



Council

Mon 29 Jan
2024
7.00 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
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Council

Monday, 29th January, 2024

7.00 pm

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

Agenda

Membership:

Cllrs:

Salman Akbar
(Mayor)
Karen Ashley
(Deputy Mayor)
Imran Altaf
Joe Baker
Juliet Barker Smith
Joanne Beecham
Juma Begum
Brandon Clayton
Luke Court
Matthew Dormer
James Fardoe
Peter Fleming
Alex Fogg
Andrew Fry
Lucy Harrison

Bill Hartnett
Sharon Harvey
Chris Holz
Joanna Kane
Sid Khan
Anthony Lovell
Emma Marshall
Kerrie Miles
Gemma Monaco
Timothy Pearman
Jane Spilsbury
Monica Stringfellow
Craig Warhurst
Ian Woodall

- 1. Welcome**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

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

- 4. Minutes** (Pages 7 - 12)
- 5. Announcements** (Pages 13 - 14)

To consider Announcements under Procedure Rule 10:

- Mayor's Announcements
- The Leader's Announcements
- Chief Executive's Announcements.

- 6. Questions on Notice** (Procedure Rule 9) (Pages 15 - 16)

7. Motions on Notice (Procedure Rule 11) - To follow

The Motions on Notice will be published in an Additional Papers pack.

8. Outcomes of the Corporate Peer Challenge (Pages 17 - 36)

9. Executive Committee

Minutes , 05/12/2023 Executive

Members are asked to note that the recommendation in respect of the Joint Auditor's Annual Report 2021-22 to 2022-23 was considered and resolved on at the previous Council meeting held on 5th December 2023 and therefore will not be debated again at this Council meeting.

9.1 Finance and Performance Quarter 2 Report 2023/24 (Pages 51 - 66)

Due to the length of this report, only the covering report has been included in the main agenda for this item. The full length report can be accessed in a supplementary pack for the meeting.

NOTE: Appendices C – E of this report contain exempt information and have only been made available to Members and relevant Officers. Should Members wish to discuss this minute extract in any detail, a decision will be required to exclude the public and press from the meeting on the grounds that exempt information is likely to be divulged, as defined in paragraph 3 of Schedule 12 (a) of Section 100 1 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.

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

Minutes , 09/01/2024 Executive

NOTE: A restricted minute extract from the Executive Committee meeting held on 9th January 2024 has only been made available to Members and relevant Officers. Should Members wish to discuss this minute extract in any detail, a decision will be required to exclude the public and press from the meeting on the grounds that exempt information is likely to be divulged, as defined in paragraph 3 of Schedule 12 (a) of Section 100 1 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.

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

9 .2 Redditch Borough Council Planning Enforcement Policy (Pages 93 - 110)

9 .3 Council Tax Base and Non-Domestic Rates Yield (Pages 111 - 114)

9 .4 Council Tax - Discretionary Council Tax Reduction Policy - Council Section 13A1(C) Policy (Pages 115 - 124)

The report and appendix for this item have been included in the main agenda. A Background Paper has been published in a separate Background Papers pack.

9 .5 Council Tax Empty Homes Discounts and Premiums (Pages 125 - 134)

9 .6 Final Council Tax Reduction Scheme 2024-25 (Pages 135 - 140)

9 .7 Housing Revenue Account Rent Setting 2024/25 (Pages 141 - 144)

9 .8 Medium Term Financial Plan 2024-5 to 2026-7 - Tranche 1 (following

consultation) (Pages 145 - 228)

The covering report and all appendices are attached apart from Appendix C Fees and Charges – Regulatory Services, which will follow in a supplementary pack.

9.9 Planning and Environmental Enforcement Business Case (Pages 229 - 262)

NOTE: the exempt appendix (Appendix 1) attached for this report has only been made available to Members and relevant Officers. Should Members wish to discuss Appendix 1 in any detail, a decision will be required to exclude the public and press from the meeting on the grounds that exempt information is likely to be divulged, as defined in paragraph 4 of Schedule 12 (a) of Section 100 1 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.

(Paragraph 4: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under the authority).)

9.10 Land at Upper Norgrove (Pages 263 - 284)

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

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

10. Regulatory Committees

20231127 Licensing Minutes EXTRACT (Minute No22)

10 .1 Street Trading - Designation of Streets (Pages 287 - 292)

Due to the length of this report, only the covering report has been included in the main agenda for this item. The full length report can be accessed in a supplementary pack for the meeting. An extract from the minutes from the Licensing Committee meeting held on 17th July 2023, when Members considered the report prior to consultation, has been attached to the supplementary pack as background information to this item.

