will be considered.

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Report on carbon saving as a result of streamlining operations	2	Transformation & Organisational Development	ongoing	Helps the council to put a value on carbon saving, and assists with the monitoring of this implementation plan	Good practice examples from other local authorities to be shared
Energy audit of server rooms to enable energy saving practices	1	Legal, Democratic & Property Services	To be completed by Dec 2022	Reduction in running costs and contribution to net zero target.	Assistance available from Midlands Net Zero Hub

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Moving more IT capacity to cloud based servers	1	Transformation & Organisational Development	Review annually	Reduced running costs for the council in relation to IT	It should be ensured that cloud servers are using low carbon power sources in order for the carbon saving to be claimed
Reduce staff travel and make further use of video conferencing	0.5	All service areas	To be completed by Dec 2022	Reduces the number of payments for staff travel and cuts down on unproductive travelling time	This measure fits in with the council's desire to further adopt agile working

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Walk through energy assessment of shop mobility hub at kingfisher centre	1	Community & Housing Services	To be completed by Dec 2022	Reduced running costs for the council and contribution to overall carbon reduction target	Assistance available from Midlands Net Zero Hub
Implement Recommendations of the 2020 EST report for the 'grey fleet and include' Travel plans across all service areas and encouraging wider use / accessibility of public transport through partnership working	36	Transformation & Organisational Development Service./All Service areas	2025 to review progress.	Improvements in local air quality & Savings of £34k quoted in the EST report.	Travel plans are a low cost way of reducing emissions associated with staff travel. This measure will pre-empt the government's bans on the sale of petrol & diesel Vehicles. Ultimately one or more 'Electric pool cars' could be the aim for staff

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Cut the council's paper waste by offering papers electronically	2.5	All Service Areas	Review by Spring 2023	Will save more money than it costs. Should be relatively easy to implement.	This is a measure that many other councils have implemented successfully
Work with Rubicon leisure to further reduce carbon emissions at Abbey Stadium, Needle museum & Forge Mill visitor centre	66	Legal, Democratic & Property Services/Planning, Regeneration and Leisure Services / Environmental & Housing Property Services	Dec-25	Reduced running costs and contribution to overall carbon reduction target	Midlands Net Zero hub to assist with funding applications for this work
Grid decarbonisation	443	* Grid electricity to be net zero by 2035 - electricity use from the council & our service delivery partners			
Total of above measures	1046				
Target	1746				
Remainder	257				

## Implementation Plan – Enabling Measures without quantified carbon savings

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Assess the viability of Council Car Parks and other sites for EV chargers and work with Worcestershire County to Council to implement the County Wide Electric Vehicle strategy contributing to toward a comprehensive network for Worcestershire		EV Project Working Group	Projects to be aligned with funding deadlines where possible	Air quality & Health and Well-being benefits accrue to the wider area	We will consider carefully both on street and off street locations, to ensure that residents without off street parking will have more charging options where practical. Savings can be calculated when sizes of chargers and locations are known. Assessment of charger locations for council owned leased housing stock will also form part of this measure.
Investigate options for heating & cooling networks across the borough as part of a place based approach		Legal, Democratic & Property Services/Planning, Regeneration and Leisure Services	Projects to be aligned with funding deadlines where possible	Air quality & Health and well-being benefits accrue to the wider area	Capacity Support available through Midlands Net Zero Hub

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Work in partnership with Worcestershire County Council to Manage verges and other council owned parks and open spaces for nature		Environmental Services / Leisure Services	Ongoing	Benefits for nature, insects and pollinators, can act as wildlife corridors	Pilot scheme in progress. Can be one of a suite of schemes to help address the ecological emergency. This measure will require a report to Cabinet regarding areas and costs.
Eliminate petrol powered tools (chainsaws, etc)		Environmental & Housing Property Services / Planning, Regeneration and Leisure Services	Reviewed annually	Better working environment, less noise.	Legislation may bring the deadline forwards as petrol and diesel is banned in other areas

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Continue to evaluate green tariffs and local energy purchase agreements		Finance & Customer Services / all service areas	Ongoing	Supports local renewable energy projects / creates a demand for renewable energy	Though the focus should always be demand reduction and renewable energy generation, green tariffs can be a good way to deal with any remaining carbon emissions
Use a recognised standardised carbon calculation methodology		Finance & Customer Services / all service areas	Ongoing	Improved accuracy of 'carbon accounting' can be applied to validate the claims of suppliers who tender for council contracts	The Treasury green book provides the methodology and standardised assumptions to be used.
Record the impact of financial decisions on carbon emissions as part of a wider aim to record emissions across all council operations		Finance & Customer Services	ongoing	Helps the council to put a value on carbon saving, and assists with the monitoring of this implementation plan	Essential to the monitoring of this plan



Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Include questions on Carbon to evaluate tenders for services during the procurement process		Legal, Democratic & Property Services	To be completed by Dec 2022	Helps the council to better understand emissions that are not directly in its control	This is the start of the councils journey to understand 'scope three' emissions (emissions other than those directly from fuel and power)
Mapping exercise to link forthcoming Parks & Open spaces strategy with this strategy		Planning, Regeneration and Leisure Services	To be confirmed when the open spaces strategy is complete	Better health and well-being outcomes for residents through improved access to open spaces / opportunities to engage with the natural environment	Opportunities for funding should be explored with Worcestershire County Council, such as the 'Natural Networks' scheme.

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Review local plan where there is particular reference to renewables / provision for renewables in the future or heat networks		Planning, Regeneration and Leisure Services.	To coincide with local plan review dates.	Ensures that local plan is in line with the other districts to avoid inconsistency in requirements for low & zero carbon technologies.	Good opportunities for learning and sharing best practice with the other districts of Worcestershire and beyond.
Reduce waste production across the borough		Environmental Services	ongoing	Co- benefits include reduction in direct emissions, but also fleet mileage of refuse collection vehicles leading in improvements to local air quality	Ongoing work with learning opportunities available from other local authorities.

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Encourage zero carbon and sustainability through the supply chain		Finance & Customer Services / all service areas	Ongoing	Encourages further carbon savings where the council has influence and is a step towards addressing scope 3 emissions	This measure will be incorporated into the forthcoming 'Social Value Policy' This is also currently the subject of a study to produce template documents and procedures by GBSLEP.
Assess all existing assets and new assets for suitability for renewable energy generation and energy storage		Housing Property Services / Legal, Democratic & Property Services	Ongoing	New generation opportunities can contribute to the overall target and lead to cost savings / incomes for the council.	Ensures new opportunities are not missed, some of this work has been completed as part of a wider building energy audit process. Any projects identified will be subject to a detailed business case accompanying the proposal.

Measure	Estimated annual saving in tonnes CO <sub>2</sub>	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Evaluate current e-micro - mobility pilot in Redditch (e-scooters) with a view to establishing a more permanent scheme		Planning, Regeneration and Leisure Services	To be confirmed when the current trial is complete	Increased mobility for residents without access to their own transport/ improved access to education and employment opportunities	Learnings from other Councils experience with cycle hire and micro mobility. Carbon savings can be estimated from the results of the evaluation. This project will require a report to Executive Committee regarding options and costs
Complete Carbon Literacy training for Corporate Management Team, 4th Tier managers and Councillors		All service areas	Ongoing	Better understanding of carbon reduction and related issues will	This programme is almost complete and the majority of CMT and tier 4 managers have received this training. Councillor training is being rolled out in 2022.

**Executive  
2022**25<sup>th</sup> October**Support to the Voluntary and Community Sector 2023/24 – 2025/26**

Relevant Portfolio Holder	Councillor M. Dormer -Leader of the Council and Portfolio Holder for Planning, Economic Development, Commercialism and Partnership
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis
Report Author	Job Title: Head of Community and Housing Services Contact email: <a href="mailto:Judith.willis@bromsgroveandredditch.gov.uk">Judith.willis@bromsgroveandredditch.gov.uk</a> Contact Tel:
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Aspiration, work & financial independence Living independent, active & healthy lives Communities which are safe, well maintained and green
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 funding for the VCS Grants Scheme be agreed for a further three year period with either option 1 or 2 as set out in section 6.12

**The Executive Committee RESOLVE that:-**

2. delegated authority be given to the Head of Community and Housing Services following consultation with the Leader of the Council and Portfolio Holder for Planning, Economic Development, Commercialism and Partnership, to agree a revised VCS Grants Policy in accordance with the proposals within this report.

**2. BACKGROUND**

**Executive  
2022**25<sup>th</sup> October

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- 2.1 The current VCS Grants Policy was set up following consideration of a report at the Executive Committee and Council meetings in January 2020, when a number of options were put forward. In 2022-23 the final year of the current VCS Grants Policy, £101k was available for the Main Grants Pot and applicants could apply for between £500 and £10k.
- 2.2 It was also agreed that there would be a Financial Advice and Problem Solving Grant which was granted to Bromsgrove and Redditch Citizens Advice (CA). This grant was awarded for three years 2020-23 and quarterly monitoring is required and subject to satisfactory information being provided payment is made to CA quarterly. Data covering the period 2021/22 and the first quarter of 2022/23, is attached at appendix 1.
- 2.3 It was agreed that in 2020 due to the Covid-19 pandemic and following consultation with the VCS sector, that two funding rounds would be held per year with £5k from each round being used for a separate Mental Health and Wellbeing pot. This continued for 2021-22, however for 2022-23 the Policy reverted to one round, whilst retaining the £10k for a separate Mental Health and Wellbeing pot.
- 2.4 Appendix 2 shows the grants which have been paid out during the three years that the current Policy has been in place. For 2022-23 a total of 31 applications were received for the Main Grants pot and 3 applications for the Mental Health and Wellbeing Pot, with an overall total of 18 grants being awarded (appendix 3 provides a summary of those grants and projects). It should be noted that only three applications were received for the Mental Health and Wellbeing Pot and that only £5k was paid out, with the remainder returned to the Main Grants Pot for distribution.

**3. FINANCIAL IMPLICATIONS**

- 3.1 Should Members wish to continue to provide a VCS scheme it is proposed that £100k be allocated for each year, together with £50k for the Financial Advice and Problem Solving Grant, giving an annual total of £150k. This would be reviewed in three years. The removal of the concessionary rents element of the policy provides a saving of £25k per year.
- 3.2 See also paragraph 6.6 and 6.7 in respect of savings made to the budget via other sources of income to support the VCS.

**4. LEGAL IMPLICATIONS**

- 4.1 The Council needs to continue to ensure that it has a transparent and fair grants scheme, ensuring that we comply with the 2015 Local Government Transparency Code.
- 4.2 Whilst grant funding and concessions to the VCS are not statutory function, under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 4.3 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. Depending on the option within this report that is approved, a new VCS Grants Policy will be required.
- 4.4 Local Authorities must comply with the 2015 Local Government Transparency Code and Best Value duties.

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

The Grants to Voluntary Bodies scheme supports work across this 3<sup>rd</sup> sector that support the following Council Strategic purposes:

- Aspiration, work & financial independence
- Living independent, active & healthy lives
- Communities which are safe, well maintained and green

**Climate Change Implications**

- 5.2 It is proposed that should the scheme continue for 2023/24 an additional question would be included within the application form, although not included within the scoring process, which would ensure that applicants were giving consideration to the impact of Climate Change moving forwards.

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

- 6.1 The VCS support many members of the community and add social value, alongside this the sector support community relations and cohesion. In submitting funding applications, organisations are asked “Who is your targeted audience and how do you ensure that your proposed project/service reaches them and will be open and accessible to all?” and the Panel score this element of the applications. Organisations are also asked, where appropriate, to confirm that they have an Equal Opportunities & Diversity Policy in place.

**Operational Implications**

- 6.2 The current Policy has generally worked well, although a number of recommendations have been put forward following a review by the Internal Audit Team and should the Policy be extended for future years, then those recommendations could be included within the Policy going forwards. The recommendations were:
- Limit how many times an organisation can apply, and review what organisations are being targeted and broaden the advertising. This was due to the funds being distributed in two rounds during 2019/20 and 2020/21. For 2021/22 and following consultation with BARN it was agreed to revert back to one round per year, which would partially address this concern, with an organisation only being able to make one application per funding pot in a 12 month period and the promotion of the scheme will be reviewed to ensure every opportunity is given to VCS organisations to apply for funding.
  - Consider the possibility of having a smaller grants fund with a less onerous application form for smaller organisations – a short online survey has been carried out with the VCS community and from the results it shows that they are in support of this suggestion. A summary of the findings of the survey can be found at appendix 4.
  - Review unsuccessful applications to ascertain if there are any trends that can be used for learning. Officers will carry out a review at the conclusion of each application process.



**Executive  
2022**25<sup>th</sup> October

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- 6.3 Due to the pandemic, it was agreed that the policy would set aside funds for projects specifically related to Mental Health. It is suggested that the policy should be amended to include an element of flexibility to allow grants to reflect the changing needs of the local community in the future. For example, the cost of living, suicide prevention, carbon reduction.
- 6.4 It is proposed that the VCS Grants Policy be amended to take account of the removal of the concessionary rents element and the above recommendations. This would include £100k for the main grant pot with a further £50k continuing to be used for the Financial Advice and Problem Solving Grant. Giving a total of £150k to support the VCS community. This would be an annual amount for the next 3 years.
- 6.5 Under the current Policy grants of £3k or less are paid in one instalment with larger grants being paid in 2 instalments, the second of which is subject to satisfactory monitoring.
- 6.6 Following consultation with the VCS community it is suggest that the terms of the policy continue to support both specific projects and the overall core costs for organisations.
- 6.7 In September 2018, the Executive Committee approved the establishment of a local lottery. As part of its commercialism programme, The Council has a contract in place with its External Lottery Manager (ELM), Gatherwell Ltd. who delivers the online lottery on the Council's behalf. On average this generates approximately £10k per annum.
- 6.8 Periodically the Council receives community donations through the procurement process, where a not-for-profit organisation it uses, chooses to distribute all operating surplus to its membership in the form of Community Donations. These donations are split proportionately between members based on their spend through the organisations' frameworks. On average this generates £8k.
- 6.9 The new UK Shared Prosperity Fund, which is part of the Government's Levelling Up agenda as presented to this Committee on 26 July 2022, contains two interventions that could support the VCS: E9: Impactful volunteering and/or social action projects and E11: Capacity building & infrastructure support local groups. The process for any funding allocated to the VCS could be through the Grants Policy and offset against the Council's Grant budget.
- 6.10 To support commercialisation and the Council's financial position, it is proposed that funds received from the above three sources are put into

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the following years Voluntary Sector Grants Budget. An associated savings is then made to the Council's VCS grant scheme.

- 6.11 Further support provided by the Council to the VCS goes in helping to identify which VCS groups receive funding through the Institute of Cemetery and Crematorium Management (ICCM) Recycling of Metal Recovered from Cremation Scheme. The national scheme provides that this funding is ring fenced to local bereavement charities. Local Authorities are able to send (with permission of the families) metal parts recovered after cremation for recycling for money which is then gifted back to the Local Authority to be redistributed to the local VCS. The Grants Panel reviews the applications received and makes its recommendation to the ICCM, who make the final decision on whether to award the grant. The average annual funding is approximately £15k.

6.12 Options

Option 1 - Continue with current scheme (removing the element in respect of the concessionary rents) for a 3 year period. With a total grant pot of £150k, which would include £50k being available for a Financial Advice and Problem Solving Grant.

Option 2 – As detailed in option 1 above, but also to update the current policy and break down into 2 types of application – smaller £500 to £2k and larger over £2k up to £10k.

Option 3 - Something completely different.

Option 4 – As this is not a statutory service, it is determined that the Council no longer funds and operates a scheme.

**7. RISK MANAGEMENT**

- 7.1 By reducing the amount available in the VCS Grants pot, the Council will not be able to fund the breadth and diversity of projects it currently funds. However, Members have decided to retain the VCS Grants Co-ordinator post as a means of helping to build capacity in the sector and to support more inexperienced groups in finding and applying for other sources of funding.

**8. APPENDICES and BACKGROUND PAPERS**

Appendix 1 – CAB Monitoring Data 2021/22

Appendix 1a – CAB Monitoring Quarter 1 2022/23

**Executive  
2022**25<sup>th</sup> October

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Appendix 2 – Summary of grants paid 2020-2023  
Appendix 3 – VCS Grants Awarded 2022-23  
Appendix 4 – Results of VCS Online Survey

Background Papers

- VCS Grants Policy 2020-2023
- Financial Advice and Problem Solving Contract Quarterly Monitoring Reports submitted by Bromsgrove and District Citizens Advice 2020-2022.
- Various Executive Committee and Council agendas/minutes

**Executive**  
2022

25<sup>th</sup> October

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**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Matthew Dormer	
Lead Director / Head of Service	Judith Willis, Head of Community & Housing Services	21.09.22
Financial Services		
Legal Services	Mike Rowan, Interim Legal Services Manager	21.09.22
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)	Judith Willis, Head of Community & Housing Services	21.09.22



## Redditch Statistics

2021 – 2022

### Q4

#### Client Numbers

(Clients are only counted only once per month even if they have contacted us a number of times during that month)

Month	Clients	Simple Queries	Total
April	193	52	245
May	192	48	240
June	218	64	282
<b>Totals</b>	<b>603</b>	<b>164</b>	<b>767</b>
July	211	35	246
August	212	47	259
September	239	24	263
<b>Totals</b>	<b>662</b>	<b>106</b>	<b>768</b>
October	201	29	230
November	217	15	232
December	162	7	169
<b>Totals</b>	<b>580</b>	<b>51</b>	<b>631</b>
January	254	16	270
February	243	28	271
March	248	27	275
<b>Totals</b>	<b>745</b>	<b>71</b>	<b>816</b>

\*We are now able to pick up Redditch clients that have been helped by other offices. These numbers have been included to show all Redditch clients helped in the period

### Appointments

When clients need further help with their advice issue, they are given an appointment with an adviser.

April - June	<b>85</b>
July - September	<b>77</b>
October - December	<b>94</b>
January - March	<b>135</b>

### Visits to our Website

Number of people who have accessed our CABR website during this quarter was **1,475**.

### Client Advice Issues

	<b>Issues</b>		<b>Issues</b>
<b>Q1</b>	1,306	<b>Q3</b>	1,410
<b>Q2</b>	1,494	<b>Q4</b>	1,631

### Areas of Main Advice

	Benefits	U.C.	Employment	Debt	Housing	Relationships	Other	Totals
<b>Q1</b>	<b>277</b>	<b>160</b>	<b>93</b>	<b>259</b>	<b>103</b>	<b>92</b>	<b>322</b>	<b>1,306</b>
%	21%	13%	7%	20%	8%	7%	24%	100%
<b>Q2</b>	<b>296</b>	<b>200</b>	<b>128</b>	<b>252</b>	<b>87</b>	<b>123</b>	<b>408</b>	<b>1,494</b>
%	19%	12%	9%	18%	7%	9%	26%	100%
<b>Q3</b>	<b>358</b>	<b>196</b>	<b>82</b>	<b>177</b>	<b>96</b>	<b>88</b>	<b>413</b>	<b>1,410</b>
%	24%	14%	6%	13%	7%	6%	30%	100%
<b>Q4</b>	<b>538</b>	<b>154</b>	<b>86</b>	<b>152</b>	<b>179</b>	<b>121</b>	<b>401</b>	<b>1,631</b>
%	33%	10%	5%	9%	11%	7%	25%	100%

Appendix 1a**Redditch Statistics 2022 – 2023**Q1 April – June 2022 – 2023

**Clients** - Clients are only counted once per month even if they have contacted us a number of times during that month

No. Clients = 605

No. Simple Queries = 60

Total = 665

Partner Referrals = 25

**Outcomes**

Debts Managed = £158,281

Income gained = £40,137

**Volunteers**

Total no. = 26

**Q1 April – June 2022****Clients**

(Clients are only counted only once per month even if they have contacted us a number of times during that month)

<b>Month</b>	<b>Clients</b>	<b>Simple Queries</b>	<b>Total</b>
April	201	14	215
May	192	21	213
June	212	25	237
<b>Totals</b>	<b>605</b>	<b>60</b>	<b>665</b>





Applicant (highlighted in yellow if successful - Y if applied but unsuccessful - N if did not apply for that round)	RBC Grants 2022/23	RBC Grant 2021/22 - Round 1	RBC Grant 2021/22 - Round 2	RBC Grant 2020/21 - Round 1	RBC Grant 2020/21 - Round 2
1 Your Ideas	Spectrum Clubs	Y	N	N	£3,226
2 Youth Engagement Partnership -	Anti Knife Crime & ASB Project	N	Y	N	Y
3 Oasis Christian Centre	Community Shop Woodrow	N	Y	N	N
4 Building Bridges	Community Shop & Café	N	N	N	N
5 Redditch First Responders / H&W First Responders	First Responder Vehicle	N	N	N	N
6 Relate -	Future Proofing the Service	Y	Counselling Service £3,000	Counselling Services	N
7 Carers Careline -	Running costs	N	Core Costs £7,500	Telephone & Email Services	N
8 Old Needleworks -	Step Forward Work Plaement Project	Problem Solving Parents £5,745	Media & Marketing Project £5,640	Parenting Provision £2,530	Positive Me Project £2,912
9 New Road Parenting Support Group -	Running Costs & Pride Event	N	N	N	Y
10 Redditch & Bromsgrove Talking Newspaper -	Running Costs	N	N	N	N
11 Acorns Children's Hospice -	Sibling Support Service	N	N	N	N
12 Age UK -	Info hub at Matchborough Charity Shop	N	N	Y	£1,000
13 NewStarts -	Furniture Outreach	Y	N	N	N
14 Church Hill Big Local	Queen's Patinum Jubilee Celebrations	N	N	N	N
15 WhereNext Assoc -	Glasshouse Repairs	Bulbs, Plants & Seeds £2,000	Y	Y	£2,499

16 Astwood Bank Welfare Assoc -	Rent & Promotion	N	N	Y	N
17 Reach CIC -	Running Costs	N	Y	N	N
18 HomeStrart North -	Addressing the impact of loneliness	N	N	N	N
19 Redditch Common Neighbour Trust -	Community House	N	N	N	N
20 What's Your Point -	Improving how we feel	N	N	N	N
21 Astwood Bank Community Group -	running costs	N	N	N	N
22 The Koala Tree -	Running Costs	N	N	Y	N
	Dads Group	N	N	N	N
23 Redditch Skatepark / Redditch Wheels	Transfiguration	Y	Redditch Wheels Project £5,500	Vision 2020 £5,000	N
24 BluWave Community -	Community Transport	N	Y	Y	£2,000
25 GlastonBeoley - festival	Festival	N	N	N	N
26 Primrose Hospice -	Community Day	Y	Y	N	N
	Mental Health & Wellbeing	Y	N	N	N
27 ARCH Redditch -	sport with ARCH	N	N	N	N
28 Boomerang Re-use -	New vehicle	N	N	N	N
29 Redditch Nightstop -	Accommodation & Support Project	SAS Project £7,500	N	N	N
30 Redditch Carnival -	Carnival event	N	N	N	N
31 Redditch Pentacostal Church -	The Craft Table	N	N	N	N
	MBSR 8 week Programme	N	N	N	N
BARN	N	Volunteer Centre £7,171.68	N	Volunteer Centre £4,709.80	N
ISOC UK	N	Sports £3,000	Y	N	N
Reddithc Local History Museum	N	£3,000	N	N	Y
Sandycroft	N	Core Costs £6,500	Y x 2	Y	Y
YMCA	N	Mental Health Champions £5,000	N	N	N

BENS Groups	N	N	Core Costs £6,750	Community Groups £2,350	Y
Disability Support Project	N	N	£5,000	N	N
Touchstones	N	N	N	N	Child Bereavement £5,000
Redditch Scouts	N	N	N	N	£4,719
Moons Moat Community Group	N	N	N	N	£2,500

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**Appendix 3****Welcome to Redditch Borough Council's Voluntary & Community Sector Grant Funding Programme for 2022/23****Grants Awarded****Main Grant Pot**

VCS groups can bid for funding from £500 up to £10,000 to help with their core costs or to support them to deliver great community projects and activities. This year the Council ringfenced £10,000 of this funding to create a separate 'Mental Health and Wellbeing' pot. VCS groups could bid for between £500 to £5k to help them deliver specific projects to support those Redditch residents who have suffered from mental health and wellbeing issues or increased mental health and wellbeing issues as a direct result of the Coronavirus pandemic. However, it has been agreed to only make one payment under the Mental Health and Wellbeing pot on this occasion and the remaining funds have been used to fund additional projects under the Main Grants pot.

<b>Group / Organisation</b>	<b>Project</b>	<b>Grant Award</b>
Relate	Future proofing the service	£5,500
Carers' Careline	Running Costs	£10,000
The Old Needleworks	Step Forwards Work Placement Project	£9,780
New Road Parenting Support Group	Running Costs and Pride Event	£2,000
Redditch & Bromsgrove Talking Newspaper	Running Costs	£2,500
Acorns Children's Hospice	Sibling Support Group	£5,000
Age UK	Information Hub at the Matchborough Charity Shop	£1,100
NewStarts	Furniture Outreach	£5,000
Church Hill Big Local	Platinum Jubilee Celebrations	£3,000
Where Next	Glasshouse Repairs	£7,000
Astwood Bank Welfare Association	Rent and promotion of the service	£920
Reach CIC	Running Costs	£10,000
Home Start North East Worcestershire	Addressing the impact of loneliness	£10,000
Redditch Common Neighbourhood Trust	Community House	£8,497
What's Your Point	Improving How We Feel	£1,675
BluWave Community	Community Transport	£2,925
Redditch Nightstop	Accommodation and Support Project	£10,000

**Mental Health and Wellbeing Pot**

<b>Group / Organisation</b>	<b>Project</b>	<b>Grant Award</b>
Primrose Hospice	Mental Health and Wellbeing for Terminal Illness	£5,000

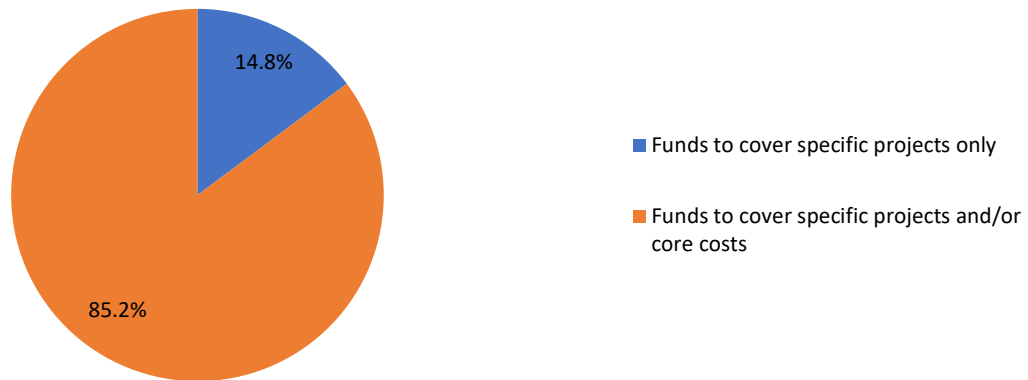
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**Future of how Redditch Borough Councils Grants Scheme will support the Redditch Voluntary and Community Sector**

Currently the scheme provides organisations the opportunity to apply for support in the delivery of a specific project and/or core costs such as rent and staffing. Thinking about this, which option do you think the future scheme should support?

Answer Choice		Response Percent	Response Total
1	Funds to cover specific projects only	14.8%	4
2	Funds to cover specific projects and/or core costs	85.2%	23
		<i>answered</i>	<b>27</b>
		<i>skipped</i>	<b>0</b>

Currently the scheme provides organisations the opportunity to apply for support in the delivery of a specific project and/or core costs such as rent and staffing. Thinking about this, which option do you think the future scheme should support?

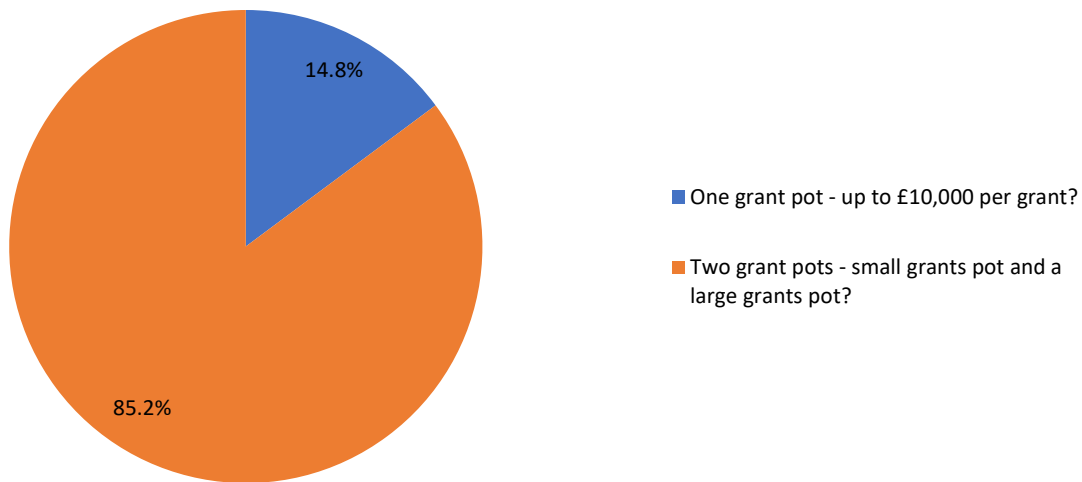


### Future of how Redditch Borough Councils Grants Scheme will support the Redditch Voluntary and Community Sector

The current scheme provides organisations the opportunity to apply for grants up to £10,000 from one grant pot. Would you like to see the current scheme stay the same or a scheme where funds are split into a smaller grants pot, with a less onerous application form, e.g. between £500 to £2,000 and a larger pot for grants between e.g. £2,000 to £10,000? The total amount in the pot would be the same with either option. Please provide your preferred option below

Answer Choice		Response Percent	Response Total
1	One grant pot - up to £10,000 per grant?	14.8%	4
2	Two grant pots - small grants pot and a large grants pot?	85.2%	23
		<i>answered</i>	<b>27</b>
		<i>skipped</i>	<b>0</b>

The current scheme provides organisations the opportunity to apply for grants up to £10,000 from one grant pot. Would you like to see the current scheme stay the same or a scheme where funds are split into a smaller grants pot, with a less onerous applica



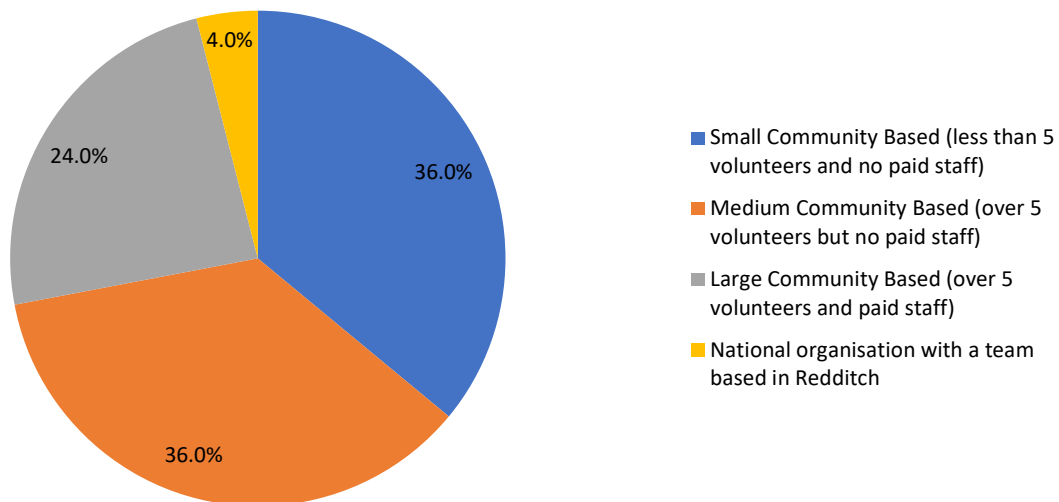


### Future of how Redditch Borough Councils Grants Scheme will support the Redditch Voluntary and Community Sector

To help us understand the needs of those VCS organisation we are supporting, please could you let us know the size of your organisation. Please note: One survey response per organisation.

Answer Choice		Response Percent	Response Total
1	Small Community Based (less than 5 volunteers and no paid staff)	36.0%	9
2	Medium Community Based (over 5 volunteers but no paid staff)	36.0%	9
3	Large Community Based (over 5 volunteers and paid staff)	24.0%	6
4	National organisation with a team based in Redditch	4.0%	1
		<b>answered</b>	<b>25</b>
		<b>skipped</b>	<b>2</b>

To help us understand the needs of those VCS organisation we are supporting, please could you let us know the size of your organisation. Please note: One survey response per organisation.



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**Executive Committee**  
2022

25th October

**Asset Disposal Strategy**

Relevant Portfolio Holder	Councillor Matthew Dormer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Property Services
Report Author	Job Title: Head of Legal, Democratic and Property Services Contact email: <a href="mailto:c.felton@bromsgroveandredditch.gov.uk">c.felton@bromsgroveandredditch.gov.uk</a>
Wards Affected	All wards
Ward Councillor(s) consulted	N/A
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.	

**1. RECOMMENDATIONS**

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

**the Asset Disposal Strategy be approved for Implementation.**

**2. BACKGROUND**

- 2.1 The Council holds substantial non Housing Revenue Account (HRA) Land, Property and Equipment. The 2019/20 Statement of Accounts valued these assets at £52m.
- 2.2 This report details the proposed content of the Asset Disposal Strategy for the authority.

**3. FINANCIAL IMPLICATIONS**

- 3.1 Inevitably there are cost implications associated with works necessary to bring these buildings up to the required standard. There are instances where the outlay required will exceed the income potential or value of the premises. Significant material and structural changes may be necessary across the portfolio and cost implications outweigh the existing Repairs and Maintenance budget and return on investment.

**4. LEGAL IMPLICATIONS**

- 4.1 The Council's Facilities Management (compliance) Policy and Statutory Inspections Policy, stipulates that for all assets, there is a requirement

**Executive Committee**  
2022

25th October

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that they remain compliant in accordance with current legislation and safe and always fit for use. Repairs and Maintenance must be revised, programmed, and completed, to prevent unnecessary closure of buildings resulting in poor service delivery.

- 4.2 Energy Performance Regulation 2012 currently requires all non-domestic rental properties to have a minimum Energy Performance Certificate (EPC) rating of 'E'. By 2026, this requirement increases to a 'C' rating or greater, rising again in 2030 to a minimum 'B' rating. This impacts on much of the public building portfolio. The Council will be prohibited from leasing out buildings that fall short of the requirements.

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

- 5.1 The proposals detailed in this report support the Council's strategic purpose 'An Effective and Sustainable Council'.

**Climate Change Implications**

- 5.2 Work by the Council to improve the EPC ratings of the authority's public buildings, as detailed at paragraph 4.2, should have a beneficial impact in the long-term on reducing the Council's carbon emissions.

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

- 6.1 No specific equalities and diversity implications have been identified.

**Operational Implications**

- 6.2 A rolling programme of Condition Surveys and Energy Improvement Audits of the Council's property portfolio is in progress and will continue over the next 2 years; there is a significant cost associated with the surveys alone, but these are required to fully evaluate the extent of works and investment required.
- 6.3 The information obtained will provide valuable data required to make informed decisions that will contribute to a revised overall Property Holding Strategy.
- 6.4 Within this strategy, individual properties and associated land will be further evaluated to determine:
- The operational necessity and benefit.

**Executive Committee**  
2022

25th October

- 
- Projected cost of ensuring all elements of the buildings continue to meet legislative requirements and performance standards.
  - Planned and cyclical maintenance costs for elements nearing end of their 'life' expectancy, ensuring service provision is maintained without unnecessary interruption.
  - Costs associated with meeting future EPC rating minimum requirements.
  - Rent levels (and net costs for each building) and revised leases.
  - Alternative or rationalised portfolio or joint enterprises for service delivery

6.5 By evaluation of all factors cited above, informed decisions can be made to determine which assets are:

- No longer cost effective to run, where outlay exceeds earning potential.
- No longer viable for effective service delivery
- Surplus to requirements

6.6 Asset considerations will be presented to Executive on a half yearly basis, for approval for disposal, unless there is an urgent requirement for a decision.

**7. RISK MANAGEMENT**

7.1 There is a risk to the authority that the asset portfolio will diminish in value in the context of the emerging regulations surrounding EPC ratings and it will be necessary for the Council to consider the appropriateness of all assets in line with Council priorities to ensure best value.

**8. APPENDICES and BACKGROUND PAPERS**

Appendix A – Asset Disposal Strategy

Appendix B – Current EPC ratings of Commercial Properties

Appendix C – Letter from Savilles in Reference to Work being Undertaken

Appendix D – Redditch Asset Master List

Appendix E – Site Inspection Schedule

**Executive Committee**  
2022

25th October

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Matthew Dormer	October 2022
Lead Director / Head of Service	Pete Carpenter, Interim Section 151 Officer	October 2022
Financial Services	Pete Carpenter, Interim Section 151 Officer	October 2022
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	October 2022

**Executive Committee**  
202225th October

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**Appendix A – Asset Disposal Strategy**

- 9.1 The Council has a duty to ensure that its fixed assets are continually reviewed to ensure they are fit for their strategic purpose, comply with legislative and regulatory requirements, and do not lose value. A comprehensive affordable repairs and maintenance programme is required to fulfil this.
- 9.2 In the latest Statement of Accounts (2019/20), there were £350m of Fixed Assets, stratified as:
- £297m of Council Dwellings
  - £10m of Land
  - £31m of Buildings
  - £4m of Vehicles, Plant and Equipment
  - £4m of Infrastructure Assets
  - £1m of Community Assets
  - £0.5m of Assets under Construction
  - £2m of Assets declared as Surplus
- 9.3 This stratification and associated valuation levels is being reviewed and updated for the 2020/21 and 2021/22 Statement of Accounts.
- 9.4 Council dwellings will link to the HRA and as such will be governed by HRA disposal regulations such as Right to Buy. Infrastructure assets generally relate to Highways.
- 9.5 All other classes have a requirement to be repeatedly reviewed, as set out in the report to Executive on the 12<sup>th</sup> July 2022, for Community Centres and Easemore Road. However, this should not be done in isolation.
- 9.6 Any disposal, as per the present MRP policy, goes into an overall “pot” which can then be reinvested to fund capital programme requirements, including potential acquisitions.

**Executive Committee**  
2022

25th October

**Appendix B**

10.1 August 2022 current EPC levels of the commercial properties

<b>EPC rating</b>	
8	Grade A
3	Grade B
24	Grade C
27	Grade D
17	Grade E
1	Grade F
8	Grade G
7	Not required below 50m <sup>2</sup>
19	Due complete April 2023

## Note

- The 'F' has been upgraded and awaiting a New EPC.
- The 'G' form part of Winyates Craft centre, currently under review for redevelopment in conjunction with the Shopping Centre and Flats.
- "Due By April 2023" are part of a batch due for completion by end of November 2022.



20 June 2022  
Letter to Claire Felton 22.06.22



Claire Felton  
Head of Legal, Democratic and Property Services  
Bromsgrove and Redditch Council

(Sent by email only)

Charles Davis MRICS  
E: charles.davis@savills.com  
DL: +44 (0) 121 634 8482

55 Colmore Row  
Birmingham B3 2AA  
T: +44 (0) 121 200 4500  
F: +44 (0) 121 633 3666  
savills.com

Dear Claire,

### Asset Portfolio Evaluation – Redditch Borough Council and Bromsgrove District Council

Following our previous conversation and the Council Management meeting which took place on the 18<sup>th</sup> May, we write to provide an update in relation to the portfolio of assets owned by both Redditch Borough Council and Bromsgrove District Council.

Savills undertook a high level assessment of all assets under the ownership of both Councils. Whilst the following two categories proved to be the most relevant from a development prospective, operational land and buildings, surplus and heritage assets other categories included vehicles and plant equipment, infrastructure and community assets, intangible and council dwellings.

As per your instruction, we reviewed each property on its individual merit with a view to potential development and value add to the respective Council. To categorise each property we used a traffic light system as follows;

- **Green** – we consider the asset has development potential and further analysis should take place
- **Yellow** – we consider the asset has limited development potential
- **Red** – we do not consider the asset has development potential
- **Grey** – Further information required to identify asset

Having undertaken the above exercise for assets across both registers, the results were reported as seen at **Appendix 1 and 2**. Overall, within the Redditch Asset Register Savills identified 10 properties which could be brought forward for development and 11 properties within the Bromsgrove Asset Register, these are identified as green within the appendices. Savills has undertaken site inspections for each of these properties and a photographic schedule alongside our inspection notes can be viewed at **Appendix 3**.

### Next Steps

We recommend that both Redditch Borough Council and Bromsgrove District Council assess the sites which Savills have identified as having development potential and in particular if the assets are deemed surplus to requirements.

Following the outcome of this assessment we would recommend that Savills Planning on behalf of both Councils undertake a more detailed assessment of the assets to determine the principles and potential acceptable uses of each site.

In tandem with this report, the Development team would undertake a bespoke proforma for each property to assess its developability. In the event this is successful and the principal of development at the property is positive, we would recommend that a number of technical reports which address the principal constraints are commissioned. This would be with a view to the potential marketing of the sites on behalf of the respective Councils.



I trust that the above meets with your requirements, should you need anything further please do not hesitate to contact me.

Yours sincerely

Charles Davis MRICS  
Associate

Appendices

- Appendix 1 – Redditch Asset Register**
- Appendix 2 – Bromsgrove Asset Register**
- Appendix 3 – Site Inspection Schedule**

Surplus Assets	Asset	Class	Service Responsible for day to day management	Asset known by any other name	Developable	Comments	Any other Comments	Council Owned	Leased	Other Comments post 2 Feb	Action Required	Other Notes
Middlehouse Lane Surplus Asset	Middlehouse Lane	Surplus Asset	Property		1	Site extends to 1.79 acres, irregular shaped site although potential marriage value with the former fire station buildings for a more comprehensive scheme (3.4 acres). Potential 40 units based on 80% nda		y				Process started for disposal for new fire station
Upper Norgrove House Surplus Asset	Upper Norgrove House	Surplus Asset	Property		1	Wider site is allocated within Local Plan for 400 to 600 dwellings. RBC document showing ownership split between Housing Revenue Account (0.82 acres) and RBC General Fund (2.2 acres)		y				Part of site HRA, part is GF - process started for disposal
Forge Mill Museum (HERITAGE ASSET) Additions Not on Balance Sheet	Forge Mill Museum (HERITAGE ASSET)	Heritage asset	Property	Forge Mill Lane Needle Mill Lane	Redditch Redditch	B98 BHY B98 BHY	Country Park land status, Grade II listed buildings within curtilage Beerley Paper Mill and stables	CJM - Rubicon?	y			Grade II listed Mill and water wheel
Bordesley Abbey - Grounds			Property		3	Country Park land status, Grade II listed buildings within curtilage Beerley Paper Mill and stables	CJM - Rubicon?	y				Scheduled monument and SSI Land. This is not Bordesley visitors or Forge mill
Church Green Fountain			Property		3	Country Park land status, Grade II listed buildings within curtilage Beerley Paper Mill and stables					Add to balance sheet	Grade II fountain and bandstand
Park Wood Camp			Leisure Services		1	Significant archaeological interest on site which will prevent development		y				
Feckenham Memorial Moated Site			Leisure Services		3	Scheduled monument		y				Add to balance sheet

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No.	Address	Photos	Comments	Developable Y/N?
1	Winyates Shopping Centre Operational Land, B98 0NR		<p>A large site on the edge of Redditch Town centre with a number of mixed used allocations. A mix of local and national retails on site. Shops with residential flats above with ample parking to the rear and three tier parking. Poor quality site with uneven topography high gradient. Surrounding area residential flats and semi detach properties. Access via Walton Cl and Woodcote Cl. Subject to tenancy agreements on site and title restrictions redevelopment could be considered.</p>	Y
2	Woodrow Shopping Centre Operational Land, B98 7RY		<p>A medium site with mixed used allocations of residential and retail with parking on site. School and other residential in close proximity and low covenant strength. Site has a mid gradient sloping topography. Surrounding areas consists of both commercial and residential. Access via Studley Rd and Fladbury Cl.</p>	Y subject to tenancies and use / public realm
3	Crossgate Depot Operational Land, B98 7SN		<p>A large site in a central location within a heavy industrialised estate with carpark on site. Site within close proximity to the recycling centre and a number of commercial sites. Site has a flat topography and is situated on Crossgate Rd. Nearby main route is Birmingham Rd. Limited retail sites within surrounding area.</p>	Y
4	Crossgate House Operational Land, B98 7SN		<p>Heavily industrialised area in close proximity to the waste recycling plant. Medium sized site with parking provision on site, need clarification on whether the site includes the industrial units to the rear. The site is relatively flat.</p>	Y

5 Heming Rd Ind Units Operational building, B98 0DH



A small site in a prime location within a busy industrial estate. Minimal parking provision on site with multiple small sized units. A flat topography. Access via Heming Rd. Both east and west of site are other large commercial sites. Minimal retail sites nearby and residential site access via other roads. Y

6 Community House Operational Land, B98 8EY



A small site with a flat topography situated on a busy residential street. Terraced housing on both sides of road. Current use of site community house and dance studio. The site is nearby to local amenities such as retail spaces like Lidl and a shopping centre. Parking provision to the rear of the site. Access via Easmore road with nearby main route A441. Y

7 Walkwood Cc Operational Land, B97 5YE



A small site in a central location with flat topography. Parking provisions at the front of the site. Access via Rye Grass Lane. Residential site on AvonBank Close and Bilbury Close. Close proximity to local amenities. Y

8 Pitcheroak Golf Course Operational Land, B97 4PB



Sloping topography of low gradient, golf course is made up of various slopes and makes the site much larger (need clarification). Good access from Plymouth Road and the site site is in close proximity to a plethora of residential units. Y

9 Church Hill Cc(Stif) Operational Land, B98 9JW



Small square site with parking provision, low gradient sloping topography. Access via Loxley Close, in close proximity to residential but no nearby local amenities. Current use as a community centre which could make any development prospects more difficult, also has a small park on site.

Y subject to use

10 Greenlands Business Centre Operational Land, B98 7HD



Medium site with potential for both residential and commercial with both in the immediate vicinity, however current industrial use raises potential for contamination on site. Access via Studley Road, flat topography with parking provision on site.

Y

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**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022**MEDIUM TERM FINANCIAL PLAN 2023/4 TO 2025/6 – Tranche 1**

Relevant Portfolio Holder	Cllr. Karen Ashley, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Michelle Howell
Report Author	Job Title: Head of Finance & Customer Services email:michelle.howell@bromsgroveandredditch.gov.uk Contact Tel:
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
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**

- 1.1 The Council will set its budget in two Tranches this year. The initial Tranche will be published the Autumn with approval of options at Council in January, with a second Tranche in January once final settlement figures are known with approval in February. HRA budgets will be dealt with in a separate report although they will form part of a single report to Council in February at Council Tax setting time.

**2. RECOMMENDATIONS****Executive are asked to Resolve that:**

- 1 They endorse the inputs into the Council's Medium Term Financial Plan as at the start of October, and the associated risks and opportunities.
- 2 These inputs have been used, along with the 2022/23-24/25 Medium Term Financial Plan (MTFP) agreed by Council in February 2022, to project an initial "gap" to be closed.
- 3 An initial Tranche of savings proposals, as set out in Section 3.25 - 3.28 and the associated Savings Proposal Document in Appendix A, will be published on the 16<sup>th</sup> October and any feedback will be considered by Executive in November 2022 and at Council in January 2023.
- 4 Tranche 2 of this process will add further information such as the Local Government Settlement to give a final financial position for the Council.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022**3. Background****Introduction**

3.1 The Council sets a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Council in February. This year's process will be more difficult due to the following factors:

- Starting the process with an initial deficit amount from the 2022/23 MTFP.
- This being the first year that the Government starts to pay for the C-19 Pandemic.
- The present cost of living crisis.
- A change of Prime Minister and Cabinet.
- Limited Reserves and Balances.

As such, it is prudent to split the budget process into two tranches,

- Having an initial Tranche which seeks to close as much of the deficit as possible using information known as at the end of September and seeking approval for those savings to be implemented at Council in January,
- Having a second Tranche after the Christmas break, which will be approved in February, that takes account of the Local Government Settlement whose final detail will not be known until early January.

3.2 This report will set out:

- The starting position for the 2023/24 MTFP.
- The emerging national picture including expected settlement dates.
- The Council's Base Assumptions including Inflation and Grants
- Fees and Charges update.
- Strategic Approach
- Tranche 1 set of pressures and savings proposals.
- Impact on Reserves and Balances.
- Capital Programme.
- Robustness Statement
- Consultation Details.

**The Starting Position for the 2023/24 MTFP**

3.3 The Council set a three year MTFP 2022/23 to 2024/25 in February 2022. That plan had inherent budget deficits built into the plan with balances set to fall from £2.292m to £0.282m over the period. This overall position is summarised in Table 1.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

	2022-23 £000	2023-24 £000	2024-25 £000
<b>Departmental base budget</b>	10,064	10,051	10,132
Incremental Progression	144	275	361
Unavoidable Pressures	427	140	134
Revenue Bids/Revenue impact of capital bids	191	150	128
Savings and Additional income	-305	-327	-327
Changes in Specific Grant/Funding Movements	0	0	0
<b>Net Revenue Budget Requirement</b>	<b>10,520</b>	<b>10,289</b>	<b>10,428</b>
<b>FINANCING</b>			
Reserve release	-100	0	0
Lower Tier Services Grant	-100	0	0
Business Rates Net Position	-2,985	-2,985	-2,985
Council Tax	-6,747	-6,941	-7,031
Collection Fund Deficit (Council Tax)	-180	0	
New Homes Bonus	-330	0	
Investment Income	-673	-673	-673
MRP (Principal)	959	1,098	1,046
Interest payable	218	220	218
Discount on advanced pension payment	-301	-60	-170
<b>Funding Total</b>	<b>-10,238</b>	<b>-9,341</b>	<b>-9,595</b>
<b>General Balances</b>	<b>2022-23 £000</b>	<b>2023-24 £000</b>	<b>2024-25 £000</b>
Estimated opening balances 22/23 (projected)	2,292	2,010	1,061
Contribution (from) / to General Balances	-282	-949	-833
<b>Closing Balances</b>	<b>2,010</b>	<b>1,061</b>	<b>228</b>

Table 1 – Opening MTFs Position

- 3.4 In addition, there are unallocated savings in the existing MTFP amounting to £347k. These amounts are being addressed as part of the ongoing 2022/23 budget process.
- 3.5 The table below sets out the revised “gap” that needs to be bridged for the Council’s budget to come back into a balanced sustainable position. The revised gap is because the MTFP has been rolled on a year to include 2025/26.