11. Urgent Business - Record of Decisions

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

(None to date).

12. Urgent Business - general (if any)

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

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

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Council

Tuesday, 5th December,
2023

MINUTES

Present:

Councillors Salman Akbar (Mayor), Karen Ashley (Deputy Mayor), Imran Altaf, Joe Baker, Juliet Barker Smith, Joanne Beecham, Juma Begum, Brandon Clayton, Luke Court, Matthew Dormer, James Fardoe, Peter Fleming, Andrew Fry, Lucy Harrison, Bill Hartnett, Sharon Harvey, Joanna Kane, Sid Khan, Anthony Lovell, Emma Marshall, Kerrie Miles, Gemma Monaco, Timothy Pearman, Jane Spilsbury, Monica Stringfellow, Craig Warhurst and Ian Woodall

Officers:

Peter Carpenter, Nicola Cummings, Claire Felton and Sue Hanley

Democratic Services Officers:

Jess Bayley-Hill and J Gresham

50. WELCOME

The Mayor welcomed all present to the meeting.

51. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Alex Fogg and Chris Holtz.

52. DECLARATIONS OF INTEREST

There were no declarations of interest.

53. MINUTES

Councillor Sharon Harvey raised a point relating to accuracy of the minutes at minute number 44(a), stating that the phrase referring to the Mayor apologising was inaccurate as he had not done so. The Monitoring Officer reminded members that the minutes were a summary of the meeting and not a verbatim record, but undertook to revisit the recording of the meeting and to amend them as necessary to improve their accuracy.

Chair

RESOLVED that

the minutes of the meeting of the Council held on Monday 13th November 2023 be approved as a true and correct record and signed by the Mayor subject to the deletion of the words 'and apologised' in minute number 44(a) relating to the Mayor's Announcements and changing the word 'stating' to 'stated'.

54. STATUTORY OFFICER POSTS - APPOINTMENTS

Mrs Susan Hanley, the Interim Head of Paid Service and Mr Peter Carpenter, Interim Director of Finance and S151 Officer left the room prior to consideration of this item.

Council considered a report setting out proposals in respect of the fixed term appointment of Mrs Susan Hanley to enable her to continue in post as the Council's Interim Head of Paid Service, Returning Officer and Electoral Registration Officer. In addition, the report proposed the fixed term appointment of Mr Peter Carpenter to the post of Interim Section 151 Officer and Deputy Chief Executive. Council was also asked to note the resignation of Mrs Hanley from the Board of Rubicon Leisure Limited, the wholly owned Council company that delivered leisure services on behalf of the Council.

Members were reminded that following the retirement of the former Head of Paid Service a recruitment exercise had been carried out for the post of Head of Paid Service and Section 151 Officer but neither post had been filled. It was proposed in the report to extend the fixed term contract of Mrs Hanley and Mr Carpenter. Mrs Hanley had indicated her intention to resign from her substantive post of Deputy Chief Executive and it was proposed to appoint Mr Carpenter to that role when the post became vacant, and Director of Resources (including the S151 Statutory Officer role) on an interim basis. This would enable a recruitment exercise to be undertaken, and in the meantime provide stability in the senior management of the council.

During debate on this item the following were the main points raised:

- It was suggested that the Leaders of this Council and Bromsgrove District Council had chosen not to conclude the recruitment exercise which had resulted in the Council needing to consider this report and that more detail about this should have been provided for members. It was noted that it would not be appropriate for details of the recruitment process to be shared in public. Following a short adjournment of the meeting, it was agreed that there would be a slight amendment to

wording in the report to acknowledge that the recruitment process resulted in the Council not being able to recruit on this occasion.

- Members thanked Mrs Hanley and Mr Carpenter for their continued hard work, dedication and support to the Council as a whole and individual Councillors. Members also paid tribute to Michelle Howell, Head of Finance and Customer Services, who would be leaving the Council.
- It was suggested that the Council should be provided with details of the cost of the recruitment process so far and any lessons learned.
- Concern was expressed about capacity in the Finance team and potential pressure as a result of the s151 officer carrying out this and the Deputy Chief Executive role, especially in the light of the challenges faced by the Council in dealing with its accounts. The Monitoring Officer responded that she understood recent recruitment to the Finance team would sustain its capacity to support the function.