Year	2023/24	2024/25	2025/26
Budget Deficit	£949,000	£833,000	£1,040,000
<b>Total Gap</b>	<b>£949,000</b>	<b>£833,000</b>	<b>£1,040,000</b>

Table 2 – Budget Gap

**The emerging national picture including expected Settlement Dates**

- 3.6 Local Government is in uncharted territory. 2023/24 will be the first full year out of C-19 restrictions or associated support. C-19 has changed significantly the way Councils and the people they serve work, or expect to be served, and

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

this needs to be reflected in Service Plans and associated budgets. It is expected that this will also be the first year that the Government starts to repay the significant sums that it borrowed during C-19 and this will affect any Local Government Settlement.

- 3.7 In addition, since the start of the War in Ukraine, we have seen shortages of key raw materials, including fuel. This has led to Inflationary increases that have now reached over 10% and the cost of petrol/diesel being 70% higher than a year ago. This has now been labelled a “cost of living” crisis and affects our residents, our businesses and also the Councils themselves. We have included in the assumptions section what we are predicting at the 30<sup>th</sup> September and these assumptions are reflected in the position Statement. This will be refined in Tranche 2 of the budget as we update for conditions in January and also the effect of any Government support. The Chancellors Mini-Budget on the 23<sup>rd</sup> September concentrated on Growth initiatives and not the allocation of funds. There is a significant risk to Councils if the forecast growth is not achieved.
- 3.8 Councils also declared “Climate Emergencies” and have challenging carbon reduction targets to deliver by 2030, 2040 and 2050. The Council’s Climate Change Strategy and associated Carbon Reduction Implementation Plan also goes to Executive on the 25<sup>th</sup> October. At the moment plans are within existing budgets, but as we move through the next three-year period there will be the requirement for the prioritisation of resources and approval of additional funding on a scheme by scheme basis. These will need to be taken account of in future budgets, although a significant part of this budget spend will be Capital in nature.
- 3.9 We have also had a change of Prime Minister and Cabinet. The Johnson regime ended on the 5<sup>th</sup> September and Liz Truss became Prime Minister. Given the issues highlighted in the previous paragraphs and these significant changes it is unclear at the moment on the new strategic direction of the Government and the level of support and influence the Local Government sector will have.
- 3.10 The new Chancellor Kwasi Kwarteng, outlined a mini-Budget on Friday 23<sup>rd</sup> September. In this mini-Budget, as set out in para 3.7 above, the emphasis was on growth, with no detail over allocation of resources. It is hoped that the “usual” Chancellors Statement in November will contain more detail.
- 3.11 It is not known when the Local Government Settlement will take place. We will assume that the Chancellors Statement will be in the third week of November, with the Local Government Provisional Settlement on the final Thursday before Christmas. The final Local Government Settlement will be required halfway through January to enable all precepting authorities to deliver their budgets – using this gives the following timetable:

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- Initial Tranche 1 Options published - 16th October
- Executive discuss initial options – 25th October
- Chancellors Statement – 23<sup>rd</sup> November
- End of feedback period – 23<sup>rd</sup> November
- Tranche 1 approved by Executive in December and Council in January
- Provisional Local Government Settlement – 15th December
- Final Local Government Settlement – 12th January
- Tranche 2 options ready for Executive – 17th January
- Tranche 2 options presented to Executive - 7th February
- Full Budget approved by Council – 27th February

Timescales are estimated – however the issue is that there is little time for delivery of either Tranche1 or Tranch 2.

**The Council's Base Assumptions including Inflation and Grants**

- 3.12 It is important to set out the base assumptions under which the budget is constructed. These assumptions can then be stress tested for various scenarios to test the robustness of the overall budget.
- 3.13 Tax Base underlying assumptions are as follows
- Council Tax – Figures assume the full 1.99% increase, but the ability to increase by £104k from 2024/25
  - Business Rates Increases – business rates assume no growth in the base. This is being reviewed in light of the post C-19 environment.
  - New Homes Bonus – It is assumed to be none in 23/24 onwards
  - Lower Tier Services Grant - It is assumed to be none in 23/24 onwards
  - Pension Fund assumptions – takes account of the latest triennial valuation which was received in September
- 3.14 Grant support assumptions are as follows (Revenue and Capital). It should be noted that these are budgeted figures and final grant figures will not be confirmed until the time of the final Local Government Settlement.
- The main Revenue Grants are
    - S31 Grant - £0.748m
    - Housing Benefit Administration Grant - £0.235m
    - Housing Benefit Grant - £18.5m
    - Discretionary Housing Payment - £0.136m
    - Revenue Cost of Collection Grant - £0.106m
    - Homelessness Grant - £0.153m
  - The Council has £15.2m of Towns Fund Grant to be spent by April 2026 which is match funded by £2.0m of Council funding.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- The Council has £2.4m of UK Shared Prosperity Fund to spend by April 2025. This is both revenue and capital in nature.

3.15 Inflationary increases are significant due to factors already identified in previous sections. The following are the current base assumptions although given the present “cost of living” crisis and the change of Government in September it is likely these will need to be updated in Tranche 2.

- Presently, the Employers have offered a 2022/23 pay award of £1,925 per pay point plus on costs. This equates to an additional £953,453 cost to the Council from its initial budget. We budgeted for a 2% increase in our base budget in the 2022/23 MTFs which was £180k. In addition, we are assuming the 2023/24 will see an additional cost of 1.5% over our 1% base at a cost £154,667 before reverting back to 1% from 2024/25.
  - Therefore, at our present employee budgets, this accounts for an ongoing pressure of £1,108,120. Taking off the £180K budgeted this leaves £928,120.
- General inflation is running at 10% as of the 18th August. The assumption is this will affect transport and contract budgets in particular. Its impact on 2023/24 will be as follows (it is assumed that 2024/25 will move back to normal levels of 2%):
  - Redditch base transport budget - £209k – Increase £21k
  - Redditch base “contracts” budget - £2.3m – Increase £230k
- Utilities increases will be significant, with all our existing Utility contracts requiring renewal by the end of this financial year. We have seen increases in some areas of up to 400%. For planning purposes, we will assume an increase of 200% in 2023/24 which should then be relatively constant for the next three years.
  - Redditch base utilities budget - £570k – Increase £1,140k

It will not be possible to increase income budgets by the same percentages and potential fees and charges increase are set out in the next section.

These are significant increases and at the moment reflects what the Council projects to be the most likely scenario. This could change quickly and so the impact of different inflationary scenarios are shown below:

For general contracts:

- Inflation at the Bank of England target of 2% is only £50k
- A 5% increase would only increase costs by £125k
- A 20% increase would be £502k

For Fuel:

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- A 50% uplift would see an increase of £285k
- A 100% uplift would see an increase of £570k
- A 400% uplift would see an increase of £2,280k

3.16 There are also other possible pressures that will be monitored during the Tranche 1 and Tranche 2 processes as many relate to changes in Government legislation which is yet to be received. Key items include:

- The future waste operating model
- Possible commercial opportunities to maximise income
- Climate Change – see 3.8 above plus also the Growth bid of the Climate Change Manager which will be shared with Bromsgrove.

**Fees and Charges update**

3.17 There is a separate report on the proposed Fees and Charges increases for the 2023/24 Financial year on this Executive Agenda. These increases are shown in detail by service in the Fees and Charges Report which is also on today's agenda. The table below highlights the possible increase of income if 10% was applied across the board. The 10% has been applied to Contributions and Fees and Charges budgets and not on SLA Income, lifeline, where charges are set statutorily, and charges across more than one area. Dial a Ride and Shopmobility have 35% increases.

Year	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Base Budget	3,395,000	3,404,000	3,416,000
10% Increase	339,000	340,000	342,0000

Table 3 Fees and Charges Increases at 10%

3.18 The overall impact on the Council's position is set out in the following section. In setting the base budget levels to apply the increases an assessment has been made on deliverability.

**Strategic Approach**

3.19 The Council has come into the 2023/24 budget process with a number of conflicting issues. These include:

- An ongoing budget deficit position from the 2022/23 MTFS of £1.0m
- Significant inflationary increase due to the "cost of living" crisis.
- Limited reserves to call on to reduce any deficit (the present MTFS sees General Fund Balances fall to £0.228m by 2025/26). Earmarked reserves stand at just under £7m.
- Increases in Council Tax are limited at 2% or £5, which is significantly lower than the present rates of inflation.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- 3.20 The Council must move to financial sustainability over the time scale of the next MTFS. Given the magnitude of the savings to be made it is not prudent to expect the movement to sustainability to happen by 2023/24. However, the level of reserves and balances presently held suggest that moving to sustainability by 2025/26 is too late and will leave inadequate resources for any emergency situation.
- 3.21 As such, the strategy must be to move the Council to financial sustainability by the 2024/25 financial year. To get to this position there will be the need for investment and possibly the requirement to fund redundancy (both from reserves and balances). Both these requirements will be outputs from the Council having to implement changes to the way it operates to continue to become a viable entity going forward and this will take 18 months to implement fully.
- 3.22 As set out later in the Robustness Statement, in compiling Tranche1 of the budget, assumptions have been made based on the best information held now. Issues the Council is facing are not unique, they are being faced by almost all Councils. Tranche 2 of the budget will adjust for any funding that the Government will provide and also look at other options to close any deficit should the Government settlement not bridge any resultant gap. Initiatives that will be assessed in Tranche 2 (as more time is required to analyse these individual options) include:
- Clarity of the Local Government Settlement including the Lower Tier Service Grant and the New Homes Bonus which if confirmed as intimated at Prime Ministers Question Time on the 12th October is worth £0.4m
  - Ensuring Grants are maximised.
  - Ensuring Agency work reflects the income provided for its delivery.
  - Minimisation of Bed and Breakfast Temporary Accommodation costs
  - Reviewing the effectiveness of the Council's largest Contracts.
  - Maximising the effectiveness of our refuse fleet
  - Reviewing the location and effectiveness of our Depot
  - Assessing the Council's leisure and cultural strategy in terms of affordability
  - Reviewing recharging mechanisms between the Councils for appropriateness
  - Rationalisation of Back Office services as we embrace technology.
- 3.23 Many of these initiatives will require investment, for which the only present source of funding is reserves (General Fund and Earmarked Reserves). Key areas of investment will be:
- Documentation of Processes
  - Investment in automation and robotic processes
  - Possible redundancy – through restructures



**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- 3.24 However, in any situation, the Council must move to sustainability by the 2024/25 financial year.

**Tranche 1 set of pressures and savings proposals**

- 3.25 The initial base budget for 2023/24 to 2025/26 are set out in the following table. Given the uncertainty over inflation in particular, the table has been constructed to show progress against the initial target reductions set out in Table 4 below before adding on pressures to give an overall position.
- 3.26 Overall, the Council has identified £1.5m of savings items . This more than offsets the £1.0m budget deficit. Appendix A, our Savings Proposal Document, sets out the growth and savings proposals in more detail.
- 3.27 However, when we add in inflationary pressures (non-utilities) we move to a deficit position of £599k which reduces to a deficit of £125k over the three-year period.
- 3.28 We have kept utilities separate at the moment as there is talk of significant Government support. If this were not to materialise then the overall deficit position increases to £1.7m, reducing to £1.3m on present working assumptions.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

<b>Redditch Position Statement</b>				
		<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
		<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Base Budget Position 22/23 MTFP</b>				
	Expenditure	10,290	10,428	10,661
	Funding	-9,341	-9,595	-9,621
	<b>Net</b>	<b>949</b>	<b>833</b>	<b>1,040</b>
<b>Revised Gap</b>		<b>949</b>	<b>833</b>	<b>1,040</b>
<b>Pressures</b>				
	50% Funding for Climate Change Officer	<b>30</b>	<b>30</b>	<b>30</b>
<b>Savings Options</b>				
	Environmental Services Partnership	0	-25	-50
	Service Reviews	-140	-330	-405
	Move to All Out Elections	0	0	-170
	Town Hall	0	0	-400
	Finance Vacancies	-100	-100	-100
	MRP	-100	-100	-100
	Pension Fund	-580	-580	-580
	Engage Capacity Grid (One Off) £14m De	-300	-300	0
	10% Increase in Fees and Charges	-339	-340	-342
	Council Tax Increase	0	-104	-104
	<b>Total Savings</b>	<b>-1,529</b>	<b>-1,849</b>	<b>-2,221</b>
<b>Revised Position</b>		<b>-580</b>	<b>-1,016</b>	<b>-1,181</b>
<b>Pressures</b>				
	Pay Pressure Year 1	928	928	928
	Pay Pressure Future Years (1%)	0	0	117
	Transport Pressure	21	21	21
	Contracts Pressures	230	235	240
	<b>Core Pressures</b>	<b>1,179</b>	<b>1,184</b>	<b>1,306</b>
<b>Updated Position</b>		<b>599</b>	<b>168</b>	<b>125</b>
	Utilities Inflation	1,140	1,140	1,140
<b>Final Draft Position</b>		<b>1,739</b>	<b>1,308</b>	<b>1,265</b>

Table 4 – Present Position

**Impact on Reserves**

- 3.29 The existing MTFP saw general fund balances reduce from £2.292m to £228k over the three year planning horizon finishing in 2024/25. However, clearly this is not a sustainable level of general fund reserves where a level of 5% of gross budget is usually advised which is £2.5m. This is not a sustainable

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

strategy and the Financial Strategy sets out that this needs to move to sustainability within 2 years. A range of scenarios will be modelled as there is significant uncertainty over the ongoing inflation amounts to budget for.

- 3.30 The Council also has Earmarked Reserves which are held for specific purposes. These earmarked reserves presently sit at £6.666m. All reserves will be reviewed for their ongoing applicability.

**Capital Programme**

- 3.31 The Council over the past number of years has not spent its capital programme allocations in year. A review has been carried out of
- All schemes that have not started (both from 22/23 and from previous years)
  - Schemes that have started
- To assess deliverability and links to revised strategic priorities.
- 3.32 Present rationale is for any scheme not yet started (unless grant or S106 funded) to rebid for funds as part of the 2023/24 budget process. There will be the need to add items to the capital programme (will be finalised over next couple of weeks) to include sums for:
- ICT hardware (such as laptops, etc)
  - Property Maintenance budgets (as minimal and significant work is required to ensure energy efficiency compliance).
- 3.33 The priority in capital terms is for the Council to spend its grant funding. It has the following:
- Towns Funding of £17.2m
  - UK Shared Prosperity Funding of £2.4m
  - A Bid in for Levelling Up Funding of £20m for town centres

This funding is time limited and must all be spent by 2026 (with UKSPF being 2025). Therefore, there is a question over what resources would be available to manage any significant capital spend above these schemes.

- 3.34 Appendix B sets out the revised capital programme, taking into account the actions set out in paragraphs 3.31 and 3.32, and schemes that will need to be rebid. These total £1.6m and are highlighted in yellow in the appendix. However, all schemes are being reviewed.
- 3.35 Additional budget will be required for:
- ICT Hardware
  - Corporate Property – to ensure all are brought up to the required standard

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022**An Initial Risk Assessment**

- 3.36 As set out the Strategic Approach and Robustness Statement sections we are budgeting in a time of extreme uncertainty. In September we have had a change of Prime Minister and Cabinet and await confirmation of overall political direction for the sector.
- 3.37 As per the Risk Reports that are reported to both Cabinet and Audit, Standards and Governance Committees in July this year. These are
- Resolution of the approved budget position
  - Financial process rectification
  - Decisions made to address financial pressures and implementing new projects that are not informed by robust data and evidence
  - Adequate workforce planning
- 3.38 The core risks of implementation
- Any savings proposal must pass the S151 Officers tests for robustness and delivery. If items are not deliverable or amounts not obtainable, they cannot be included.
  - Implementation of savings to time and budget – there must be full implementation processes documented to ensure implementation within timescales.
  - Non delivery is a high risk - Savings tracking and ensuring implementation happens based on the plans and the assumptions will become part of the Council's core processes
  - Loss of key personnel will be crucial in a number of proposals and mitigation plans will need to be drawn up
  - Change of corporate direction/priorities

**Robustness Statement**

- 3.39 For Tranche 1, the opinion of the Interim Director of Finance is that the 2023/24 budget estimates contain considerable risk due to the level of uncertainty in the Council's operating environment, making it problematic to develop meaningful assumptions.
- 3.40 The revenue budget and capital programme have been formulated having regard to several factors including:
- Funding Available.
  - Inflation.
  - Risks and Uncertainties.
  - Priorities.
  - Service Pressures.
  - Commercial Opportunities.
  - Operating in a Post C-19 environment.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- 3.41 The MTFP highlights that the current financial position is untenable without some form of intervention. Whilst a balanced budget for 2022/23 was approved with the use of reserves and balances in February 2022, the Council is currently forecasting a £1.7m overspend in 2023/24 due to the additional demands placed on it due to the present rates of inflation, which in turn is utilising the remaining available reserves balances to fund these pressures.
- 3.42 Given all the uncertainty which encapsulates this MTFP, the assumptions have been based on the best available information to the Council at this time. Work will continue in validating all assumptions, robustly challenging estimates, ensuring the delivery of existing saving plans. Updates will be included in Tranche 2 of the MTFS and balanced budget setting process.

**Tranche 1 Feedback**

- 3.43 Tranche One is the first Phase of the 2023/24 budget process. The proposals are set out in Appendix C the Savings Proposal Document. A feedback section is included at the end of that document. Any feedback can then be reported. The draft consultation timetable is in Table 5.

Savings Proposals and MTFP Published	17 <sup>th</sup> October 2022
Budget Scrutiny Committee	19 <sup>th</sup> October 2022
Executive	25 <sup>th</sup> October 2022
O&S Scrutiny	tbc
Feedback Closing Date	5 <sup>th</sup> December 2022
Executive	6 <sup>th</sup> December 2022
Council	30 <sup>th</sup> January 2023

Table 5 Consultation Timetable

- 3.44 Hard copies of the Savings Proposal Document (Appendix A) can be available on request. The Savings Proposal Document will be published on the website and internal intranet (Orb) for residents, businesses and staff to view and provide responses via an online survey. The Council has raised awareness of the budget proposals via use of social media.

**4. IMPLICATIONS****Financial Implications**

- 4.1 Financial implications are set out in section 3.

**Legal Implications**

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

- 4.2 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**

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

**Customer / Equalities and Diversity Implications**

- 4.4 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.
- 4.5 Initial Equalities Impact Assessments will be taken where required and details provided in Appendix B.

**5. RISK MANAGEMENT**

- 5.1 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.

**6. APPENDICES**

Appendix A – Savings Proposal Document

Appendix B – Existing Capital Programme and New Bids

**6. BACKGROUND PAPERS**

None.

**7. KEY**

None

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

## Appendix B – Capital Programme

Capital Pr.	Capital Project Name	21/22 - 22/23 Bt	21/22 - 22/23 sp
100001	AVCP - Open Space and Sports Improvement	0	971
100003	Camera Replacement Project	0	31,431
100004	Car Park Maintenance	50,000	17,837
100007	Disabled Facilities Grant	2,834,847	765,269
100008	Energy & Efficiency Installation	160,065	19,227
100009	GF Asbestos Programme	90,000	84,062
100010	Grassland Mitigation Measures - MS & AVCP	146,590	0
100011	Hedgerow Mitigation AVP	21,500	0
100012	HMO Grants	79,515	0
100013	Home Repairs Assistance	80,000	0
100014	Improved Parking Scheme	800,000	-4,950
100015	Improvement of Parking Arrow Valley South	98,535	16,796
100016	Improvement of Morton Stanley Open Space	25,633	24,898
100017	Improvement of Morton Stanley Play Area	79,686	35,823
100018	Improvement to Pump Track at Arrow Valley	60,806	0
100021	Improvement to Business Centres	73,614	106,818
100023	Locality Capital Projects	0	46,587
100026	Morton Stanley Park Sport and Open Spaces Improvements	298,403	257,396
100027	New Finance Enterprise System	0	269,315
100028	North Moons Moat Open Space Improvement	3,000	0
100032	Public Building	500,000	414,283
100035	Vehicle Replacement Programme	1,819,500	304,568
100036	Regeneration Fund	4,354,670	1,655
100037	Arrow Valley Weir Works	437,000	2,818
100040	Terry Field Outdoor Facilities Improvements	9,000	19,504
100043	Wheeie Bin Purchase	170,000	94,576
100044	New Digital Service	127,454	42,129
100045	Fuel pump upgrade and tank monitoring equipment	25,000	0
100046	Fleet Management Computer System	16,600	0
100047	Environmental Services Computer System	157,200	143,025
100048	Green Lane Studley	200,000	0
100049	Café and Infrastructure Morton Stanley Park	100,000	110,000
100062	Stock Condition Survey	0	6,305
100069	Locality - Landscape Improvement	1,825	8,230
100071	Salix Project	0	1,543,442
100072	Bathroom Renewals	0	12,604
100088	Improvement Holly Trees children's Centre	0	8,560
100089	Greener Homes	255,000	-80,710
100092	Passing bay at main access AVCP	24,700	6,000
100093	Resurfacing of pathway at AVCP	0	19,356
100094	Public Realm phase 2	0	32,400
100095	Bomford Hill pathway	0	31,272
100096	7kw electric vehicle charge points	160,000	0
100097	Widen access road to Arrow Valley Country park	25,000	0
110007	Forge Mill and Bordelsey Open Space Improvements Draw down- S106 - 2016/109/FUL and	18,684	0
110008	Arrow Valley Entrance Improvements draw down - S106 - 18/01049	10,000	0
110009	MUGA at Greenlands Sports Pitches draw down - S106 - 2018/169/FUL	137,649	0
110010	Play Area I and POS improvements at Birchfield Road Rec Ground drawdown - S106 -	32,833	0
110011	Play Area and POS improvements at Batchley and Brockhill Park drawdown- S106 -	32,379	0
110012	Play Area improvements at Birchfield Road Headless X Rec drawdown- S106 - 17/00737/FUL	7,575	0
110013	Play area, Open space and Sport improvements at Mayfields Park drawdown-S106 - 11/019/FUL	55,101	0
110014	Play Area and POS improvements at Wingates drawdown- S106 - 2016/290/FUL	40,449	0
110018	Cisco Network Update	53,561	0
110019	Server Replacement Est(Exact known Q2 2022)	83,250	0
110020	Laptop Refresh	5,000	0
110017	Purchase a new ride on Scag Tiger Cat mower	16,000	0
110021	Ipsley Church Lane Cemetery	195,000	0
NEW	Provide the Crossgate Depot site with a new and Compliant Diesel Fuel installation	56,000	0
	<b>Total Schemes</b>	<b>14,028,624</b>	<b>4,391,499</b>
	<b>Schemes Not Started</b>	<b>1,561,492</b>	

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**REDDITCH BOROUGH COUNCIL**  
**Medium Term Financial Plan 2023/24**  
**Tranche One**  
**Savings Proposal Document**

**Contents**

**Overview - 2**

**Budget Process - 4**

**Council Strategic Purposes - 4**

**Council Service Areas - 5**

**Overall Financial Position – 6**

**Summary Proposals - 7**

**Savings Proposals - 8**

**Growth Proposals - 14**

**Funding changes and Collection Fund Losses - 15**

**HR Implications - 15**

**Consultation Feedback Form - 16**

## Overview

Redditch Borough Council provides district level local services, like housing, leisure and recreation, environmental health, waste collection, local strategic planning and planning applications, and local tax collection. Local Tax collection includes both Council Tax and Business Rates. The Council also collect Council Tax on behalf of County Council and the Fire and Police Authorities. The Council's proportion is just 13%. Business Rates are collected on behalf of the Council and the Government.

Redditch is in the county of Worcestershire which operates a 2-tiered system of Local Government (and some areas are covered by Parish Councils). The Borough Council provide the "district level" services described in the previous paragraph, whereas Worcestershire County Council provides county level local services like education, highways, transport planning, passenger transport, social care, libraries, waste disposal and strategic planning.

There is one parish council, Feckenham, in Redditch Borough. It provides parish level very local services like some parks, community centres, and war memorials.

### Redditch

- Covers an area of 21 Square Miles
- Has 84,000 residents
- Has 41,000 Homes and Businesses
- Has 29 Councillors and 12 Wards which the present boundary review will reduce to 9 wards and 27 councillors.

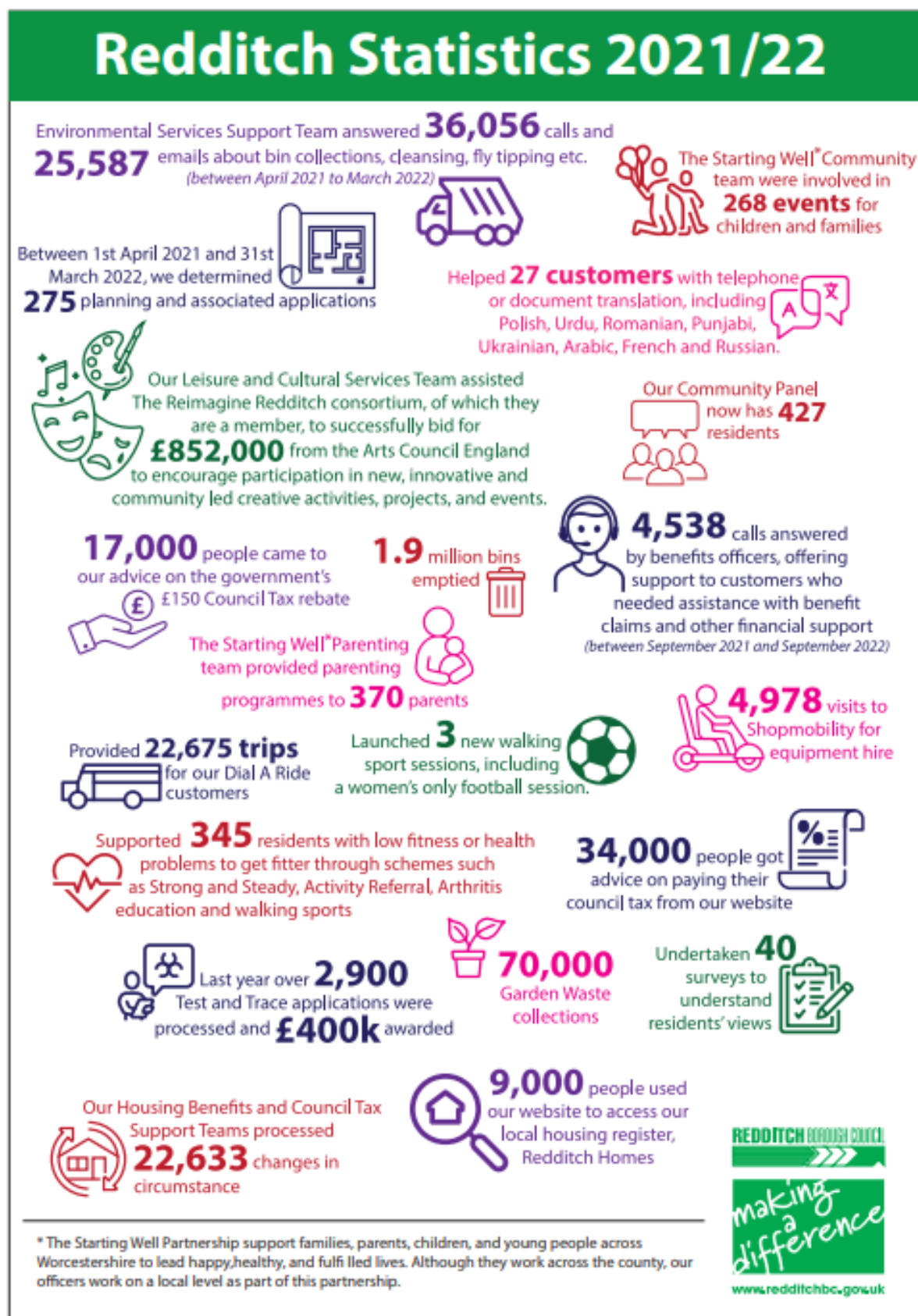
The Borough has an above-average number of young families; is densely populated other than outlying areas such as Feckenham; has major employment in 'traditional' manufacturing; has areas of significant deprivation; and average median incomes.

Elections are held every year for 3 years with up to 10 seats contested at a time. with no election in 4th year. All out elections will be held in 2024. The council has a 'leader and cabinet' form of governance, which means the council delegates authority to decide some matters to a 'cabinet' called the executive committee, which is chaired by the Leader of the Council. The executive committee handles much of the ordinary business of the council, with the full council having the final say on matters of strategic policy, budget and council tax.

The Council, along with Bromsgrove District Council, were one of the first Councils in the country to form a shared service in 2008. This means we have a single team serving both Councils. Bromsgrove also host services such as Worcestershire Regulatory Services which is pan Worcestershire.

The Council's vision is *"To enrich the lives and aspirations of all our residents, businesses and visitors through the provision of **efficiently-run**, high quality services that ensure those most need in need receive the appropriate help, support and **opportunities**."*

The Council has delivered the following



Key initiatives being delivered in 2022/23 include:

- Regeneration Investment of over £16m under the government's Town Deal. This includes the prospect of a new Community Hub (incorporating library), revitalised Town Centre public realm, and the investment and the delivery of a Digital Manufacturing and Innovation Centre all by 2026.
- Provision of more electric car charging points, as we continue to follow up words on climate change with actions. We've also 'decarbonised' the Town Hall, where better insulation and swapping gas boilers for air source heating has cut tons of CO2, not to mention our reliance on expensive gas, for a generation.
- Undertaking major park upgrades, with the revamp of our amazing BMX facility in Arrow Valley County Park and the opening of the new café and toilets in Morton Stanley Park.

The Council sets a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Council in February. This year's process will be more difficult due to the following factors:

- Starting the process with an initial deficit amount from the 2022/23 MTFP.
- This being the first year of the Government paying for the C-19 Pandemic.
- The present cost of living crisis.
- A change of Prime Minister and Cabinet.
- Limited Reserves and Balances.

As such, it is prudent to split the budget process into two tranches,

- Having an initial Tranche which seeks to close as much of the deficit as possible using information known as at the end of September and seeking approval for those savings to be implemented at Council in January
- Having a second Tranche after the Christmas break, which will be approved in February, that takes account of the Local Government Settlement whose final detail will not be known until early January.

This document sets out the present financial situation as well as Tranche 1 service pressures and savings proposals.

## 2023/24 Budget Process

The council is faced with a challenging financial position this year. The magnitude of the savings required has meant that we have had to consider significant changes to our operating model and redesign the way we deliver services.

Due to the nature and scale of this, developing the proposals has required additional time and resource to ensure the plans are robust, deliverable and collectively achieve financial sustainability.

As such, the budget will be delivered in two tranches, the first with proposals being approved on the 30th January and the second with proposals being approved on the 27th February.

Tranche 1	
MTFP and Savings Proposal Tranche 1 Published	17 <sup>th</sup> October 2022
Budget Scrutiny Committee	19 <sup>th</sup> October 2022
Executive	25 <sup>th</sup> October 2022
O&S Scrutiny	tbc
Feedback Closing Date	5 <sup>th</sup> December 2022
Executive	6 <sup>th</sup> December 2022
Council	30 <sup>th</sup> January 2023

MTFP and Savings Proposal Tranche 2 Published	
Consultation Start Date	27 <sup>th</sup> January 2023
Budget Scrutiny Committee	tbc
Executive	7 <sup>th</sup> February 2022
O&S Budget Scrutiny	20 <sup>th</sup> February 2023
Feedback Closing Date	26 <sup>th</sup> February 2023
Executive	27 <sup>th</sup> February 2023
Council	27 <sup>th</sup> February 2023

### Redditch has the following Strategic Purposes:

- Run and Grow a Successful Business
- Finding Somewhere to Live
- Aspiration, Work and Financial Independence
- Living Independent, Active and Healthy Lives
- Communities which are Safe, Well Maintained and Green
- The Green Thread runs through the Council Plan

## **Council Service Areas**

### **Business Transformation & Organisational Development**

This service area covers the following Services:

**Human Resources and Organisational Development** - The Human Resources and Organisational Development primary function is to provide a HR advisory service, organisational development, training and health and safety, providing advice and support to the organisation in respect of; recruitment, employment issues, pay and grading, training, workforce planning and health and safety advice. HR focuses on the people within the business and on every aspect of the employment relationship.

**Information Communication and Technology** - The different areas of ICT include helpdesk support, technical project implementation, infrastructure and business application support, small systems development and automation, service requests, website design and support, graphical information systems support (including street naming and numbering) and information management.

**Business Improvement Team** - The Business Improvement team supports service areas to improve their delivery of our Strategic Purposes, through changing work practices, processes, and behaviours.

**Policy, Equalities and Performance Team** - The Policy Team supports elected members, CMT, managers and service areas with corporate planning (such as the development of the Council Plans), performance, data gathering and analysis, consultation and engagement and equalities.

### **Chief Executive**

The Chief Executive's Unit comprises Strategic Partnerships (facilitating partnership working across the Borough to ensure more effective outcomes for people), Communications and Print and PA / Directorate Support (which provides administrative support to the Leader, Corporate Management Team and Mayor (including post room)).

### **Corporate Financing**

Corporate financing sets out how the Council funds its revenue expenditure. The Council funds the majority of its activities from the collection of Council Tax and Business Rates. There are also Grants such as the Lower Tier Services Grant, and New Homes Bonus that makes up this figure.

Expenditure such as the Councils Minimum Revenue Position for borrowing and the net effect of investment income and payments also sit in this area.

### **Community and Housing General Fund Services**

This service area covers the following Services:

**Community Safety** ensures compliance of the Council's statutory duties under the Crime & Disorder Act 1998 alongside providing co-ordination and support to the

statutory Community Safety Partnership. Project activity improves community safety and reduces risk of crime & disorder with a focus on prevention. Examples include a youth work team, Safer Spaces Scheme, Nominated Neighbour Scheme, Respect Programme.

The **Housing Strategy** team comprises of the Housing Strategy & Enabling Service which is responsible for developing strategies and policies for all housing services and the effective management and delivery of Redditch's housing development programmes. The private sector housing team are responsible for ensuring good housing standards by private sector landlords. Included in this service is the support for Disabled Facilities Grants. The Climate Change Officer provides advice to services across the Council with the aim of bringing about carbon reduction and efficiencies, including grant applications and the delivery of energy efficiency schemes.

A door-to-door **community transport scheme** called Dial A Ride provides a community transport for those who cannot access or use public or private transport.

The **Shopmobility** service in the Kingfisher Centre provides manual and motorised equipment for people with poor mobility so they can access local shops and health providers.

The **CCTV** service is monitored from our 24/7 Monitoring Centre using a vast number of cameras to cover the Borough. We support the police in spotting potential criminal activity and providing evidence for courts, as well as other community concerns such as a missing child.

**NEW Lifeline** is a telecare and assistive technology alarm service available 24 Hours per day, 365 days per year to any vulnerable person living within the Borough. Services include a pull cord/pendant to summon assistance, bed and fire alarm sensors, support for residents with dementia.

Bromsgrove and Redditch **Starting Well** is a commissioned service that works in partnership with Worcestershire Health & Care Trust. The focus is on improving health outcomes and reducing inequalities at the individual, family and community levels across Worcestershire. The service will contribute to ensuring every child has the best start in life, they are ready to learn at 2, ready for school at 5, thrive and develop well during their school years and into adult life.

The **Grants to Voluntary Bodies** scheme in Redditch supports local voluntary groups to deliver services to our communities by running an annual grants programme. Each year we support over 15 voluntary groups and providing over £150,000 worth of grants.

## **Environmental Services**

This service area covers the following Services:

### **Environment**

Environmental services and operations, deliver a wide range of boroughwide and 'place based' services including weekly waste collections to nearly 80,000 households, and a paid for garden waste service to 22,000 households across the 2 Council areas (Bromsgrove and Redditch). The teams also deliver both a commercial waste and commercial recycling service, and a septic tank and cesspool emptying service to both households and commercial customers.

Grass cutting and street cleansing services are delivered via our 6 place teams and the core environmental team also undertakes Environmental Enforcement across the 2 Council areas.

The other key service areas include management of the Councils tree stock including Tree Preservation Orders and high hedges applications. Bereavement services, deliver both cremations and burial services.

Support services include management of the Council transport and vehicle fleets including the provision of workshops at the two depots, a Stores Service, Design and management of civil engineering projects and customer management via the Business Support Team.

Our on street enforcement and land drainage services across the 2 Council areas are delivered by a public sector contract/shared services with Wychavon and Wyre Forest respectively.

### **Housing Property**

The team manages Redditch Borough Councils retained housing stock of approximately 5800 properties delivering a responsive repairs and maintenance service, void repairs and refurbishment and installations of equipment and adaptations.

Full compliance services are delivered including gas servicing, repair and replacement of boilers and heating systems, alongside electrical inspection, repair, and upgrades of properties

Asset Management and programmed capital works to our properties are undertaken using stock condition data, and fully supported by other compliance works including asbestos, fire safety and water.

## **Financial and Customer Services**

This service area covers the following functions:

### **Finance**

**Corporate finance** set the Councils financial agenda. They are responsible for the Councils financial regulations/controls and compliance to them, Supporting



Members, the Chief Executive and CMT, setting and delivering the budget, closing the Council's Accounts, in year monitoring of the Councils financial position to stakeholders.

**Management Accountancy** is the primary source of financial support to Budget managers and Heads of Service. They are responsible for the delivery of the operational budget, the monthly/quarterly monitoring, and the closure of accounts in liaison with budget managers and other Council staff.

**Exchequer Services** delivers the Councils Payment and Income Services along with running the GPC Card (procurement Card) system and Insurance.

**Payroll Services** is a small team which work closely with HR and finance and run the monthly payrolls for Bromsgrove, Redditch, Rubicon and Wyre Forest Councils.

## **Revenues Services**

Revenue Services is responsible for the annual collection of £60m of non-domestic rates; £116m council tax, £27m in sundry income and is responsible for collection of £2.4m in overpaid housing benefit across both Redditch and Bromsgrove.

## **Benefit Services**

The principal functions of the Benefits Service are to maximise benefit awareness and take-up and to assess benefit claims promptly and accurately.

The service area is responsible for paying over £30 million of Housing Benefit and almost £10 million Council Tax Support to our residents across both Councils.

We also have £60k Essential Living Fund budget to administer alongside the £250k Discretionary Housing Payments. Our experienced Financial Independence Team deal with the applications for these schemes.

## **Customer Services**

Customer Services provided a comprehensive service to the council, mainly face-to-face enquiries on both reception and cashiers.

When the building was closed to the public during the C-19 pandemic, we quickly mobilised the Customer Service Officers to take council tax and business rates calls, as well as providing outbound calls for locality where tenants were in arrears. When the buildings were re-opened in July, staff have maintained these functions, albeit with fewer numbers.

## **Legal, Democratic and Property Services**

This service area covers the following Services:

**Legal Services** - The shared legal service for Bromsgrove and Redditch Councils, is an in-house support service, providing legal advice and representation to the Council in its governance and decision-making role and to all departments of the Council in the delivery of their services to residents and in achieving their strategic objectives, including: Procurement, Contract negotiation, Litigation (both as Plaintiff and Defendant), Prosecutions, Planning Agreements, Property transactions

(acquisitions and disposals), Corporate governance and supporting corporate projects, Member support and the decision-making process.

As well as these operational services, we have an over-arching responsibility to ensure that the Council acts in a lawful manner, is compliant with the regulatory and statutory regimes within which it operates and to protect the council's standing with the courts and other external organisations, and its reputation generally.

The Local Land Charges service sits with the shared legal service though there is a separate budget for Land Charges.

Bromsgrove District Council is the 'host' authority to Worcestershire Regulatory Services [WRS], the shared environmental health and licensing service for Worcestershire. The Council act as legal advisor to meetings of its governing body, the WRS Joint Committee and provide advice and representation for BDC and RBC environmental health and licensing cases.

**Procurement** - Procurement is a support service which is at the core of both Councils and Rubicon Leisure. The Service strives to promote compliance with legal and corporate regulations and drives efficiencies and savings through a corporate wide approach to purchasing.

The Team provides support both for active procurements across the organisations at all stages of a procurement and additionally provides advice on procurement strategy more generally. The Team also provides support with contract management, assisting teams in ensuring that contractors deliver what has been procured to the correct standards, at the correct time and at the right price.

**Shared Electoral Services** - The Democratic Services team facilitates Committee meetings, manages the decision-making process, including the work programmes (Forward Plans) and provides a support service to elected Members and officers.

Electoral Services manage and deliver elections and electoral administration

**Property Services** - The Property Services Team manage the asset portfolio in line with the Asset Management Strategy and all associated repairs, cyclical maintenance and refurbishment of the portfolio of properties, owned by the Council.

## **Planning, Regeneration & Leisure Services**

The Planning, Regeneration and Leisure Service is composed of the following teams: Building Control: Strategic Planning and Conservation: Development Management: Leisure and Cultural Services. NWEDR and Emergency Planning and Business Continuity are managed by WFDC in a three-way shared service arrangement and these teams link into the Service.

**Building Control** - The Building Control team ensures buildings are safely constructed with appropriate fire escapes.

**Strategic Planning and Conservation** - The team prepares local plans and supplementary planning and conservation documents and provides general policy, conservation, and listed building advice.

**Development Management** - This team is responsible for processing all types of applications under planning legislation and investigating breaches of planning control.

**Leisure and Cultural Services** - Leisure Services includes the strategy development and management of parks and events and the development of arts, sports and cultural services

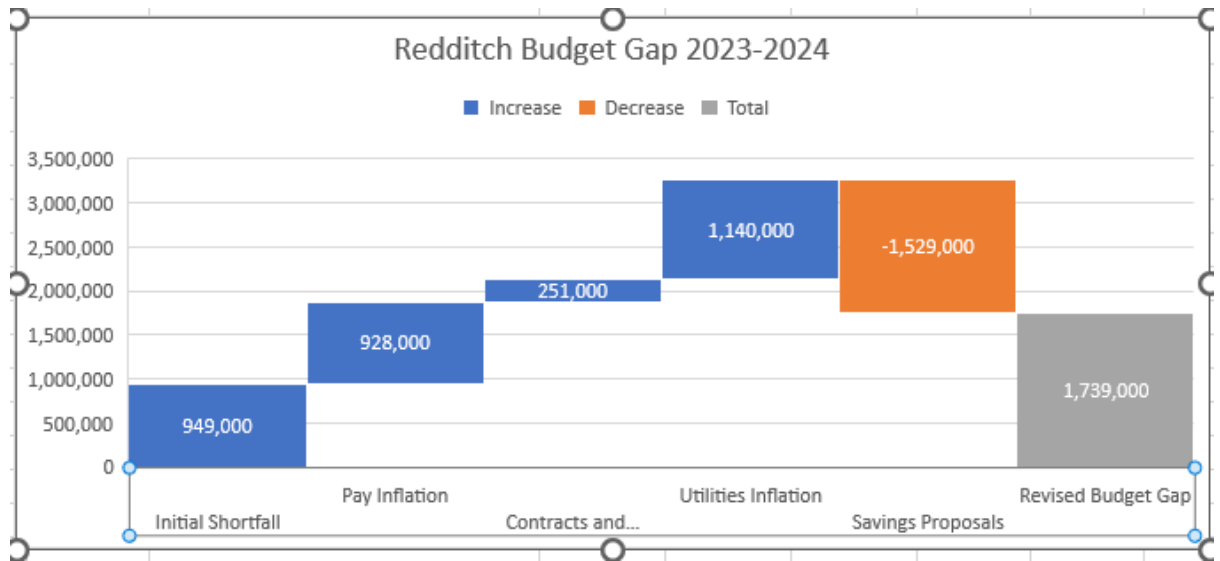
**Economic Development and Regeneration** - The team leads on regeneration initiatives, supporting businesses, shaping the skills agenda, and generally making sure the issues locally are appreciated by all who make or shape decisions or release funding.

**Emergency Planning and Business Continuity** - This function ensures the councils, with its partners are prepared for a range of scenarios.

## **Regulatory Services**

Worcestershire Regulatory Services (WRS) is the shared Environmental Health and Licensing service governed by a Joint Board, making it part of the six Worcestershire District Councils, with Bromsgrove District Council as the host authority. We provide all the traditional environmental health and licensing regulatory services for the six Worcestershire District Councils to include health & safety for commercial premises, food hygiene inspections, environmental protection (nuisance, contaminated land, air quality, private water supplies and industrial permitting) as well as administration of the licensing regime for taxi's, drivers, pubs, nightclubs, pet shops, animal boarding, stables, zoos and street trading. In addition we provide some environmental health and licensing services and associated services under contract or agreement for other local authorities in and outside Worcestershire.

**Overall Financial Position**



<b>Redditch</b>			
	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Initial Shortfall</b>	<b>949,000</b>	<b>833,000</b>	<b>1,040,000</b>
Pay Inflation	928,000	928,000	1,045,000
Contracts and Transport Inflation	251,000	256,000	261,000
Utilities Inflation	1,140,000	1,140,000	1,140,000
Savings Proposals	-1,529,000	-1,849,000	-2,221,000
<b>Revised Budget Gap</b>	<b>1,739,000</b>	<b>1,308,000</b>	<b>1,265,000</b>

## Summary Proposals

<b>Redditch Position Statement</b>		<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
		<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Base Budget Position 22/23 MTFP</b>				
Expenditure		10,290	10,428	10,661
Funding		-9,341	-9,595	-9,621
<b>Net</b>		<b>949</b>	<b>833</b>	<b>1,040</b>
<b>Revised Gap</b>		<b>949</b>	<b>833</b>	<b>1,040</b>
<b>Pressures</b>				
50% Funding for Climate Change Officer		<b>30</b>	<b>30</b>	<b>30</b>
<b>Savings Options</b>				
Environmental Services Partnership		0	-25	-50
Service Reviews		-140	-330	-405
Move to All Out Elections		0	0	-170
Town Hall		0	0	-400
Finance Vacancies		-100	-100	-100
MRP		-100	-100	-100
Pension Fund		-580	-580	-580
Engage Capacity Grid (One Off) £14m De		-300	-300	0
10% Increase in Fees and Charges		-339	-340	-342
Council Tax Increase		0	-104	-104
<b>Total Savings</b>		<b>-1,529</b>	<b>-1,849</b>	<b>-2,221</b>
<b>Revised Position</b>		<b>-580</b>	<b>-1,016</b>	<b>-1,181</b>
<b>Pressures</b>				
Pay Pressure Year 1		928	928	928
Pay Pressure Future Years (1%)		0	0	117
Transport Pressure		21	21	21
Contracts Pressures		230	235	240
<b>Core Pressures</b>		<b>1,179</b>	<b>1,184</b>	<b>1,306</b>
<b>Updated Position</b>		<b>599</b>	<b>168</b>	<b>125</b>
Utilities Inflation		1,140	1,140	1,140
<b>Final Draft Position</b>		<b>1,739</b>	<b>1,308</b>	<b>1,265</b>

## Savings Proposals

### Wider Environmental Services Partnership

	2023/24	2024/25	2025/26
Existing Budget	0	0	0
Savings Proposal	0	-25,000	-50,000
Revised Budget	0	-25,000	-50,000

We are actively engaging with consultants to look at the viability of greater partnership working across North Worcestershire with regards to the following services: Waste, Commercial Waste. and Fleet. This is reliant on business case and report approval. This is new income.

### Service Reviews

	2023/24	2024/25	2025/26
Existing Budget	4,872,000	4,978,000	5,084,000
Savings Proposal	-140,000	-330,000	-405,000
Revised Budget	4,732,000	4,648,000	4,679,000

The implementation of the Customer and Digital Strategy through the rollout of Abavus, and the redesign of Redditch Town Hall as a Community Hub will facilitate significant service redesign and the ways we operate. Abavus is the software solution that will facilitate the Councils Customer and Digital Strategy, ensuring more of our services and customer interactions are delivered through Digital and Web. Works on Redditch Town Hall in its move to becoming a Public Sector Hub will begin in early 2023. Both these initiatives will result in significant reviews across a range of services to ensure we are effectively and efficiently using new solutions and space. In 2021/22 the Council had a 15% turnover rate and as at July 2022 on a combined staffing total of 651 FTE's there were 30 vacancies and 59 posts being covered by either Agency, consultants or staff acting up or on secondment. Service redesign will take these factors into account.

### Move to All Out Elections

	2023/24	2024/25	2025/26
Existing Budget	313,800	317,200	319,600
Savings Proposal	0	0	-170,000
Revised Budget	313,800	317,200	149,600

The movement to all out elections on a four yearly basis will save £170k over the 4 year period.

**Move to using the Town Hall as a Hub**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Existing Budget</b>	<b>651,000</b>	<b>646,000</b>	<b>646,000</b>
<b>Savings Proposal</b>	<b>0</b>	<b>0</b>	<b>-400,000</b>
<b>Revised Budget</b>	<b>651,000</b>	<b>646,000</b>	<b>246,000</b>

Reports have gone to Executive in October 2022 detailing substantially different use of the Town Hall. This will result in significant savings on running costs for the Council.

**Finance Vacancies**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Existing Budget</b>	<b>785,000</b>	<b>818,000</b>	<b>856,000</b>
<b>Savings Proposal</b>	<b>-100,000</b>	<b>-100,000</b>	<b>-100,000</b>
<b>Revised Budget</b>	<b>685,000</b>	<b>718,000</b>	<b>756,000</b>

The finance Department are presently holding 4 vacancies (in 2022/23 these are being covered by Agency). These posts will not be required following the rectification of finance issues (subject of Reports to Executive in September 2022). These savings are shared across both Councils.

**Minimum Revenue Provision (MRP) Savings**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Existing Budget</b>	<b>1,098,000</b>	<b>1,046,000</b>	<b>1,282,000</b>
<b>Savings Proposal</b>	<b>-100,000</b>	<b>-100,000</b>	<b>-100,000</b>
<b>Revised Budget</b>	<b>998,000</b>	<b>946,000</b>	<b>1,182,000</b>

The Council's MRP costs are over £1m. With the rationalisation of the Capital Programme and the concentration on delivery of Levelling up and Shared Prosperity Fund Programmes less is needed to be charged to capital financing, resulting in a lower MRP change than anticipated. The delay in replacing the cleansing fleet is a key input into this reduction as is the reduction of the overall programme. The Council's Treasury consultants Arlingclose are reviewing the Council's MRP methodology to identify further possible savings (which would require Policy changes to implement).

### Pension Fund Savings

	2023/24	2024/25	2025/26
Existing Budget	3,394,000	3,529,000	3,559,000
Savings Proposal	-580,000	-580,000	-580,000
Revised Budget	2,814,000	2,949,000	2,979,000

The Council's Pension Fund contributions are reviewed on a 3 yearly basis by the County Councils actuaries. There were two valuations received in September, one which took account of moving into a high inflation/stagflation period and one which did not. The council has taken the prudent path of assuming a higher stagflation/inflation assumption which still leads to significant yearly savings. The base budget is made up of two elements, the Councils Employers Contribution in service accounts and a central contribution which sits in the Chief Executives budgets.

### Collection of Outstanding Council Tax and Business Rates Arrears

	2023/24	2024/25	2025/26
Existing Budget			
Savings Proposal	-300,000	-300,000	0
Revised Budget			

Presently there is £5.9m of outstanding Council Tax debt and £1.6m of outstanding Business Rates debt. The Council has engaged an external agency whose assessment of outstanding debt collectability is 20%. In going through this process, the remainder of the debt will be able to be written off as it will also have gone through the assessment process. Half the collected amount will be returned to the other precepting authorities, and the amounts in the table are the resultant amount for the Council. It is expected that this process will take 2 years to complete. This is "one off" savings.

### 10% Increase in Fees and Charges

	2023/24	2024/25	2025/26
Existing Budget	-3,395,000	-3,404,000	-3,416,000
Savings Proposal	-339,000	-340,000	-342,000
Revised Budget	-3,734,000	-3,748,000	-3,758,000

The Council budget for the receipt of £3.3m of fees and charges. Given that inflation is running at well over 10% and Council Core Council Tax Income only can rise by 1.99% there is the requirement to increase fees and charges at a level just below inflationary rate at 10%. An assessment has been made on deliverability as



customer numbers will reduce, especially with the “cost of living crisis”, and debt levels will also potentially rise.

### Council Tax Increase

	2023/24	2024/25	2025/26
<b>Existing Budget</b>	<b>-6,942,000</b>	<b>-7,032,000</b>	<b>-7,032,000</b>
<b>Savings Proposal</b>	<b>0</b>	<b>-104,000</b>	<b>-104,000</b>
<b>Revised Budget</b>		<b>-7,136,000</b>	<b>-7,136,000</b>

In reviewing base assumptions, the full increase allowable in Council Tax is not reflected in the base budgets and this adjusts so that the full 1.99% is taken.

## Growth Proposals

### 2022/23 Pay Award

	2023/24	2024/25	2025/26
<b>Existing Budget</b>	<b>11,700,000</b>		
<b>Growth Proposal</b>	<b>928,000</b>	<b>928,000</b>	<b>928,000</b>
<b>Revised Budget</b>	<b>12,628,000</b>		

- Presently, the Employers have offered a 2022/23 pay award of £1,925 per pay point plus on costs. This equates to an additional £953,453 cost to the Council from its initial budget. We budgeted for a 2% increase in our base budget in the 2022/23 MTFs which was £180k. In addition, we are assuming the 2023/24 will see an additional cost of 1.5% over our 1% base at a cost £154,667 before reverting back to 1% from 2024/25.
  - Therefore, at our present employee budgets, this accounts for an ongoing pressure of £1,108,120 on the base budget of £9.3m. Taking off the £180K budgeted this leaves £928,120 to be delivered.

### Future Pay Awards

	2023/24	2024/25	2025/26
<b>Existing Budget</b>			
<b>Growth Proposal</b>	<b>0</b>	<b>0</b>	<b>117,000</b>
<b>Revised Budget</b>			

See above Narrative

### Contract Inflation

	2023/24	2024/25	2025/26
<b>Existing Budget</b>	<b>2,509,000</b>	<b>2,509,000</b>	<b>2,509,000</b>
<b>Growth Proposal</b>	<b>251,000</b>	<b>257,000</b>	<b>263,000</b>
<b>Revised Budget</b>	<b>2,760,000</b>	<b>2,766,000</b>	<b>2,772,000</b>

General inflation is running at 10% as of the 18th August. The assumption is this will affect transport and contract budgets in particular. Its impact on 2023/24 will be as follows (it is assumed that 2024/25 will move back to normal levels of 2%):

- Redditch base transport budget - £209k – Increase £21k
- Redditch base “contracts” budget - £2.3m – Increase £230k

**Utilities Inflation**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Existing Budget</b>	<b>570,000</b>	<b>570,000</b>	<b>570,000</b>
<b>Growth Proposal</b>	<b>1,140,000</b>	<b>1,140,000</b>	<b>1,140,000</b>
<b>Revised Budget</b>	<b>1,710,000</b>	<b>1,710,000</b>	<b>1,710,000</b>

Utilities increases will be a significant, with all our existing Utility contracts requiring renewal by the end of this financial year. We have seen increases in some areas of up to 400%. For planning purposes, we will assume an increase of 200% in 2023/24 which should then be relatively constant for the next three years.

Redditch base utilities budget - £570k – Increase £1,140k

**Climate Change Post**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Existing Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Growth Proposal</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Revised Budget</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

Required in order to manage and deliver the requirements of the Council's Climate Change Strategy and associated Carbon Reduction Implementation Plan also goes to Cabinet on the 25th October. 50% Funded by Bromsgrove.

## Consultation Feedback Form

### BUDGET CONSULTATION FORM

We want to hear the opinions of all residents, partner organisations, businesses and other interested parties as part of the budget setting process.

People will be able to give their opinions by completing an online survey on the city council website by the 5<sup>th</sup> December 2022.

Hard copies can be requested

The consultation will close on 5 December 2022 at 5pm. Executive will consider comments on Monday 6 December 2022 and Full Council will debate the Tranche One proposals on Wednesday 30 January 2023.

The consultation will ask the following questions:

1. Do you have any comments to make about the phase one budget proposals?

2. Having read the phase one proposals document, how much do you now feel you understand about why the council must make total savings of almost £3.3million in 2023/24? Tick the answer you agree with.

- A great deal
- A fair amount
- Not very much
- Nothing at all

3. If you have any specific ideas about how the council can save money or generate additional income to protect services, please state these here:

So that we can check this survey is representative of Redditch overall, please complete the following questions.

Are you?

- Male
- Female

Please tick which of the following best describes who you are:

- Resident
- Business person
- Member of council staff
- Borough councillor
- Work, but don't live in Redditch
- Member of community or voluntary organisation
- Regular visitor
- Other (please state).....

Which of these age groups do you fall into?

- Under 16
- 16 to 24 years
- 25 to 34 years
- 35 to 44 years
- 45 to 54 years
- 55 to 64 years
- 65 to 74 years
- 75 years or over
- Prefer not to say

What is your ethnic group?

A White

English/ Welsh/ Scottish/ Northern Irish/ British

Gypsy or Irish Traveller

Any other white background

B Mixed/ multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/ multiple ethnic background

C Asian/ Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, write in

D Black/ African/ Caribbean/ Black British

African

Caribbean

Any other Black/ African/ Caribbean background

E Other ethnic group

Any other ethnic group

Do you consider yourself to have a disability?

Yes.....

No .....

Thank you for taking the time to complete this survey

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**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022**FEES AND CHARGES 2023-24**

Relevant Portfolio Holder	Cllr. Karen Ashley, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Michelle Howell
Report Author	Job Title: Head of Finance & Customer Services email:michelle.howell@bromsgroveandredditch.gov.uk Contact Tel:
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

**1. 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**

It is recommended that Executive consider the fees and charges as included at Appendix 1 and;

- **recommend to Council** to approve all of the fees and charges that are included in Appendix 1

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

- 3.1 The Medium-Term Financial Plan is being prepared on the basis that additional income will be generated from fees and charges. The process being followed for the review of income to be realised from 1<sup>st</sup> April 2023 includes an assessment of each fee to identify how it meets the Councils strategic purposes and the level of increase that is proposed as well as taking account of present economic conditions, including inflation running at over 10%. The levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services and the Councils overall financial position. This includes assessing at the affordability of any of these increases to our residents and customers.

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022

3.2 Fees were to be considered using the following criteria:

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

3.3 Appendix 1 details all the fees and charges for each area with a commentary against each block. The Council's proposal is to increase all Fees and Charges by 10%. The 10% has been applied to Contributions and Fees and Charges budgets and not on SLA Income, lifeline, where charges are set statutorily, and charges across more than one area. Dial a Ride and Shopmobility have 35% increases

3.4 The estimated increase in income generated from the proposed increases are set out in the table below. If agreed, these will be included in the Medium-Term Financial Plan Tranche 1 which is another report on this agenda. Increases do not include the Housing Revenue Account Rents which are addressed in a separate report later this year.

Year	2023/24	2024/25	2025/26
<b>Base Budget</b>	3,395,000	3,404,000	3,416,000
<b>10% Increase</b>	339,000	340,000	342,0000

**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.



**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**25<sup>th</sup> October 2022**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 A – Fees and Charges

**6. BACKGROUND PAPERS**

None.

**7. KEY**

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 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS
<b><u>New &amp; Existing Properties</u></b>							
Naming a Street	312.80	5.00%	15.60	328.40	10%	361.20	
Additional charge for each new premise on a street	130.00	5.00%	6.50	136.50	10%	150.20	
Naming and numbering of an individual premise	146.70	5.00%	7.30	154.00	10%	169.40	
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.00%	3.90	80.90	10%	89.00	
Confirmation of address to solicitor/conveyancer/ occupier or owner	36.40	5.00%	1.80	38.20	10%	42.00	
Additional charge including naming of building	72.30	48.45%	35.00	107.30	10%	118.00	

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REDDITCH BOROUGH COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS
<b>Photocopying per copy</b>							
A4 (black & white)	0.30				Full cost	Full Cost Recovery	All printing costs rationalised, individual quotes will be provided.
A4 (colour)	0.40				Full cost	Full Cost Recovery	
A4 binding	Variable rate				Full cost	Full Cost Recovery	
A4 plastic cover	Variable rate				Full cost	Full Cost Recovery	
A3 (black & white)	0.40				Full cost	Full Cost Recovery	
A3 (colour)	0.70				Full cost	Full Cost Recovery	
A2 (black and white)	5.00				Full cost	Full Cost Recovery	
A2 (colour)	5.00				Full cost	Full Cost Recovery	
A1 (black and white)	7.00				Full cost	Full Cost Recovery	
A1 (colour)	7.00				Full cost	Full Cost Recovery	
A0 (black and white)	10.00				Full cost	Full Cost Recovery	
A0 (colour)	10.00				Full cost	Full Cost Recovery	
<b>Other Corporate Charges</b>							
Copy P60	5.90	0.00%	0.00	<b>5.90</b>	<b>10%</b>	<b>6.50</b>	
Replacement ID badge	5.90	0.00%	0.00	<b>5.90</b>	<b>10%</b>	<b>6.50</b>	
Attachment of Earnings per deduction	1.10	0.00%	0.00	<b>1.10</b>	<b>10%</b>	<b>1.20</b>	
<b>Venue hire additional services</b>				<b>0.00</b>			
Feature on official social media & website	Please contact us £30-£100				Full cost	Full Cost Recovery	
Place your promotional material in reception	10.00			Request a quote	Full cost	Full Cost Recovery	
Print your materials	Request a quote				Full cost	Full Cost Recovery	
<b>Full design &amp; print services:</b>							
Luxury roll-up banner - Flat rate	100.00				Full cost	Full Cost Recovery	
- any additional	50.00				Full cost	Full Cost Recovery	
Vinyl banner	50.00				Full cost	Full Cost Recovery	
- any additional	25.00				Full cost	Full Cost Recovery	
Posters (10)	25.00				Full cost	Full Cost Recovery	

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

- any additional	Request a quote			Request a quote	Full cost	Full Cost Recovery	
Leaflets (500)	50.00				Full cost	Full Cost Recovery	
- any additional	Request a quote				Full cost	Full Cost Recovery	
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	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery	

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    - o Promote your event in our busy public spaces
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    - o Stand out
    - o Bespoke for you, from our professional design team
  - Printing services
    - o All your printing needs in one place
    - o Signs, flyers, agendas, welcome banners, and more
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**REDDITCH BOROUGH COUNCIL**

**Community Fees and Charges**

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	VAT Treatment	% Change	Increase/decrease	Proposed charge from 2022 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS
<b>Private Sector Housing</b>								
House Fitness Inspections	127.00	Exempt	5.00%	6.40	133.40	10%	146.70	New Charge this year
First Homes Application	0.00		0.00%	0.00	0.00	New	150.00	
Registration of housing in multiple occupation: per occupant	125.00	Exempt	5.00%	6.30	131.30	10%	144.40	
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004, per hour	35.00	Exempt	5.00%	1.80	36.80	10%	40.50	
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + officer p/hr + 10% admin				Actual + officer p/hr + 10% admin		Full cost	
<b>Lifeline</b>								
Installation Fee - New Charge (Private & HRA)	52.00	Exempt	0.00%	0.00	52.00	0%	52.00	Insatllation charge to remain unchanged and weekly charge at lower percentage to remain competitive in the market place. private
Lifeline (per week)	4.25	Exempt	4.71%	0.20	4.45	5%	4.70	
Alarms private user pre April 2004 x 52 weeks*	2.60	Exempt	0.00%	0.00	2.60	0%	2.60	
Replacement Pendant	Actual cost + 17% admin fee				Actual cost + 17% admin fee		Full cost	Full Cost Recovery
- Key Safe	Manufacturers cost + 17% admin fee				Manufacturers cost + 17% admin fee		Full cost	Full Cost Recovery
- GSM Alarm Hire	5.50	Exempt	0.00%	0.00	5.50	0%	5.50	Prices to reflect encouraging customers to change to digital GSM but price is prohibitive. price reduction is to remain competitive and
- GPS Tracker Hire	7.00	Exempt	5.00%	0.40	7.40	-25%	5.50	
- Daily Living Activity Equipment	7.00	Exempt	5.00%	0.40	7.40	0%	7.40	
<b>*This is a lifetime set price and cannot be increased</b>								
<b>Hire Products (Linked to Lifeline and activated in the monitoring centre)</b>								
Hire of smoke alarm per week	1.40	Exempt	5.00%	0.10	1.50	0%	1.50	to be retained at the current cost to remain competitive
CO2 Detector per week	1.40	Exempt	5.00%	0.10	1.50	0%	1.50	
Bogus Caller Panic Button (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.50	
Flood Detector (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.50	
Falls Detector (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.50	
Additional pendant (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.50	
<b>Dial a Ride Service</b>								
Minibus - single journey	4.00	Exempt	0.00%	0.00	4.00	35%	5.00	costs increased above inflation to closer reflect the actual cost of the service
Minibus - single journey with concessionary pass	3.00	Exempt	0.00%	0.00	3.00	35%	4.00	
Customers with a concessionary bus pass (per single <b>medical journey</b> )	4.00		0.00%	0.00	4.00	35%	5.00	
Customers without a concessionary bus pass (per single <b>medical journey</b> )	5.00		0.00%	0.00	5.00	35%	6.00	
Registration fee	15.00	Exempt	0.00%	0.00	15.00	35%	16.50	
*Promotional offer* for customers who register with both dial a ride and shopmobility (with the new charges it would normally be £30.00 - £15.00 per service)	20.00		0.00%	0.00	20.00	10%	22.00	
<b>Shopmobility</b>								
Annual registration fee	15.00		0.00%	0.00	15.00	10%	16.50	costs increased above inflation to closer reflect the actual cost of the service
Daily Charge (Redditch resident)	3.50		0.00%	0.00	3.50	35%	4.50	
Daily Charge (Non Redditch resident)	5.00		0.00%	0.00	5.00	35%	6.00	
Daily Escort fee charge	2.50		0.00%	0.00	2.50	35%	6.00	
Daily Pay as you go charge (no registration fee)	6.50		0.00%	0.00	6.50	35%	7.50	
Manual Wheelchair (resident)	2.00		0.00%	0.00	2.00	35%	3.00	
Manual Wheelchair (non-resident)	3.00		0.00%	0.00	3.00	35%	4.00	
Wheelchair Hire - per day	5.00		0.00%	0.00	5.00	35%	6.00	
Wheelchair Hire - per week	20.00		0.00%	0.00	20.00	25%	25.00	
Wheelchair Hire - per month	70.00		0.00%	0.00	70.00	20%	80.00	

COST CENTRES

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REDDITCH BOROUGH COUNCIL

Environmental

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS
<b>Bulky Household Waste</b>							
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted separately.							
Bulky collection - per single unit*	9.00	5.56%	0.50	9.50	Full cost	Full Cost Recovery	
*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	10%	55.00	
Garden Waste Collection Service - new charge	46.00	0.00%	0.00	46.00	10%	50.60	
Garden Waste Set up fee - new charge	20.00	0.00%	0.00	20.00	10%	22.00	
Re-issue of service - new charge	40.00	0.00%	0.00	40.00	10%	44.00	
<b>MOT</b>							
Class 4 (car)	Set by VOSA			Set by VOSA	Stat	Set by VOSA	
Class 7 (van)	Set by VOSA			Set by VOSA	Stat	Set by VOSA	
Class 5 vl (minibus)	Set by VOSA			Set by VOSA	Stat	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.							
<b>Crematorium/Cemetery</b>							
The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc							
<b>Interment</b>							
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			
<b>Interment 18 years and over*</b>							
Single Depth	649.00	5.00%	32.50	681.50	10%	749.70	
Double Depth	649.00	5.00%	32.50	681.50	10%	749.70	
Interment of cremated remains *	216.00	5.00%	10.80	226.80	10%	249.50	
Interment of cremated remains - non resident under 18 years	No Charge			No Charge			
Interment of cremated remains (Redditch Resident under 18 years only)	No Charge			No Charge			
Scattering cremated remains in grave or in rose/memorial garden (roll back turf)	90.00	5.00%	4.50	94.50	10%	104.00	
<b>Charges for Burials</b>							
<b>Exclusive Right of Burial for 75 years</b>							
In adult size grave	1,634.00	5.00%	81.70	1,715.70	10%	1,887.30	
In babies grave	281.00	5.00%	14.10	295.10	10%	324.60	
In child's grave (4 x 2)	299.00	5.00%	15.00	314.00	10%	345.40	
In ashes grave	625.00	5.00%	31.30	656.30	10%	721.90	
<b>Extending Rights in existing grave for 25 years</b>							
In existing full earth grave	466.00	5.00%	23.30	489.30	10%	538.20	
In child's grave	99.00	5.00%	5.00	104.00	10%	114.40	

In ashes grave	182.00	5.00%	9.10	191.10	10%	210.20
Assignment / Transfer of Exclusive Right	106.00	5.00%	5.30	111.30	10%	122.40
Certified copy of entry in Register of Burials	23.00	5.00%	1.20	24.20	10%	26.60
Disinterment of Remains - Cremated Remains	568.00	5.00%	28.40	596.40	10%	656.00
<b>Cemetery Memorials</b>						
Memorial application administration fee	106.00	5.00%	5.30	111.30	10%	122.40
<b>Cremation related fees</b>						
Direct Cremation 18+ years	434.00	5.00%	21.70	455.70	10%	501.30
Cremation 17 years and under	No Fee			No Fee	10%	No Fee
Cremation 18+ years 09:00am and 09:30am	577.00	5.00%	28.90	605.90	10%	666.50
Cremation 18+ years 10:15am onwards	746.00	5.00%	37.30	783.30	10%	861.60
<b>None Resident Cremation Fees</b>						
Cremation 18+ years 9:00 am ans 09:30am	677.00	5.01%	33.90	710.90	10%	782.00
Cremation 18+ years 10:30am onwards	846.00	5.00%	42.30	888.30	10%	977.10
Scattering of ashes from other Crematoria	64.00	5.00%	3.20	67.20	10%	73.90
Certified extract from Register of Cremations	23.00	5.00%	1.20	24.20	10%	26.60
Replacement certificate of cremation	12.00	5.00%	0.60	12.60	10%	13.90
Organist's fee	58.00	5.00%	2.90	60.90	10%	67.00
Extra Service Time in Chapel	181.00	5.00%	9.10	190.10	10%	209.10
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	251.00	5.00%	12.60	263.60	10%	290.00
Use of Chapel for burial service (RBC Cemeteries)	181.00	5.00%	9.10	190.10	10%	209.10
Use of Chapel for burial/ memorial service (not RBC Cemetery) 9.00 am and 09:30am	577.00	5.00%	28.90	605.90	10%	666.50
Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards	746.00	5.00%	37.30	783.30	10%	861.60
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	84.00	5.00%	4.20	88.20	10%	97.00
Late arrival at Crematorium (only if service runs into next time slot)	181.00	5.00%	9.10	190.10	10%	209.10
Cremation of a body part where the original cremation was elsewhere -	168.00	5.00%	8.40	176.40	10%	194.00
<b>Caskets</b>						
Wooden cremated remains casket	119.00	5.00%	6.00	125.00	10%	137.50
<b>Chapel music additional options</b>						
Webcast of Chapel Service inc VAT	88.00	5.00%	4.40	92.40	10%	101.60
Webcast Live & 28 Day view inc downloadable version inc VAT	50.00	5.00%	2.50	52.50	10%	57.80
Keepsake copy of Webcast (DVD/USB) inc VAT	74.00	5.00%	3.70	77.70	10%	85.50
Single Photo inc VAT	27.00	5.00%	1.40	28.40	10%	31.20
Slideshow (up to 25 photos) inc VAT	75.00	5.00%	3.80	78.80	10%	86.70
Pro Tribute (up to 25 photos set to music) inc VAT	99.00	5.00%	5.00	104.00	10%	114.40
Family made video for checking inc VAT	24.00	5.00%	1.20	25.20	10%	27.70
Keepsake copy of Pro Tribute (DVD/USB/Downloadable) inc VAT	30.00	5.00%	1.50	31.50	10%	34.70
Additional physical copies (DVD/USB) inc VAT	44.00	5.00%	2.20	46.20	10%	50.80
Each extra 25 photos inc VAT	38.00	5.00%	1.90	39.90	10%	43.90
Extra work (such as adding videos to pro tribute) inc VAT	38.00	5.00%	1.90	39.90	10%	43.90
<b>Memorials</b>						
Book of Remembrance - Name + 1 line	94.00	5.00%	4.70	98.70	10%	108.60
Each additional line in the Book	35.00	5.00%	1.80	36.80	10%	40.50
Miniature Book of Remembrance - Name + 1 line	83.00	5.00%	4.20	87.20	10%	95.90
Remembrance Card - Name + 1 line	41.00	5.00%	2.10	43.10	10%	47.40
Additional lines in miniature and cards	29.00	5.00%	1.50	30.50	10%	33.60
Crests - Floral depiction	59.00	5.00%	3.00	62.00	10%	68.20
- Badge or other	71.00	5.00%	3.60	74.60	10%	82.10
Bench with 10 year lease & top rail engraving (max 40 letters) -	880.00	35.00%	308.00	1,188.00	10%	1,306.80
Bench with 10 year lease & standard silver plaque (max 60 letters) -	837.00	35.01%	293.00	1,130.00	10%	1,243.00
Bench replacement plaque - £110.00	121.00	35.04%	42.40	163.40	10%	179.70
<b>Wall Plaques – Internal</b>						
Indoor single (12" x 3") - 5 year lease	200.00	5.00%	10.00	210.00	10%	231.00
Indoor single (12" x 3") - 10 year lease	318.00	5.00%	15.90	333.90	10%	367.30
Indoor single (12" x 3") - 20 year lease	436.00	5.00%	21.80	457.80	10%	503.60
Indoor double (12" x 6") - 5 year lease	318.00	5.00%	15.90	333.90	10%	367.30
Indoor double (12" x 6") - 10 year lease	436.00	5.00%	21.80	457.80	10%	503.60
Indoor double (12" x 6") - 20 year lease	554.00	5.00%	27.70	581.70	10%	639.90
<b>Outdoor Wall Plaques</b>						
5 year lease	224.00	5.00%	11.20	235.20	10%	258.70
10 year lease	342.00	5.00%	17.10	359.10	10%	395.00
20 year lease	459.00	5.00%	23.00	482.00	10%	530.20

Photo or motif	188.00	5.00%	9.40	197.40	10%	217.10
<b>Bird Bath Memorial</b>						
<b>5 year lease</b>						
Size 1 - small	212.00	5.00%	10.60	222.60	10%	244.90
Size 2	236.00	5.00%	11.80	247.80	10%	272.60
Size 3	260.00	5.00%	13.00	273.00	10%	300.30
Size 4	283.00	5.00%	14.20	297.20	10%	326.90
Size 5 - large	307.00	5.00%	15.40	322.40	10%	354.60
<b>10 year lease</b>						
Size 1 - small	330.00	5.00%	16.50	346.50	10%	381.20
Size 2	354.00	5.00%	17.70	371.70	10%	408.90
Size 3	378.00	5.00%	18.90	396.90	10%	436.60
Size 4	401.00	5.00%	20.10	421.10	10%	463.20
Size 5 - large	423.00	5.00%	21.20	444.20	10%	488.60
<b>20 year lease</b>						
Size 1 - small	448.00	5.00%	22.40	470.40	10%	517.40
Size 2	472.00	5.00%	23.60	495.60	10%	545.20
Size 3	496.00	5.00%	24.80	520.80	10%	572.90
Size 4	519.00	5.00%	26.00	545.00	10%	599.50
Size 5 - large	543.00	5.00%	27.20	570.20	10%	627.20
Motif	118.00	5.00%	5.90	123.90	10%	136.30
<b>Barbican Memorial</b>						
Inscribed tablet including 3 year lease	262.00	5.00%	13.10	275.10	10%	302.60
Standard Motif	105.00	5.00%	5.30	110.30	10%	121.30
Photo of 1 person	126.00	5.00%	6.30	132.30	10%	145.50
Photo of 2 people	199.00	5.00%	10.00	209.00	10%	229.90
Photo of 3 people	257.00	5.00%	12.90	269.90	10%	296.90
Other items are available but quoted individually						
<b>Additional inscription on plaque</b>	147.00	5.00%	7.40	154.40	10%	169.80
<b>Indoor Memorial Tree</b>						
Standard Leaf - 3 year lease - new charge	69.00	5.00%	3.50	72.50	10%	79.80
Additional Leaves - new charge	48.00	5.00%	2.40	50.40	10%	55.40
<b>Memorial Vaults</b>						
Double Unit - 20 year lease including first interment and casket	1,324.00	5.00%	66.20	1,390.20	10%	1,529.20
2nd interment of remains including casket	182.00	5.00%	9.10	191.10	10%	210.20
Inscribed tablet upto 80 letters	148.00	5.00%	7.40	155.40	10%	170.90
Additional Letters (per letter)	4.20	5.00%	0.20	4.40	10%	4.80
Standard Motif	106.00	5.00%	5.30	111.30	10%	122.40
Photo of 1 person	127.00	5.00%	6.40	133.40	10%	146.70
Photo of 2 people	201.00	5.00%	10.10	211.10	10%	232.20
Photo of 3 people	259.00	5.00%	13.00	272.00	10%	299.20
Other items are available but will be quoted individually						
	QUOTED INDIVIDUALLY	INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	Full cost	Full Cost Recovery
<b>High Hedge Complaints</b>	237.60	5.00%	11.90	249.50	10%	274.50
<b>Memorial Posts</b>						
Memorial plaque - 3 year lease	254.00	5.00%	12.70	266.70	10%	293.40
Motif	48.00	5.00%	2.40	50.40	10%	55.40
Replacement Plaque	127.00	5.00%	6.40	133.40	10%	146.70
<b>Private Memorial Garden</b>						
Including memorial - 20 year lease	1,694.00	5.00%	84.70	1,778.70	10%	1,956.60
<b>Purchase of memorial plaque (bronze)</b>						
	191.00	5.00%	9.60	200.60	10%	220.70
Road Closures	87.70	5.00%	4.40	92.10	10%	101.30
<b>Parking Fines PCN's On Street - statutory</b>						
<b>Set by Statute</b>						
Certain Contraventions	70.00	0.00%	0.00	70.00	Stat	70.00
If paid within fourteen days	35.00	0.00%	0.00	35.00	Stat	35.00
Other Contraventions	50.00	0.00%	0.00	50.00	Stat	50.00

Set by Statute

If paid within fourteen days <b>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</b>	25.00	0.00%	0.00	<b>25.00</b>	Stat	25.00	
<b>Road Closures</b> New Charge - £80 per Road closure plus VAT						<b>80.00</b>	New

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	Proposed Increase 23/24	New Charge 1st April 2023	COMMENTS
	£		£	£		£	
<b>Legal Costs</b>							
Legal work - General hourly rate	146.80	6.00%	8.80	155.60	10%	171.20	
Legal Consent - Admin Fee	26.10	6.00%	1.60	27.70	10%	30.50	
Mortgage Redemption Fee	69.60	6.00%	4.20	73.80	10%	81.20	
Second Mortgage questionnaire	47.80	6.00%	2.90	50.70	10%	55.80	
Surrender of Garage Lease	79.50	6.00%	4.80	84.30	10%	92.70	
Discount questionnaire	36.30	6.00%	2.20	38.50	10%	42.40	
Leasehold Questionnaire	83.80	6.00%	5.00	88.80	10%	97.70	
Notice of Postponement during Right to Buy	26.40	6.00%	1.60	28.00	10%	30.80	
Notice of Postponement post Right to Buy	36.30	6.00%	2.20	38.50	10%	42.40	
Re-mortgage	62.20	6.00%	3.70	65.90	10%	72.50	
Consent for alterations to former Council house/flat	161.20	6.00%	9.70	170.90	10%	188.00	
Retrospective Consent for alterations to former Council house/flat	201.60	6.00%	12.10	213.70	10%	235.10	
Garden licence - initial administration fee (plus annual fee)	249.80	6.00%	15.00	264.80	10%	291.30	
WayLeave Agreement	374.70	6.00%	22.50	397.20	10%	436.90	
Deed of Grant/Easement	392.70	6.00%	23.60	416.30	10%	457.90	
* Licence to Assign	392.70	6.00%	23.60	416.30	10%	457.90	
* Rent Deposit Deed	392.70	6.00%	23.60	416.30	10%	457.90	
* Authorised Guarantee Agreement	392.70	6.00%	23.60	416.30	10%	457.90	
* Licence for Alterations	392.70	6.00%	23.60	416.30	10%	457.90	
* Licence to Sub-let	392.70	6.00%	23.60	416.30	10%	457.90	
* Deed of Variation	392.70	6.00%	23.60	416.30	10%	457.90	
* Grant of Lease	531.10	6.00%	31.90	563.00	10%	619.30	
* Extended Lease	531.10	6.00%	31.90	563.00	10%	619.30	
* Deed of Surrender	392.70	6.00%	23.60	416.30	10%	457.90	
<b>* Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00</b>							
Tenancy at Will	392.70	6.00%	23.60	416.30	10%	457.90	
Renewal of Lease	392.70	6.00%	23.60	416.30	10%	457.90	
Minor land sales - legal fees upto the value of £1,000	515.70	6.00%	30.90	546.60	10%	601.30	
Major land sales - legal fees £10,000+ - 2.75% of the purchase price, with a minimum charge of £500	<b>Fixed fee</b>			<b>Fixed fee</b>	Full cost	Full Cost Recovery	
Major land sales - legal fees £50,000+ - 2.75% of the purchase price, with a minimum charge of £750	<b>Fixed fee</b>			<b>Fixed fee</b>	Full cost	Full Cost Recovery	
Deed of release of covenant - 1% of the release consideration with a minimum of £750	<b>Fixed fee</b>			<b>Fixed fee</b>	Full cost	Full Cost Recovery	
Footpath Diversion Orders	2,165.50	6.00%	129.90	2,295.40	10%	2,524.90	
Freehold reversions - admin fee	392.70	6.00%	23.60	416.30	10%	457.90	
Copy of lease (up to 25 pages)							
Copies of RTB service charges (up to last three years)							
Extra copies of valuation - S.125 Notice							
<b>Section 106</b>							
Private Owner	529.50	6.00%	31.80	561.30	10%	617.40	
Each additional unit added (up to a maximum of £1,500) *	71.10	6.00%	4.30	75.40	10%	82.90	
100% Affordable housing schemes	984.10	6.00%	59.00	1,043.10	10%	1,147.40	
Deed of Variation **	374.00	6.00%	22.40	396.40	10%	436.00	
Fee for agreeing a unilateral undertaking	374.00	6.00%	22.40	396.40	10%	436.00	
<b>LOCAL LAND CHARGES</b>							
<b>Search Type</b>							
<b>Official Certificate of Search (LLC1) only</b>	29.20			Not Applicable			LLC searches now carried out by HMLR
<b>CON29R Enquiries of Local Authority (2016)</b>							
- Residential	111.60		0.00	111.60	10%	122.80	
- Commercial	156.30		0.00	156.30	10%	171.90	
<b>Standard Search Fee: LLC1 and CON 29R combined</b>							
- Residential	138.40			Not Applicable			
- Commercial	184.40			Not Applicable			
<b>CON 290 Optional enquiries of Local Authority (2007)</b>							

(Questions 5,6,8,9,11,15) per question	13.50	5.00%	0.70	14.20	10%	15.60
(Questions 7,10,12,13,14,16-21) per question	6.80	5.00%	0.30	7.10	10%	7.80
(Question 22)	30.00	0.00%	0.00	30.00	10%	33.00
(Question 4)	15.10		0.00	15.10	10%	16.60
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	5.00%	2.60	55.30	10%	60.80
Each additional parcel of land (LLC1 and CON29R)	24.70	5.00%	1.20	25.90	10%	28.50
Expedited (within 48 hrs)	33.70	5.00%	1.70	35.40	10%	38.90
<b>Committee Room 1:</b>						
4 hour minimum - Standard	58.52	5.00%	2.90	61.45	10%	67.60
Concession 25	43.91	5.00%	2.20	46.11	10%	50.70
Concession 50	29.26	5.00%	1.50	30.72	10%	33.80
Concession 75	14.66	5.00%	0.70	15.39	10%	16.90
8 hour minimum - daytime and/or evening	77.28	5.00%	3.90	81.14	10%	89.30
Concession 25	57.94	5.00%	2.90	60.84	10%	66.90
Concession 50	38.66	5.00%	1.90	40.59	10%	44.60
Concession 75	19.33	5.00%	1.00	20.30	10%	22.30
<b>CIVIC SUITE COMMERCIAL CHARGES</b>						
<b>Committee Room 2/3:</b>						
4 hour minimum - daytime	118.14	4.37%	5.20	123.30	10%	135.60
Concession 25	88.62	4.27%	3.80	92.40	10%	101.60
Concession 50	59.10	4.23%	2.50	61.60	10%	67.80
Concession 75	29.52	4.34%	1.30	30.80	10%	33.90
8 hour minimum - daytime and/or evening	167.63	4.40%	7.40	175.00	10%	192.50
Concession 25	125.70	4.14%	5.20	130.90	10%	144.00
Concession 50	83.78	4.44%	3.70	87.50	10%	96.30
Concession 75	41.92	4.25%	1.80	43.70	10%	48.10
<b>Council Chamber:</b>						
4 hour minimum - daytime	162.74	4.34%	7.10	169.80	10%	186.80
Concession 25	122.04	4.06%	5.00	127.00	10%	139.70
Concession 50	81.35	4.36%	3.60	84.90	10%	93.40
Concession 75	40.70	4.18%	1.70	42.40	10%	46.60
8 hour minimum - daytime and/or evening	265.86	4.19%	11.10	277.00	10%	304.70
Concession 25	199.41	4.31%	8.60	208.00	10%	228.80
Concession 50	132.96	4.17%	5.50	138.50	10%	152.40
Concession 75	66.45	4.29%	2.80	69.30	10%	76.20
<b>Full Civic Suite: Monday to Saturday (including servery)</b>						
4 hour minimum - daytime	265.86	4.19%	11.10	277.00	10%	304.70
Concession 25	199.41	4.31%	8.60	208.00	10%	228.80
Concession 50	132.96	4.17%	5.50	138.50	10%	152.40
Concession 75	66.45	4.29%	2.80	69.30	10%	76.20
8 hour minimum - daytime and/or evening	482.66	4.32%	20.80	503.50	10%	553.90
Concession 25	362.00	4.14%	15.00	377.00	10%	414.70
Concession 50	241.33	4.21%	10.20	251.50	10%	276.70
Concession 75	120.67	4.25%	5.10	125.80	10%	138.40
<b>Full Civic Suite: Sunday - exceptional (including servery)</b>						
4 hour minimum - daytime	302.23	4.23%	12.80	315.00	10%	346.50
		4.32%				
Concession 25	226.70		9.80	236.50	10%	260.20
Concession 50	151.11	4.29%	6.50	157.60	10%	173.40
Concession 75	75.58	4.26%	3.20	78.80	10%	86.70
8 hour minimum - daytime and/or evening	549.88	4.20%	23.10	573.00	10%	630.30
Concession 25	412.44	4.26%	17.60	430.00	10%	473.00
Concession 50	274.94	4.20%	11.60	286.50	10%	315.20
Concession 75	137.50	4.36%	6.00	143.50	10%	157.90
<b>CIVIC SUITE COMMERCIAL CHARGES</b>						
<b>Equipment Hire</b>						

OHP/Screen	23.82	4.32%	1.00	24.85	10%	27.30
TV/Video	23.82	4.32%	1.00	24.85	10%	27.30
Conferencing Sound System	23.82	4.32%	1.00	24.85	10%	27.30
Flipchart stand						
4 hour minimum - daytime	7.91	4.30%	0.30	8.25	10%	9.10
8 hour minimum - daytime and/or evening	9.03	4.10%	0.40	9.40	10%	10.30
<b>Other Fees</b>						
Security	250.51	4.19%	10.50	261.00	10%	287.10
Retainer						
<b>CIVIC SUITE - REFRESHMENT CHARGES</b>						
Teas and Coffees	1.12	7.14%	0.10	1.20	10%	1.30
Commercial - per cup						
<b>Learning online</b>						
<b>Personal Development</b>						
<b>Unemployed</b>						
Maths *	FREE			FREE		
English *	FREE			FREE		
*Must demonstrate a need after initial assessment.						
<b>Employed</b>						
Maths *	FREE			FREE		
English *	FREE			FREE		
*Must demonstrate a need after initial assessment.						
<b>IA Eligibility</b>						
IA Not Eligible **	350.00	0.00%	0.00	350.00	10%	385.00
*Must demonstrate a need after initial assessment.	350.00	0.00%	0.00	350.00	10%	385.00
**When the IA shows you are working above Level 2 and therefore not eligible for government funding but wish to gain a recognised qualification.						
<b>[Full course includes OCR registration, online materials, offline resources, practice papers, tests &amp; certification]</b>						
<b>Computer Courses</b>						
<b>Full Awards [Full course includes BCS registration, online materials, offline resources, practice papers, tests &amp; certification]</b>						
<b>Unemployed</b>						
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	300.00	10%	330.00
BCS Level 2 (ECDL Extra) 4 units	360.00	0.00%	0.00	360.00	10%	396.00
<b>Employed</b>						
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	300.00	10%	330.00
BCS Level 2 (ECDL Extra) 4 units	360.00	0.00%	0.00	360.00	10%	396.00
<b>Testing only option [Testing only option includes BCS Registration, 4 tests and certification]</b>						
<b>Unemployed</b>						
Tests only	n/a			n/a		
Practice papers & tests only	n/a			n/a		
Resits	n/a			n/a		
<b>Unemployed - no benefits not seeking work</b>						
Tests only	200.00	0.00%	0.00	200.00	10%	220.00
Practice papers & tests only	240.00	0.00%	0.00	240.00	10%	264.00
Resits	30.00	0.00%	0.00	30.00	10%	33.00
<b>Employed - Less than 16 hours</b>						
Tests only	n/a			n/a		
Practice papers & tests only	n/a			n/a		
Resits	n/a			n/a		
<b>Employed</b>						
Tests only	200.00	0.00%	0.00	200.00	10%	220.00
Practice papers & tests only	240.00	0.00%	0.00	240.00	10%	264.00
Resits	30.00	0.00%	0.00	30.00	10%	33.00

**Single Awards 1 unit only [ includes BCS registration, online materials, offline resources, practice papers, test certification]**

**Unemployed**

Word Processing	n/a			n/a		
Spreadsheets	n/a			n/a		
Presentations (PowerPoint)	n/a			n/a		
Improving productivity	n/a			n/a		

**Unemployed - no benefits not seeking work**

Word Processing	80.00	0.00%	0.00	80.00	10%	88.00
Spreadsheets	80.00	0.00%	0.00	80.00	10%	88.00
Presentations (PowerPoint)	80.00	0.00%	0.00	80.00	10%	88.00
Improving productivity	80.00	0.00%	0.00	80.00	10%	88.00

**Employed**

Word Processing	80.00	0.00%	0.00	80.00	10%	88.00
Spreadsheets	80.00	0.00%	0.00	80.00	10%	88.00
Presentations (PowerPoint)	80.00	0.00%	0.00	80.00	10%	88.00
Improving productivity	80.00	0.00%	0.00	80.00	10%	88.00

**Testing only option Per module [Testing only option includes BCS Registration, 1 test and certification]**

**Unemployed**

Tests only	n/a			n/a		
Practice papers & tests only	n/a			n/a		
Resits	n/a			n/a		

**Unemployed - no benefits not seeking work**

Tests only	50.00	0.00%	0.00	50.00	10%	55.00
Practice papers & tests only	60.00	0.00%	0.00	60.00	10%	66.00
Resits	30.00	0.00%	0.00	30.00	10%	33.00

**Employed**

Tests only	50.00	0.00%	0.00	50.00	10%	55.00
Practice papers & tests only	60.00	0.00%	0.00	60.00	10%	66.00
Resits	30.00	0.00%	0.00	30.00	10%	33.00



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

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

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

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

Contact details for further information: Learningonline - Redditch 01527 524762

Email: learningonline@redditchbc.gov.uk

<u>Property Services</u>							
Minor Land Sales Request for Information	52.90	36.11%	19.10	<b>72.00</b>	Full cost	Full Cost Recovery	VAT not included in previous year plus Inflationary Increase
Minor Land Sales Full Application	387.35	27.02%	104.70	<b>492.00</b>	Full cost	Full Cost Recovery	VAT not included in previous year plus Inflationary Increase
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	NEW			<b>360.00</b>	Full cost	Full Cost Recovery	New charge based on cost per advert
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	NEW			<b>90.00</b>	Full cost	Full Cost Recovery	New charge based on an hourly rate

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REDDITCH BOROUGH COUNCIL

Planning, Regeneration & Leisure Services

BUILDING CONTROL - VAT AT 20%

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.

Service Category	Charge 1st April 2021 £	% Change	Increase/ decrease £	Proposed charge from 2022 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS	
<b>TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</b>								
<b>1,2,3 or More Properties:</b>								
Application	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery		
Regularisation	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery		
<b>TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)</b>								
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
Additional	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
<b>Garage Conversion to habitable room</b>								
Application	375.00	0.00%	0.00	375.00	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery		
Additional	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
<b>Extension project Consolidated to just the Table B heading (delete)</b>								
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
Additional	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
<b>All other extensions Consolidated to just the Table B heading (delete)</b>								
<b>Loft Conversions Consolidated to just the Table B heading (delete)</b>								
<b>Detached garage over Consolidated to just the Table B heading (delete)</b>								
<b>Electrical works by non-qualified electrician</b>								
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
<b>Renovation of thermal element</b>								
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery		
<b>Installing steel beam(s) within an existing house</b>								
Application	225.00	0.00%	0.00	225.00	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery		
<b>Window replacment</b>								
Application	225.00	0.00%	0.00	225.00	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery		
<b>Installing a new boiler or wood burner etc.</b>								
Application	440.00	0.00%	0.00	440.00	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery		
<b>TABLE C: All Other works - Alterations and new build</b>								
£0 +	Please Contact Us			Please Contact Us				
<p><b>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</b></p> <p><b>These charges have been set on the following basis:</b></p> <p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p> <p><b>Building Control – Supplementary Charges.</b></p> <p>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. 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 are unaware of the 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.</p>								
<b>ARCHIVED APPLICATIONS</b>								
Process request to re-open archived building control file, resolve case and issue completion certificate	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery		
<b>WITHDRAWN APPLICATIONS</b>								
Process request	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010	
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	Full cost	Full Cost Recovery		
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	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery	No increase required in order to fully recover costs. As per The Building (Local Authority Charges) Regulation 2010
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b>							
Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. Optional Consultancy Services	55.40 Please Contact Us	0.00%	0.00	55.40 Please Contact Us	Full cost	Full Cost Recovery	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**

**DEVELOPMENT MANAGEMENT**

**Pre Application Fee**

**Residential Development/ Development Site Area/Proposed Gross Floor Area**

Householder Development	103.00	5.83%	6.00	109.00	10%	119.90
1* Dwelling	222.00	5.41%	12.00	234.00	10%	257.40
2 - 4 Dwellings	333.00	5.11%	17.00	350.00	10%	385.00
5 - 9 Dwellings	666.00	5.11%	34.00	700.00	10%	770.00
10 - 49 Dwellings	1,333.00	5.03%	67.00	1,400.00	10%	1,540.00
50 - 99 Dwellings	2,443.00	5.03%	123.00	2,566.00	10%	2,822.60
100 - 199 Dwellings	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00
200+ Dwellings	4,443.00	5.00%	222.00	4,665.00	10%	5,131.50

\* 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	10%	356.40
500 - 999sqm	556.00	5.04%	28.00	584.00	10%	642.40
1000 - 1999sqm	1,111.00	5.04%	56.00	1,167.00	10%	1,283.70
2000 - 4999sqm	2,221.00	5.00%	111.00	2,332.00	10%	2,565.20
5000 - 9999sqm	2,777.00	5.01%	139.00	2,916.00	10%	3,207.60
10,000sqm or greater	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00

**Non-residential development (site area) where no building operations are proposed**

Less than 0.5ha	334.00	5.09%	17.00	351.00	10%	386.10
0.5 - 0.99ha	666.00	5.11%	34.00	700.00	10%	770.00
1 - 1.25ha	1,111.00	5.04%	56.00	1,167.00	10%	1,283.70
1.26 - 2ha	2,221.00	5.00%	111.00	2,332.00	10%	2,565.20
2ha or greater	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00

Variation/removal of conditions and engineering operations (flat fee)

Recovering Costs for seeking specialist advice in connection with Planning proposals	205.00	5.37%	11.00	216.00	10%	237.60
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	Full recovery cost			Full recovery cost	Full cost	Full Cost Recovery
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**Monitoring Fees to be applied to Planning Obligations**

**Obligations where the Council is the recipient**

All contributions (financial or non-monetary) - PER OBLIGATION	298.00	5.03%	15.00	313.00	10%	344.30
Pre-commencement trigger - PER OBLIGATION	103.00	5.83%	6.00	109.00	10%	119.90
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	5.19%	8.00	162.00	10%	178.20
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	5.69%	7.00	130.00	10%	143.00

**Obligations for another signatory (eg. Worcestershire County Council)**

All contributions (financial or non-monetary) - PER OBLIGATION	180.00	5.00%	9.00	189.00	10%	207.90
Pre-commencement trigger - PER OBLIGATION	62.00	6.45%	4.00	66.00	10%	72.60
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	5.43%	5.00	97.00	10%	106.70
Ongoing Monitoring of large sites	410.00	5.12%	21.00	431.00	10%	474.10

**Fee Concessions**

**Business Centres**

<b>Secretarial</b>						
- minimum charge	12.00	5.00%	0.60	12.60	10%	13.90
- charge per hour	14.40	5.00%	0.70	15.10	10%	16.60

**Postal Address Facility - per month**

Telephone Divert:	47.00	0.00%	0.00	47.00	10%	51.70
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Normal - per quarter	120.20	0.00%	0.00	120.20	10%	132.20
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Gold - per quarter	227.30	0.00%	0.00	227.30	10%	250.00
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**Photocopying:**

A4 single side	0.12	8.33%	0.01	0.13	10%	0.10
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A4 double side	0.24	8.33%	0.02	0.26	10%	0.30
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A3 single side	0.30	6.67%	0.02	0.32	10%	0.40
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A3 double side	0.30	113.33%	0.30	0.60	10%	0.70
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**Photocopying:**

A4 single side - non tenants	0.20	5.00%	0.00	0.20	10%	0.20
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**Conference Room (per hour):**

Greenlands Tenants	12.10	4.96%	0.60	12.70	10%	14.00
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Greenlands Non Tenants	24.00	5.00%	1.20	25.20	10%	27.70
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**Heming Rd (monthly charge):**

Unit 1	288.60	5.00%	0.00	288.60	10%	317.50
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Unit 2	493.80	4.96%	0.00	493.80	10%	543.20
Units 3-6	410.40	5.00%	0.00	410.40	10%	451.40
Unit 7	435.40	5.00%	0.00	435.40	10%	478.90
Units 8-19	278.10	5.00%	0.00	278.10	10%	305.90
Units 20-28	410.40	5.00%	0.00	410.40	10%	451.40
Unit 29a	128.40	5.00%	0.00	128.40	10%	141.20
Unit 29c	196.10	5.00%	0.00	196.10	10%	215.70
Unit 29b	222.00	5.00%	0.00	222.00	10%	244.20
<b>Greenlands (monthly charge) :</b>						
Unit 1 Ground Floor Suited Office	994.40	0.00%	0.00	994.40	10%	1,093.80
Unit 2 First Office	287.40	0.00%	0.00	287.40	10%	316.10
Unit 3 Ground Floor Office	1,272.40	0.00%	0.00	1,272.40	10%	1,399.60
Unit 4 Ground Floor Office	1,017.90	0.00%	0.00	1,017.90	10%	1,119.70
Unit 5 First Floor Office	278.00	0.00%	0.00	278.00	10%	305.80
Unit 6 First Floor Office	294.40	0.00%	0.00	294.40	10%	323.80
Unit 7 Ground Floor Office	701.90	0.00%	0.00	701.90	10%	772.10
Unit 8 Ground Floor Office	690.20	0.00%	0.00	690.20	10%	759.20
Unit 9 Ground Floor Office	1,270.30	0.00%	0.00	1,270.30	10%	1,397.30
Unit 10 First Office	353.30	0.00%	0.00	353.30	10%	388.60
Units 11 & 12 First Floor Office	313.30	0.00%	0.00	313.30	10%	344.60
Unit 13 Ground Floor Office	400.40	0.00%	0.00	400.40	10%	440.40
Unit 14 First Floor Office	765.50	0.00%	0.00	765.50	10%	842.10
Unit 15 First Floor Office	765.50	0.00%	0.00	765.50	10%	842.10
Unit 16 First Floor Office	683.10	0.00%	0.00	683.10	10%	751.40
Unit 17 First Floor Office	383.90	0.00%	0.00	383.90	10%	422.30
Unit 18 First Floor Office	383.90	0.00%	0.00	383.90	10%	422.30
Unit 19 First Floor Office	581.80	0.00%	0.00	581.80	10%	640.00
Unit 20 First Floor Office	567.70	0.00%	0.00	567.70	10%	624.50
Unit 21 First Floor Office	1,283.10	0.00%	0.00	1,283.10	10%	1,411.40
Units 22 & 23 First Floor Office	275.60	0.00%	0.00	275.60	10%	303.20
Unit 24 First Floor Office	294.40	0.00%	0.00	294.40	10%	323.80
Unit 25 First Floor Office	308.60	0.00%	0.00	308.60	10%	339.50
Unit 26 First Floor Office	381.60	0.00%	0.00	381.60	10%	419.80
Unit 27 First Floor Office	254.40	0.00%	0.00	254.40	10%	279.80
Unit 28 First Floor Office	713.70	0.00%	0.00	713.70	10%	785.10
Unit 29 First Floor Office	685.50	0.00%	0.00	685.50	10%	754.10
Unit 30 First Floor Office	1,263.90	0.00%	0.00	1,263.90	10%	1,390.30
Unit 31 First Office	351.00	0.00%	0.00	351.00	10%	386.10
Unit 32 First Floor Suited Office	1,024.60	0.00%	0.00	1,024.60	10%	1,127.10
Unit 33 First Office	360.40	0.00%	0.00	360.40	10%	396.40
<b>FOOTBALL</b>						
<b>SENIOR 11 a side with changing</b>						
Match for multiple teams booking together eg a local league	55.00	5.00%	3.00	58.00	10%	63.80
Match for a season long booking for a single club	75.00	0.00%	0.00	75.00	10%	82.50
Match for a one off booking	100.00	0.00%	0.00	100.00	10%	110.00
<b>SENIOR 11 a side without changing</b>						
Match games	40.00	6.25%	2.50	42.50	10%	46.80
<b>JUNIOR 9 or 11 a side with changing</b>						
Match games	30.00	6.67%	2.00	32.00	10%	35.20
per season ( x 12 games)	360.00	6.67%	24.00	384.00	10%	422.40
<b>JUNIOR 9 or 11 a side without changing</b>						
Match games	22.50	6.67%	1.50	24.00	10%	26.40
per season ( x 12 games)	270.00	6.67%	18.00	288.00	10%	316.80
<b>MINI FOOTBALL 5 or 7 a side</b>						
Match games	16.50	6.06%	1.00	17.50	10%	19.30
per season ( x 12 games)	198.00	6.06%	12.00	210.00	10%	231.00
<b>Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.</b>						
<b>After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</b>						
	10.00	0.00%	0.00	10.00	10%	11.00
<b>SPORTS DEVELOPMENT CHARGES</b>						
Adult fitness Sessions	3.50		0.20	3.70	10%	4.10
Community exercise class	3.50		0.20	3.70	10%	4.10
Health & Well Being Sessions	3.50		0.20	3.70	10%	4.10
Inclusive Activities	3.30	6.06%	0.20	3.50	10%	3.90
PSI Falls Prevention	3.50	5.71%	0.20	3.70	10%	4.10
Activity Referral	17.00	0.00%	0.00	17.00	10%	18.70
Junior Sports Sessions	4.00	5.00%	0.20	4.20	10%	4.60
Couch 2 5k - new charge	1.00	0.00%	0.00	1.00	10%	1.10

Externally funded activity increased at the discretion of the funder and not the council

<b>Allotment Charges</b>						
<b>Small (&gt;177m2)</b>						
Standard	29.28	5.00%	1.50	30.74	10%	33.80
Concession 25%	21.97	5.00%	1.10	23.07	10%	25.40
Concession 50%	14.64	5.00%	0.70	15.37	10%	16.90
Additional water charge	23.77	5.00%	1.20	24.96	10%	27.50
<b>Medium (&gt;177&lt;254m2))</b>						
Standard	50.35	5.00%	2.50	52.87	10%	58.20
Concession 25%	37.76	5.00%	1.90	39.65	10%	43.60
Concession 50%	25.17	5.00%	1.30	26.43	10%	29.10
Additional water charge	26.59	5.00%	1.30	27.92	10%	30.70
<b>Large (&lt;254m2)</b>						
Standard	73.74	5.00%	3.70	77.43	10%	85.20
Concession 25%	55.30	5.00%	2.80	58.07	10%	63.90
Concession 50%	36.87	5.00%	1.80	38.71	10%	42.60
Additional water charge	28.16	5.00%	1.40	29.57	10%	32.50
Water charge is only applicable where water is present, and billed to Redditch Borough Council.						
<b>Events, Open and Civic Spaces Hire</b>						
<b>£250 - £1500 Bond Payable</b>						
<b>Events</b>						
<b>Commercial Rates</b>						
<b>Small Attendance = 0 to 99</b>						
Per half day	155.00	3.23%	5.00	160.00	10%	176.00
Per Day	282.00	2.84%	8.00	290.00	10%	319.00
<b>Medium Attendance = 100 to 499</b>						
Per half day	220.00	2.27%	5.00	225.00	10%	247.50
Per Day	378.00	1.85%	7.00	385.00	10%	423.50
<b>Large Attendance = 500 to 1999</b>						
Per half day	280.00	3.57%	10.00	290.00	10%	319.00
Per Day	472.00	2.75%	13.00	485.00	10%	533.50
<b>Community Rates</b>						
<b>Small Attendance = 0 to 99</b>						
Per half day	65.00	1.54%	1.00	66.00	10%	72.60
Per Day	106.00	1.42%	1.50	107.50	10%	118.30
<b>Medium Attendance = 100 to 499</b>						
Per half day	80.00	1.25%	1.00	81.00	10%	89.10
Per Day	134.50	1.12%	1.50	136.00	10%	149.60
<b>Large Attendance = 500 to 1999</b>						
Per half day	95.00	1.05%	1.00	96.00	10%	105.60
Per Day	166.00	0.60%	1.00	167.00	10%	183.70
<b>Charities / Not For Profit Organisations</b>						
<b>Small Attendance = 0 to 99</b>						
Per half day	45.00	0.00%	0.00	45.00	10%	49.50
Per Day	74.00	0.00%	0.00	74.00	10%	81.40
Per Day				0.00	10%	0.00
<b>Medium Attendance = 100 to 499</b>						
Per half day	54.00	0.00%	0.00	54.00	10%	59.40
Per half day	89.50	0.00%	0.00	89.50	10%	98.50
Per Day						
<b>Large Attendance = 500 to 1999</b>						
Per half day	65.00	0.00%	0.00	65.00	10%	71.50
Per half day	118.30	0.00%	0.00	118.30	10%	130.10
Per Day						
	440.20	2.23%	9.80	450.00	10%	495.00
<b>Fairs &amp; Circuses Min of 3 day Hire</b>						
<b>Additional Costs for Outdoor Event Space:</b>						
Ø Set up and Clearance charged @ 50% of applicable rate (bond)						
Ø Any event in excess of 1999 attendees is STN						
Event - Officer Support for event (per hour)				50.00 per hour	Full cost	Full Cost Recovery
Power and Water Supply Additional Charges				Negotiation	Full cost	Full Cost Recovery
<b>Outdoor Fitness Session</b>						
<b>Commercial Rates (Per Day)</b>						
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	3.63%	14.60	415.00	10%	456.50
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	3.08%	20.00	670.00	10%	737.00
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	3.57%	25.00	725.00	10%	797.50
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	3.50%	7.00	207.00	10%	227.70
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	3.75%	15.00	415.00	10%	456.50
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	3.33%	20.00	620.00	10%	682.00

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?

Annual Fee One day maximum usage per week	520.00	3.85%	20.00	540.00	10%	594.00
Annual Fee Two days maximum usage per week	850.00	3.53%	30.00	880.00	10%	968.00
Annual Fee Three days maximum usage per week	1,000.00	5.00%	50.00	1,050.00	10%	1,155.00
<b>Community Rates (Per Day)</b>						
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	2.50%	5.00	205.00	10%	225.50
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	2.33%	7.00	307.00	10%	337.70
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	2.86%	10.00	360.00	10%	396.00
		0.00%	0.00	0.00	10%	0.00
	80.00	2.50%	2.00	82.00	10%	90.20
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	2.50%	5.00	205.00	10%	225.50
Winter Fee (Oct to Mar) Two days maximum usage per week	300.00	2.33%	7.00	307.00	10%	337.70
Winter Fee (Oct to Mar) Three days maximum usage per week		0.00%	0.00	0.00	10%	0.00
	250.00	2.00%	5.00	255.00	10%	280.50
Annual Fee One day maximum usage per week	450.00	2.22%	10.00	460.00	10%	506.00
Annual Fee Two days maximum usage per week	500.00	2.40%	12.00	512.00	10%	563.20
Annual Fee Three days maximum usage per week	100.00	5.00%	5.00	105.00	10%	115.50
Trial fee (1 day per week - MAX 4 week trial)						
<b>The Bird Box - NEW CHARGE</b>						
Use of Power connection	1.60	6.25%	0.10	1.70	10%	1.90
<b>Additional Costs for Outdoor Fitness Space:</b>						
1 Set up and Clearance charged @ 50% of applicable rate						
<b>Outdoor Open Space/ Civic Space Event Hire</b>						
<b>Small Attendance = 0-100</b>						
Commercial Rates	51.50	4.85%	2.50	54.00	10%	59.40
Concession 50	25.00	2.00%	0.50	25.50	10%	28.10
Concession 75	12.50	0.00%	0.00	12.50	10%	13.80
<b>Medium 101- 499</b>						
Commercial Rates	103.00	4.85%	5.00	108.00	10%	118.80
Concession 50	50.00	2.00%	1.00	51.00	10%	56.10
Concession 75	25.00	0.00%	0.00	25.00	10%	27.50
<b>Large 500+</b>						
Commercial Rates	154.50	2.91%	4.50	159.00	10%	174.90
Concession 50	75.00	2.00%	1.50	76.50	10%	84.20
Concession 75	37.50	0.00%	0.00	37.50	10%	41.30
<b>Band Stand</b>						
<b>Criteria and eligibility guidance notes attached in events toolkit</b>						
<b>Bandstand Hire T/centre</b>						
Commercial Rates per day	Price on application			Price on application	Full cost	Full Cost Recovery
Community Rates per day	27.60	0.00%	0.00	27.60	10%	30.40
Charities / Not for Profit Organisations per day	27.60	0.00%	0.00	27.60	10%	30.40
<b>Parks and Open Spaces Fitness Hire (eg Bootcamps)</b>						
<b>Summer Fee (Apr to Sept) One day maximum usage per week</b>						
Commercial	420.00	0.00%	0.00	420.00	10%	462.00
Concession 25	315.00	0.00%	0.00	315.00	10%	346.50
Concession 50	210.00	0.00%	0.00	210.00	10%	231.00
<b>Summer Fee (Apr to Sept) Two days maximum usage per week</b>						
Commercial	682.50	0.00%	0.00	682.50	10%	750.80
Concession 25	511.50	0.00%	0.00	511.50	10%	562.70
Concession 50	341.25	0.00%	0.00	341.25	10%	375.40
<b>Summer Fee (Apr to Sept) Three days maximum usage per week</b>						
Commercial	735.00	0.00%	0.00	735.00	10%	808.50
Concession 25	551.25	0.00%	0.00	551.25	10%	606.40
Concession 50	367.50	0.00%	0.00	367.50	10%	404.30
<b>Winter Fee (Oct to Mar) One day maximum usage per week</b>						
Commercial	210.00	0.00%	0.00	210.00	10%	231.00
Concession 25	157.50	0.00%	0.00	157.50	10%	173.30
Concession 50	105.00	0.00%	0.00	105.00	10%	115.50
<b>Winter Fee (Oct to Mar) Two days maximum usage per week</b>						
Commercial	420.00	0.00%	0.00	420.00	10%	462.00
Concession 25	315.00	0.00%	0.00	315.00	10%	346.50
Concession 50	210.00	0.00%	0.00	210.00	10%	231.00
<b>Winter Fee (Oct to Mar) Three days maximum usage per week</b>						
Commercial	630.00	0.00%	0.00	630.00	10%	693.00
Concession 25	472.50	0.00%	0.00	472.50	10%	519.80
Concession 50	315.00	0.00%	0.00	315.00	10%	346.50
<b>Annual Fee One day maximum usage per week</b>						
Commercial	546.00	0.00%	0.00	546.00	10%	600.60
Concession 25	409.50	0.00%	0.00	409.50	10%	450.50
Concession 50	273.00	0.00%	0.00	273.00	10%	300.30
<b>Annual Fee Two days maximum usage per week</b>						

Commercial	892.50	0.00%	0.00	<b>892.50</b>	10%	<b>981.80</b>
Concession 25	669.40	0.00%	0.00	<b>669.40</b>	10%	<b>736.30</b>
Concession 50	446.25	0.00%	0.00	<b>446.25</b>	10%	<b>490.90</b>
<b><u>Annual Fee Three days maximum usage per week</u></b>						
Commercial	1,050.00	0.00%	0.00	<b>1,050.00</b>	10%	<b>1,155.00</b>
Concession 25	787.50	0.00%	0.00	<b>787.50</b>	10%	<b>866.30</b>
Concession 50	525.00	0.00%	0.00	<b>525.00</b>	10%	<b>577.50</b>
<b><u>Undercover Market</u> (Street trading licence required) - <b>New Charge</b></b>						
- Trading hours to be agreed by Events team.						
Electricity (per hour)	<b>1.60</b>	0.00%	0.00	<b>1.60</b>	10%	<b>1.80</b>



REDDITCH BOROUGH COUNCIL

Finance and Customer Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease	Proposed charge from 2022 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS
<b>Revenues</b>							
<b>Court Costs</b>							
Council Tax	55.90	0.00%	0.00	55.90	10%	61.50	
Summons							
Liability Order	29.70	0.00%	0.00	29.70	10%	32.70	
Magistrates Court Fee	0.50	0.00%	0.00	0.50	0%	0.50	The Magistrates' Court Fee is set in Statutory Instruments and cannot be adjusted
<b>NDR</b>							
Summons	55.90	0.00%	0.00	55.90	0%	55.90	As above
Liability Order	29.70	0.00%	0.00	29.70	0%	29.70	
Magistrates Court Fee	0.50	0.00%	0.00	0.50	0%	0.50	The Magistrates' Court Fee is set in Statutory Instruments and cannot be adjusted

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REDDITCH BOROUGH COUNCIL

HRA Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	Proposed Increase 23/24	New Charge 1st April 2023 £	COMMENTS
<b>Service Charges</b>							
Three Storey Flats*	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	Full cost	Full Cost Recovery	
Woodrow Estate	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	Full cost	Full Cost Recovery	
Evesham Mews	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	Full cost	Full Cost Recovery	
Communal Blocks	Full cost recovery'	0.00%	0.00	<b>Full cost recovery</b>	Full cost	Full Cost Recovery	
<b>Sheltered Scheme (VAT inclusive)</b>							
Use of washing machines - per load	3.00	3.33%	0.10	<b>3.10</b>	<b>10%</b>	<b>3.40</b>	
Use of drying machines	2.30	4.35%	0.10	<b>2.40</b>	<b>10%</b>	<b>2.60</b>	
Use of guest bedrooms per night	30.00	5.00%	1.50	<b>31.50</b>	<b>10%</b>	<b>34.70</b>	
Use of communal lounge - per hour	15.00	5.00%	0.80	<b>15.80</b>	<b>10%</b>	<b>17.40</b>	
<b>Bredon House, Mendip House and Malvern House</b>							
Heating - Bedsit	9.40			<b>Full cost recovery</b>	Full cost	Full Cost Recovery	
Heating - 1 bedroom	10.70			<b>Full cost recovery</b>	Full cost	Full Cost Recovery	
<b>Garage Rents</b>							
Garages	9.70	5.00%	0.50	<b>10.20</b>	<b>10%</b>	<b>11.20</b>	
Car Ports	3.60	5.00%	0.20	<b>3.80</b>	<b>10%</b>	<b>4.20</b>	
Non Council Tenants plus VAT	above plus VAT			<b>above plus VAT</b>			
<b>General Repairs</b>							
Gain Entry or where a warrant is required	24.00	5.00%	1.20	<b>25.20</b>	<b>10%</b>	<b>27.70</b>	
Call out charge or make safe + the repair work undertaken	24.00	5.00%	1.20	<b>25.20</b>	<b>10%</b>	<b>27.70</b>	
Boarding up window or door - Small, Medium & Large	50.00	0.00%	0.00	<b>50.00</b>	<b>10%</b>	<b>55.00</b>	
<b>Glazing</b>							
Replace single glazed 6mm thick glass pane - Small, Medium & Large	82.00	5.00%	4.10	<b>86.10</b>	<b>10%</b>	<b>94.70</b>	
Replace 28mm double glazed unit - window or door (all sizes)	145.00	5.00%	7.30	<b>152.30</b>	<b>10%</b>	<b>167.50</b>	
<b>Plumbing</b>							
Unblock sinks, wash basin, bath or WC	32.00	5.00%	1.60	<b>33.60</b>	<b>10%</b>	<b>37.00</b>	
Replacing plugs and chains to baths, sinks and wash hand basins	16.00	5.00%	0.80	<b>16.80</b>	<b>10%</b>	<b>18.50</b>	
Replace wash hand basin- Inc. fixtures & fittings	145.00	5.00%	7.30	<b>152.30</b>	<b>10%</b>	<b>167.50</b>	
Replace WC pan & cistern - Inc. fixtures & fittings	145.00	5.00%	7.30	<b>152.30</b>	<b>10%</b>	<b>167.50</b>	
Replace bath - Inc. fixtures & fittings (not Inc. bath panel)	472.00	5.00%	23.60	<b>495.60</b>	<b>10%</b>	<b>545.20</b>	
Replace bath panel	67.00	5.00%	3.40	<b>70.40</b>	<b>10%</b>	<b>77.40</b>	
Replace stainless steel sink Inc. F&F	170.00	5.00%	8.50	<b>178.50</b>	<b>10%</b>	<b>196.40</b>	
Blocked drainage systems and soil stacks	By Quotation			<b>By Quotation</b>	Full cost	Full Cost Recovery	
Replace toilet seat	32.00	5.00%	1.60	<b>33.60</b>	<b>10%</b>	<b>37.00</b>	
<b>Carpentry</b>							
Replace keys and locks to doors, windows and garages if they are lost or stolen	60.00	5.00%	3.00	<b>63.00</b>	<b>10%</b>	<b>69.30</b>	
Replace lost or stolen key fobs	5.50	5.00%	0.30	<b>5.80</b>	<b>10%</b>	<b>6.40</b>	
Replace kitchen unit draw or door	73.00	5.00%	3.70	<b>76.70</b>	<b>10%</b>	<b>84.40</b>	

Replace cupboard latches and handles	30.00	5.00%	1.50	31.50	10%	34.70
Repair kitchen unit draw or door	73.00	5.00%	3.70	76.70	10%	84.40
Replace internal doors - none fire door 110/door	100.00	5.00%	5.00	105.00	10%	115.50
Replace external doors (UVPC) - None Fire Door	735.00	5.00%	36.80	771.80	10%	849.00
Replace Wooden door - Fire door Inc. Intumescent strips	515.00	5.00%	25.80	540.80	10%	594.90
Replace door handles and latches (internal doors only)	51.00	5.00%	2.60	53.60	10%	59.00
<b>Electrics</b>						
Replace florescent light fitting and tubes/starters	47.00	5.00%	2.40	49.40	10%	54.30
Re-fix or renew electrical accessories - switch, sockets, pendant	52.00	5.00%	2.60	54.60	10%	60.10
Replace damaged/broken 240v smoke alarm + new test certificate	92.00	5.00%	4.60	96.60	10%	106.30
Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests	410.00	5.00%	20.50	430.50	10%	473.60
Carry out electrical test certificate	123.00	5.00%	6.20	129.20	10%	142.10
<b>Gas</b>						
Turning gas on following capping	52.00	5.00%	2.60	54.60	10%	60.10
Rehang radiator	81.00	5.00%	4.10	85.10	10%	93.60
Replace TRV thermostat	36.00	5.00%	1.80	37.80	10%	41.60
<b>Building</b>						
Repair Plastering	By Quotation			By Quotation	Full cost	Full Cost Recovery
Repair of walls/patio's	By Quotation			By Quotation	Full cost	Full Cost Recovery
<b>Environmental</b>						
Garden maintenance	By Quotation			By Quotation	Full cost	Full Cost Recovery
Garden rubbish removal - small	By Quotation			By Quotation	Full cost	Full Cost Recovery
Garden rubbish removal - large (skip load/van load)	By Quotation			By Quotation	Full cost	Full Cost Recovery
Bulky Waste removal - per single unit	8.50	5.00%	0.40	8.90	10%	9.80
Loft clearances	By Quotation			By Quotation	Full cost	Full Cost Recovery
Property Clean - Easy Clean	By Quotation			By Quotation	Full cost	Full Cost Recovery
Property Clean - Deep clean	By Quotation			By Quotation	Full cost	Full Cost Recovery
Pest control TBC	By Quotation			By Quotation	Full cost	Full Cost Recovery
<b>External</b>						
Fencing (other than privacy panels)	By Quotation			By Quotation	Full cost	Full Cost Recovery
Gate and shed latches, bolts and catches	By Quotation			By Quotation	Full cost	Full Cost Recovery
Replacement Key Fobs (each)	5.50	5.00%	0.30	5.80	10%	6.40
<b>St Davids House Luncheon Club</b>						
Residents	4.80	4.17%	0.20	5.00	10%	5.50
Non Residents	5.70	5.26%	0.30	6.00	10%	6.60
Christmas Day Dinner/New Years Day Dinner	11.20	7.14%	0.80	12.00	10%	13.20
Christmas Day Dinner/New Years Day Dinner (Guest)	20.00	0.00%	1.00	21.00	10%	23.10
<b>Home Support Service</b>						
Weekly well being telephone call - to be deleted	4.50			Deleted		
Weekly well being home visit - per half hour	8.50	5.00%	0.40	8.90	10%	9.80
Weekly Individual Support visiting service - per hour	16.90	5.00%	0.80	17.70	10%	19.50
<b>Tenants' Support - St David's House/Queen's Cottages</b>						
Full Charge	41.50	5.00%	2.10	43.60	10%	48.00
<b>Service Charges</b>						

St David's House	30.60	5.00%	1.50	<b>32.10</b>	<b>10%</b>	<b>35.30</b>
Queen's Cottages	30.60	5.00%	1.50	<b>32.10</b>	<b>10%</b>	<b>35.30</b>
<b>St David's House</b>						
Heating charge - per week	9.50	5.00%	0.50	<b>10.00</b>	<b>10%</b>	<b>11.00</b>
Water charge - per week	4.80	5.00%	0.20	<b>5.00</b>	<b>10%</b>	<b>5.50</b>
Laundry Charge - per load	7.10	5.00%	0.40	<b>7.50</b>	<b>10%</b>	<b>8.30</b>
Guest Bedroom per night	25.00	5.00%	1.30	<b>26.30</b>	<b>10%</b>	<b>28.90</b>
Guest Bedroom per night (benefit eligibility)	15.80	5.00%	0.80	<b>16.60</b>	<b>10%</b>	<b>18.30</b>
Hire of activity room per session	10.00	5.00%	0.50	<b>10.50</b>	<b>10%</b>	<b>11.60</b>
Extra Care costs (private funders) WCC charge plus 10%	WCC charge + 10%			WCC charge + 10%		
<b>Landlords References</b>						
Landlords References	61.00	5.00%	3.10	<b>64.10</b>	<b>10%</b>	<b>70.50</b>

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REDDITCH BOROUGH COUNCIL					
Regulatory Services					
Roundings are to the nearest 5/10p.					
Service Category	charge 1st April 2022 £	% Change	increase/ decrease £	Proposed charge from 2022 £	COMMENTS
<b>LICENSING ACT 2003 - FEES SET BY CENTRAL GOVERNMENT - SAME FOR ALL DISTRICT COUNCILS</b>					
<b>Temporary Event Notices</b>					
Fee to serve a Temporary Event Notice (TEN)	£21.00	0.00%	0.00	21.00	
Copy of a TEN (if lost or stolen)	£10.50	0.00%	0.00	10.50	
<b>Personal licences</b>					
Application for the grant of a personal licence	£37.00	0.00%	0.00	37.00	
Fee for a replacement personal licence (if lost or stolen)	£10.50	0.00%	0.00	10.50	
Fee to notify a change of name or address on a personal licence	£10.50	0.00%	0.00	10.50	
<b>Applications for new premises licences or club premises certificates</b>					
Applications for the grant of a premises licence or club premises certificate					
Band A (NDRV 0 - 4300)	£100.00	0.00%	0.00	100.00	
Band B (NDRV 4301 - 33000)	£190.00	0.00%	0.00	190.00	
Band C (NDRV 33001 - 87000)	£315.00	0.00%	0.00	315.00	
Band D (NDRV 87001 - 125000)	£450.00	0.00%	0.00	450.00	
Band E (NDRV 125001 +)	£635.00	0.00%	0.00	635.00	
Applications for the grant of a premises licence or club premises certificate (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)					
Band A (NDRV 0 - 4300)	£100.00	0.00%	0.00	100.00	
Band B (NDRV 4301 - 33000)	£190.00	0.00%	0.00	190.00	
Band C (NDRV 33001 - 87000)	£315.00	0.00%	0.00	315.00	
Band D (NDRV 87001 - 125000)	£900.00	0.00%	0.00	900.00	
Band E (NDRV 125001 +)	£1,905.00	0.00%	0.00	1,905.00	
Additional fees for grant of a premises licences (for large venues with capacities over 5000)					
5000 - 9999	£1,000.00	0.00%	0.00	1,000.00	
10000 - 14999	£2,000.00	0.00%	0.00	2,000.00	
15000 - 19999	£4,000.00	0.00%	0.00	4,000.00	
20000 - 29999	£8,000.00	0.00%	0.00	8,000.00	
30000 - 39999	£16,000.00	0.00%	0.00	16,000.00	
40000 - 49999	£24,000.00	0.00%	0.00	24,000.00	
50000 - 59999	£32,000.00	0.00%	0.00	32,000.00	
60000 - 69999	£40,000.00	0.00%	0.00	40,000.00	
70000 - 79999	£48,000.00	0.00%	0.00	48,000.00	
80000 - 89999	£56,000.00	0.00%	0.00	56,000.00	
<b>Applications to vary premises licences and club premises certificates</b>					
Applications to vary a premises licence or club premises certificate					
Band A (NDRV 0 - 4300)	£100.00	0.00%	0.00	100.00	
Band B (NDRV 4301 - 33000)	£190.00	0.00%	0.00	190.00	
Band C (NDRV 33001 - 87000)	£315.00	0.00%	0.00	315.00	
Band D (NDRV 87001 - 125000)	£450.00	0.00%	0.00	450.00	
Band E (NDRV 125001 +)	£635.00	0.00%	0.00	635.00	
Applications to vary a premises licence (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)					
Band A (NDRV 0 - 4300)	£100.00	0.00%	0.00	100.00	
Band B (NDRV 4301 - 33000)	£190.00	0.00%	0.00	190.00	
Band C (NDRV 33001 - 87000)	£315.00	0.00%	0.00	315.00	
Band D (NDRV 87001 - 125000)	£900.00	0.00%	0.00	900.00	

COST CENTRES

Band E (NDRV 125001 +)	£1,905.00	0.00%	0.00	1,905.00	
Application for a minor variation of a premises licence or club premises certificate	£89.00	0.00%	0.00	89.00	
<b>Annual maintenance fees</b>					
Annual premises licence or club premises certificate fee					
Band A (NDRV 0 - 4300)	£70.00	0.00%	0.00	70.00	
Band B (NDRV 4301 - 33000)	£180.00	0.00%	0.00	180.00	
Band C (NDRV 33001 - 87000)	£295.00	0.00%	0.00	295.00	
Band D (NDRV 87001 - 125000)	£320.00	0.00%	0.00	320.00	
Band E (NDRV 125001 +)	£350.00	0.00%	0.00	350.00	
Annual premises licence (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)					
Band A (NDRV 0 - 4300)	£70.00	0.00%	0.00	70.00	
Band B (NDRV 4301 - 33000)	£180.00	0.00%	0.00	180.00	
Band C (NDRV 33001 - 87000)	£295.00	0.00%	0.00	295.00	
Band D (NDRV 87001 - 125000)	£640.00	0.00%	0.00	640.00	
Band E (NDRV 125001 +)	£1,050.00	0.00%	0.00	1,050.00	
Additional annual fees premises licences (for large venues with capacities over 5000)					
5000 - 9999	£500.00	0.00%	0.00	500.00	
10000 - 14999	£1,000.00	0.00%	0.00	1,000.00	
15000 - 19999	£2,000.00	0.00%	0.00	2,000.00	
20000 - 29999	£4,000.00	0.00%	0.00	4,000.00	
30000 - 39999	£8,000.00	0.00%	0.00	8,000.00	
40000 - 49999	£12,000.00	0.00%	0.00	12,000.00	
50000 - 59999	£16,000.00	0.00%	0.00	16,000.00	
60000 - 69999	£20,000.00	0.00%	0.00	20,000.00	
70000 - 79999	£24,000.00	0.00%	0.00	24,000.00	
80000 - 89999	£28,000.00	0.00%	0.00	28,000.00	
<b>Other applications and notifications</b>					
Application to transfer a premises licence	£23.00	0.00%	0.00	23.00	
Application to vary a premises licence to nominate a premises supervisor	£23.00	0.00%	0.00	23.00	
Fee to change name or address of the holder of a premises licence	£10.50	0.00%	0.00	10.50	
Fee to change the name or address of a designated premises supervisor on a premises licence	£10.50	0.00%	0.00	10.50	
Fee for a replacement premises licence or club premises certificate (if lost or stolen)	£10.50	0.00%	0.00	10.50	
Fee to notify licensing authority of a property interest in a premises	£21.00	0.00%	0.00	21.00	
Notification of change or club name or alteration to club rules	£10.50	0.00%	0.00	10.50	
Notification of change of registered address of club	£10.50	0.00%	0.00	10.50	
Interim authority notice following death, incapacity or insolvency of licence holder	£23.00	0.00%	0.00	23.00	
Application for grant of a provisional statement	£315.00	0.00%	0.00	315.00	
<b>Other Fees and Charges</b>					
<b>TAXI AND PRIVATE HIRE</b>					
Hackney Carriage Vehicle Licence	£264.00	5.00%	13.20	277.20	
Private Hire Vehicle Licence	£264.00	5.00%	13.20	277.20	
Private Hire Operator Licence (1 year)(1 vehicle)	£167.00			0.00	REMOVE - Changes to HC/PH Policy
Private Hire Operator Licence (3 year)(1 vehicle)	£402.00			0.00	REMOVE - Changes to HC/PH Policy
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	REMOVE - Changes to HC/PH Policy
Hackney carriage driver licence (3 years)	£150.00			0.00	REMOVE - Changes to HC/PH Policy
Private hire driver licence (1 year)	£61.00			0.00	REMOVE - Changes to HC/PH Policy
Private hire driver licence (3 years)	£150.00	5.00%	7.50	157.50	
Dual Hackney carriage / Private Hire driver licence (1 year)	£87.00				
Dual Hackney carriage / Private Hire driver licence (3 years)	£208.00				
Knowledge Test	£23.00	5.00%	1.20	24.20	
Administration Charge - new applications	£37.00	5.00%	1.90	38.90	
Replacement vehicle licence plate	£23.00	5.00%	1.20	24.20	
Replacement driver's licence	£13.00	5.00%	0.70	13.70	
Amendment to paper licence e.g. change of address	£12.00	5.00%	0.60	12.60	



Temp vehicle licence fees (@75%)				12.50	
Replacement door signs - £12.50 per sign					
Transfer of ownership of a licensed vehicle	£51.00	5.00%	2.60	53.60	
Criminal Record (DBS) Check	£56.00	5.00%	2.80	58.80	
DVLA Check - electronic	£7.00			0.00	Remove
DVLA Check - paper	£12.00			0.00	Remove
<b>ANIMAL ACTIVITY LICENCES</b>					
<b>Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets</b>					
Application fee	£329.00	0.00%	0.00	329.00	
Licence fee (1 year)	£184.00	0.00%	0.00	184.00	
Licence fee (2 years)	£364.00	0.00%	0.00	364.00	
Licence fee (3 years)	£546.00	0.00%	0.00	546.00	
Application to vary a licence	£240.00	0.00%	0.00	240.00	
Veterinary fees (if applicable)	Recovered at cost			Recovered at cost	
Local authority inspection (on request of licence holder)	£164.00	0.00%	0.00	164.00	
<b>Keeping or training animals for exhibition (only)</b>					
Application fee	£219.00	0.00%	0.00	219.00	
Licence fee (3 years)	£300.00	0.00%	0.00	300.00	
Application to vary a licence	£158.00	0.00%	0.00	158.00	
Veterinary fees (if applicable)	Recovered at cost			Recovered at cost	
Local authority inspection (on request of licence holder)	£163.00		1.00	164.00	
<b>ACUPUNCTURE, COSMETIC PIERCING, SEMI-PERMANENT SKIN COLOURING, TATTOOING, ELECTROLYSIS</b>					
Fee to register a premises	£136.00	5.00%	6.80	142.80	
Fee to register a practitioner	£89.00	5.00%	4.50	93.50	
<b>GAMBLING ACT 2005 (inc. SMALL LOTTERIES)</b>					
<b>Small society lotteries</b>					
Fee to register a small society lottery	£40.00	0.00%	0.00	40.00	STATUTORY - CANNOT AMEND
Small society lottery annual maintenance fee	£20.00	0.00%	0.00	20.00	STATUTORY - CANNOT AMEND
<b>Application for the grant of a premises licence</b>					
Betting (excluding tracks)	£1,853.00	5.00%	92.70	1,945.70	
Betting Tracks	£1,853.00	5.00%	92.70	1,945.70	
Bingo	£2,171.00	5.00%	108.60	2,279.60	
Adult Gaming Centres	£1,240.00	5.00%	62.00	1,302.00	
Family Entertainment Centres	£1,240.00	5.00%	62.00	1,302.00	
<b>Premises licence annual fees</b>					
Betting (excluding tracks)	£371.00	5.00%	18.60	389.60	
Betting Tracks	£371.00	5.00%	18.60	389.60	
Bingo	£639.00	5.00%	32.00	671.00	
Adult Gaming Centres	£639.00	5.00%	32.00	671.00	
Family Entertainment Centres	£590.00	5.00%	29.50	619.50	
<b>Application to vary a premises licence</b>					
Betting (excluding tracks)	£926.00	5.00%	46.30	972.30	
Betting Tracks	£926.00	5.00%	46.30	972.30	
Bingo	£1,085.00	5.00%	54.30	1,139.30	
Adult Gaming Centres	£639.00	5.00%	32.00	671.00	
Family Entertainment Centres	£639.00	5.00%	32.00	671.00	
<b>Application to transfer a premises licence</b>					
Betting (excluding tracks)	£742.00	5.00%	37.10	779.10	
Betting Tracks	£742.00	5.00%	37.10	779.10	
Bingo	£745.00	5.00%	37.30	782.30	
Adult Gaming Centres	£1,240.00	5.00%	62.00	1,302.00	
Family Entertainment Centres	£620.00	5.00%	31.00	651.00	
<b>Application for a provisional statement</b>					

Betting (excluding tracks)	£1,853.00	5.00%	92.70	1,945.70	
Betting Tracks	£1,853.00	5.00%	92.70	1,945.70	
Bingo	£2,171.00	5.00%	108.60	2,279.60	
Adult Gaming Centres	£1,240.00	5.00%	62.00	1,302.00	
Family Entertainment Centres	£1,240.00	5.00%	62.00	1,302.00	
<b>Application for the grant of a premises licence (provisional statement holders)</b>					
Betting (excluding tracks)	£742.00	5.00%	37.10	779.10	
Betting Tracks	£742.00	5.00%	37.10	779.10	
Bingo	£745.00	5.00%	37.30	782.30	
Adult Gaming Centres	£745.00	5.00%	37.30	782.30	
Family Entertainment Centres	£620.00	5.00%	31.00	651.00	
<b>Application for reinstatement of a premises licence</b>					
Betting (excluding tracks)	£745.00	5.00%	37.30	782.30	
Betting Tracks	£745.00	5.00%	37.30	782.30	
Bingo	£745.00	5.00%	37.30	782.30	
Adult Gaming Centres	£745.00	5.00%	37.30	782.30	
Family Entertainment Centres	£608.00	5.00%	30.40	638.40	
<b>Premises licence fees (miscellaneous)</b>					
Copy of a premises licence (all types)	£25.00	0.00%	0.00	25.00	AT STATUTORY MAXIMUM ALREADY - CANNOT INCREASE
Notification of a change in respect of a premises licence (all types)	£50.00	0.00%	0.00	50.00	AT STATUTORY MAXIMUM ALREADY - CANNOT INCREASE
<b>Licensed Premises Gaming Machine Permits</b>					
Application for grant of a permit	£150.00	0.00%	0.00	150.00	STATUTORY - CANNOT AMEND
Application for variation of a permit	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for the transfer of a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Annual permit fee	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Change of name shown on a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
<b>Licensed Premises Gaming Machines (Automatic Entitlement)</b>					
Fee to serve notification	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
<b>Club Gaming Permits</b>					
Application for grant of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for grant of a permit (Club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for variation of a permit	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit (club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Annual permit fee	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
<b>Club Machine Permits</b>					
Application for grant of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for grant of a permit (Club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for variation of a permit	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit (club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Annual permit fee	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
<b>Family Entertainment Centre Gaming Machine Permit</b>					
Application for grant of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Change of name shown on a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
<b>Prize Gaming Permits</b>					
Application for grant of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Change of name shown on a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
<b>Temporary Use Notices</b>					
Fee to serve a Temporary Use Notice	£310.00	5.00%	15.50	325.50	
Fee for a copy of a Temporary Use Notice	£16.00	5.00%	0.80	16.80	

<b>STREET TRADING</b>				
Annual street trading consent - food - initial	£1,447.00	5.00%	72.40	1,519.40
Annual street trading consent - food - renewal	£1,327.00	5.00%	66.40	1,393.40
Annual street trading consent - non-food - initial	£1,207.00	5.00%	60.40	1,267.40
Annual street trading consent - non-food - renewal	£1,085.00	5.00%	54.30	1,139.30
<b>SCRAP METAL DEALERS LICENCES</b>				
Application for a new site licence	£296.00	0.00%	0.00	296.00
Fee per additional site	£153.00	0.00%	0.00	153.00
Application for 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 new collectors licence	£148.00	0.00%	0.00	148.00
Application for renewal of a collectors licence	£97.00	0.00%	0.00	97.00
Variation of a licence	£67.00	0.00%	0.00	67.00
Request for a copy of a licence (if lost or stolen)	£26.00	0.00%	0.00	26.00
<b>ZOO LICENCES</b>				
Application for grant or renewal of a licence	£131.00		119.00	250.00
Secretary of state inspector and veterinary fees	Recovered at cost			Recovered at cost
<b>DANGEROUS WILD ANIMALS (DWA)</b>				
Application for grant or renewal of a licence	£235.00	0.00%	0.00	235.00
Veterinary inspection fees	Recovered at cost			Recovered at cost
<b>SEX ESTABLISHMENTS</b>				
Application for grant or renewal of a licence	£1,020.00	0.00%	0.00	1,020.00
Application for a Transfer		New		500.00
Application for a Variation	£1,020.00	0.00%	0.00	1,020.00
<b>HYPNOTISM</b>				
Application for authorisation		New		50.00
<b>PAVEMENT LICENCE</b>				
Application for a licence (6 months)	£100.00	0.00%	0.00	100.00

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**REDDITCH BOROUGH COUNCIL****Executive 25 October 2022****Quarterly Risk Update**

Relevant Portfolio Holder	Councillor – Karen Ashley Portfolio Holder for Finance and Enabling
Portfolio Holder Consulted	Yes
Relevant Head of Service	Peter Carpenter
Wards Affected	All Wards
Non-Key Decision	

**1. SUMMARY**

This report sets out Council activity to identify, monitor and mitigate risk.

**2. RECOMMENDATIONS**

**Executive are asked to:**

- Approve the present list of Corporate Risks.
- Note the progress made on the Action Plan approved by CMT on the 16<sup>th</sup> March.

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

- 3.1 In 2018/19, an audit of Risk Management provided an assurance level of limited assurance due to weaknesses in the design and inconsistent application of controls. As a result of the audit, a review was commissioned and undertaken by Zurich Municipal to consider the Council's risk management arrangements and to advise of any recommendations. In response to the Zurich review a Risk Management Strategy was produced for both Bromsgrove District Council and Redditch Borough Council.
- 3.2 A follow-up review was carried out by Internal Audit in March 2021 (Final Report June 2021) with the purpose of identifying what progress had been made against the Risk Management Strategies. At that time there was a lack of evidence that the actions within the Risk Management Strategies had been fully completed and embedded within the Councils and therefore no assurance could be given.
- 3.3 CMT that acknowledged that the embedding of effective risk management needed to be driven and led by senior management and cascaded down throughout the Council. It recommended that:

**REDDITCH BOROUGH COUNCIL****Executive 25 October 2022**

- An initial Officer Risk Board to take place on in the first week of April 2022. This happened on the 8th April. Two further rounds of the Officer Board have now taken place on the 22<sup>nd</sup> June and the 21<sup>st</sup> September to embed processes.
- Each department nominate a representative to a Risk Board. These representatives meet on a quarterly basis and report back to management teams.
- Each department to complete an updated Risk Register by Wednesday 6th April. This Report is the second update of the Risk Register following that initial re-baselining on the 6<sup>th</sup> April.
- That the Audit Committee, who both met in the week commencing the 11th April, be verbally updated on Progress. The Audit Committee reviewed Risk Registers in July and this Report is the second round of updates being reported to embed that process. These reports have also been presented to Cabinet.
- CMT be updated at their meeting on 13th April on progress and ongoing on progress. CMT were presented with an initial draft Corporate Risk Register for approval, and further updates were presented to Cabinet at the end of June and the end of September to embed the overall process.
- That updated reports are prepared for next cycle of Audit Committees. This cycle is in October 2022 and is the second series of updates.
- That the Officer Group update the Risk Register and formally report for CMT on a quarterly basis. These quarterly updates happened on the 29<sup>th</sup> June and the 28<sup>th</sup> September

**The Definition of a Corporate Risk**

- 3.4 The definition of a Corporate Risk remains unchanged. The Officer Risk Board review at their quarterly meetings risks that should be raised to Corporate Risks and those that should be reduced to Departmental Risks. This definition is below:

“For a **Risk** to move from being **Departmental** in nature to being **Corporate** in nature that it ***must have significant impact on Councils finances, be cross departmental in nature and/or result in Serious reputational damage.*** The Officer Risk Board will vet departmental risks using this definition to move then to Corporate Risks at their quarterly meetings.”

- 3.5 At the June Officer Risk Board it was agreed that “Green” Departmental Risks should be taken off this list if they have been to two consecutive meetings and mitigating actions have been fully put into place for them.

**The 4Risk System**

- 3.6 The Council have reviewed the use of the 4Risk system to manage its risks. It was the view of the Officer Risk Board, and endorsed by CMT, that this was fit for purpose but like any system it needed to be properly completed and updated. The Officer Risk Board reviews this on a quarterly basis.

**REDDITCH BOROUGH COUNCIL****Executive 25 October 2022**

The baseline Departmental Risks are included in the following table – this was prior to any Risk Board meetings in April which started to actively challenge, mitigate and remove/add where relevant Risks.

**Original Baseline April 2022**

<b>Service Area</b>	<b>Red</b>	<b>Amber</b>	<b>Green</b>	<b>Total</b>
<b>Customer Access and Financial Support</b>	<b>12</b>	<b>20</b>	<b>13</b>	<b>45</b>
Finance	0	0	4	4
Environmental Services	0	2	11	13
Leisure & Cultural Services	0	3	3	6
Legal, Equalities and Democratic Services	0	0	7	7
ICT	2	4	5	11
Planning Services	0	1	1	2
Housing	1	11	11	23
Community Services	1	1	5	7
HR	0	0	1	1
<b>Total</b>	<b>16</b>	<b>42</b>	<b>61</b>	<b>119</b>

The Officer Meetings at the end of June, **which was not reported to Committee due to timing differences** saw the number of risks reduce as follows to 96 Risks:

<b>Service Area</b>	<b>Red</b>	<b>Amber</b>	<b>Green</b>	<b>Total</b>
Customer Access and Financial Support	0	6	12	18
Finance	0	2	2	4
Environmental Services	0	2	11	13
Leisure & Cultural Services	0	3	3	6
Legal, Equalities, Democratic Services & Property	0	3	9	12
ICT	2	6	2	10
Planning Services	0	2	1	3
Housing	1	10	10	21
Community Services	0	2	6	8
HR	0	0	1	1
<b>Total</b>	<b>3</b>	<b>36</b>	<b>57</b>	<b>96</b>

The Three departmental red risks were:

- ICT 7 - Failure to identify, maintain and test adequate disaster recovery arrangements
- ICT 11 - System functionality to manage records
- HOU 26 - Failure to deliver a service to QCQ requirements at St David's House

**REDDITCH BOROUGH COUNCIL****Executive 25 October 2022**

3.8 The Update as at the end of September sees that Departmental total reduce to 83

<b>Service Area</b>	<b>Red</b>	<b>Amber</b>	<b>Green</b>	<b>Total</b>
Customer Access and Financial Support	1	5	13	<b>19</b>
Finance	0	2	2	<b>4</b>
Environmental Services	0	1	11	<b>12</b>
Leisure & Cultural Services	0	1	0	<b>1</b>
Legal, Equalities, Democratic Services & Property	0	1	9	<b>10</b>
ICT	2	4	4	<b>10</b>
Planning Services	0	1	0	<b>1</b>
Housing	1	9	7	<b>17</b>
Community Services	0	2	6	<b>8</b>
HR	0	0	1	<b>1</b>
<b>Total</b>	<b>4</b>	<b>26</b>	<b>53</b>	<b>83</b>

Red Departmental Risks are now

- REV7 - Revenues - Performance Indicator data is not robust
- ICT7 - IT - Failure to identify, maintain and test adequate disaster recovery arrangements
- ICT11 - IT – System functionality to manage records
- Hou26 - Housing – Failure to deliver a service to QCQ requirements at St David's House

3.9 This report sets out the revised listing, following departmental reviews submitted to Risk Board on the 21st September. All items have been reviewed by Risk Champions and respective DMT's in each Service Area – as per the requirements of the last two Risk Boards. Risks are being reviewed departmentally on a monthly basis now across all services (with one exception in August). Service representatives continue to challenge individual items, which is on the data in the following Tabs underneath each Risk, to ensure that all controls and assurances are properly monitored and assured:

- Existing Controls,
- Action Required,
- Assurance Record.

**Corporate Risks**

3.10 The Officer Risk Board reviewed the risks in the above table at their meetings on the 8th April and 22<sup>nd</sup> June and the 21<sup>st</sup> September using the new definition of "Corporate Risks". The table below sets out the updated Corporate Risk Register that the Risk Board took to CMT and gained their approval. There is one additional Corporate Risk added, which is the delivery of Levelling UP, UK Shared Prosperity Fund and Towns Fund Projects due



**REDDITCH BOROUGH COUNCIL****Executive 25 October 2022**

to resource implications and the requirement to spend all funding before April 2025 and April 2026 respectively.

<b>Risk Ref</b>	<b>Risk Title</b>	<b>Action</b>	<b>Narrative</b>
COR9	Non-Compliance with Health & Safety Legislation	Remain	Is an issue across all Departmental Risk Registers
COR10	Decisions made to address financial pressures and implement new projects that are not informed by robust data and evidence	Remain	High Risk Projects are brought to CMT on a quarterly basis and CMT also need to monitor those Projects.
COR14	Non-Adherence with Statutory Inspection Policy	Remain	Is an issue across all Departmental Risk Registers
COR15	Impact to changes in Partner Funding Arrangements	Remain	This was in relation to both Leisure Providers and WRS. Risk should remain but closely tied to New01
COR16	Management of Contracts (should not be Conveyances reading the backing documents)	Remain	CMT on 30/3 had a report on levels of non-compliance on contracts. This risk needs to be updated to reflect that Audit Report.
COR17	Resolution of the approved Budget Position in both Councils	Remain	Both Councils have approved budget plans which reduce reserve levels to dangerous levels over the MTFS period. Budgets need to be balanced and reflect national changes and the funding envelope and associated pressures Councils now find themselves in
COR18	Protection from Cyber Attack	Remain	Councils are under increasing danger of Cyber attack which affects service delivery and associated recovery plans. It has taken Hackney over 18 months to recover from such an incident. It is imperative that the Council has defences in place to minimise the risk of such an attack.
COR19	Adequate Workforce Planning	Remain	That the Council have an available workforce to discharge its duties to the public.
COR20	Financial Position Rectification	Remain	The Council is presently over a year behind in financial returns and this potentially affects service delivery and reputation. That the Council rectify this position in a timetable agreed with all major stakeholders.
COR22	Delivery of Levelling up, Towns Fund and UK Shared Prosperity Fund work	New	Delivery of Levelling UP, UK Shared Prosperity Fund and Towns Fund Projects are a high risk due to status, level of external funding, resource implications and the requirement to spend all funding before April 2025 and April 2026 respectively

**REDDITCH BOROUGH COUNCIL****Executive 25 October 2022****The Risk Management Framework**

- 3.11 In 2019, the Council commissioned work with Zurich on Risk Management. A Risk Management Framework was created although this was not approved by CMT at the time. This Risk Management Framework is attached as Appendix B. This Framework was approved for use at the meeting of CMT on the 13<sup>th</sup> April. The Board's next task is to design Risk Training based on its content to managers.

**4. Legal Implications**

- 4.1 No Legal implications have been identified.

**5. Financial Implications**

- 5.1 The Council spend significant sums insuring itself and must also hold Reserves to mitigate the costs of risks should they happen. A comprehensive Risk Management approach ensures risk and its consequences, including financial ones, are minimised.

**6. Strategic Purpose Implications****Relevant Strategic Purpose**

- 6.1 A comprehensive Risk Management approach ensures **Risk and its Consequences** is minimised for the Council.

**Climate Change Implications**

- 6.2 The green thread runs through the Council plan. This includes risks linked to activities and actions that link to our climate.

**7. Other Implications****Customer / Equalities and Diversity Implications**

- 7.1 If risks are not mitigated it can lead to events that have Customer/Equalities and Diversity implications for the Council.

**Operational Implications**

- 7.2 Risks are inherent in almost all the Councils operational activities and therefore significant risks need to be identified, monitored and mitigated.

**8. RISK MANAGEMENT**

- 8.1 This report is about Risk Management.

**REDDITCH BOROUGH COUNCIL**

**Executive 25 October 2022**

**9. APPENDENCES**

None

**AUTHOR OF REPORT**

Name: Pete Carpenter– Interim Director of Finance

E Mail: [Peter.Carpenter@bromsgroveandredditchbc.gov.uk](mailto:Peter.Carpenter@bromsgroveandredditchbc.gov.uk)

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