RESOLVED that

- 1) Mrs Susan Hanley continue to be appointed as the Interim Head of Paid Service, Returning Officer and Electoral Registration Officer for Redditch Borough Council on a fixed term basis until 30th November 2024 or, if the date is later, until such time as a new permanent Head of Paid Service has commenced employment with the Council.**
- 2) Subject thereto, Mrs Susan Hanley to be made available under the shared services arrangements with Bromsgrove District Council to perform such duties as are required in her capacity as Interim Head of Paid Service for Bromsgrove District Council.**
- 3) Following Mrs Hanley's resignation from her substantive position as Deputy Chief Executive, Members note that, subject to Bromsgrove District Council as employer agreeing to the appointment of Mr Peter Carpenter as Deputy Chief Executive and Director of Resources (Section 151 Officer) on a fixed term basis until 30th November 2024, he will be made available under the shared services arrangements to perform such duties as are required by his post for Redditch Borough Council.**
- 4) For the purposes of Section 151 of the Local Government 1972, Mr Peter Carpenter be appointed as Section 151 officer for Redditch Borough Council.**

5) Members note that Mrs Susan Hanley is formally standing down as a Director of Rubicon Leisure Limited with immediate effect.

55. JOINT AUDITORS 2020-2021 AND 2022-2023 ANNUAL REPORT

The Council considered a recommendation from a meeting of the Executive Committee which had been held immediately preceding the Council meeting on 5th December 2023 about consideration and receipt of the External Auditor's report 2020-2021 and 2022-2023. The report had also been considered and endorsed at a meeting of the Audit, Governance and Standards Committee held on 23rd November 2023 and an extract from the minutes of that meeting had been published for consideration.

The Leader of the Council confirmed that the Executive Committee meeting immediately preceding the Council meeting had endorsed the recommendation from the Audit, Governance and Standards Committee that Council accept the Section 24 Statutory Recommendation and that Council review the recommendation and endorse the actions included in the management responses which formed the rectification process required by legislation.

The Council had received the Interim Auditor's Annual Report from its External Auditors Grant Thornton for 2021/22 and 2022/23. The report set out progress since the 2020/21 Report and contained an updated Statutory Recommendation with the key reason being the non-delivery of the 2020/21 and subsequent financial statements.

In introducing the item, Councillor Luke Court, Portfolio Holder for Finance and Enabling, outlined the background to the contents of the Auditor's report. The Council had received a Section 24 Statutory Recommendation, 6 Key Recommendations and 13 Improvement Recommendations in the 2020/21 Interim Auditor's Annual Report. The Section 24 Statutory Recommendation was due to the issues the Council encountered in the implementation of a new financial system in February 2021 and its knock-on effect in terms of staff retention, delivery of the 2020/21 and subsequent Accounts, delivery of 2021/22 in year monitoring, and delivery of Government Returns.

In the 2022-23 Report, the Auditors had noted progress being made by the Council towards delivering the 2020/21 accounts. The Portfolio Holder referred to other examples of improvements since 2020/21, including the cash receipting system and reconciliations relating to this due to be completed by the end of the year, and the rollout of finance training. A Task Group had been set up in Bromsgrove to identify the underlying issues for the delivery of the Section 24 Statutory Recommendation in February 2023. The Task

Group's Report was reviewed, and its recommendations accepted by the Redditch Audit, Governance and Standards Committee.

However, the Section 24 Recommendation around the delivery of the 2020/21 accounts was still in place and had been extended to the subsequent accounting periods now outstanding. Of the 6 Key Recommendations in the 2020/21 report, one serious weakness remained in relation to opening balances linked to the budget. Of the 13 2020/21 Improvement Recommendations, 9 had been fully or partially addressed.

There was one new Key Recommendation linked to Organisational Capability and Capacity. The Council was working to mitigate this through the implementation of the Workforce Strategy and £150k of funding had been allocated to this.

Councillor Court thanked the Finance team and the Audit, Governance and Standards Committee for their work in dealing with the actions coming from the Notice and Recommendations in the report.

Councillor Ian Woodall, the Chair of the Audit, Governance and Standards Committee, reported on that Committee's consideration of the report. In doing so he also praised the Finance team for its work in addressing the actions required from the Section 24 notice and the Auditor's report.

Councillor Woodall stated that he considered there were risks to the whole Council if the Auditors decided to issue qualified accounts, and that the Auditors had suggested that the Council was financially exposed in the medium to long term, especially in terms of the capital budget. He made suggestions about how the Council could address the main concerns that he had about the situation. These included considering a moratorium of capital projects and a review of current committed capital in terms of potential risk; setting up a cross party working group to review the introduction of the Tech One system and ensure progress was made with its implementation, and that the Executive Committee should consider a regular 'State of the Council' report to maintain close monitoring of the Council's financial position, including implications arising from increasing homelessness.

During consideration of the Auditor's report, the following were the main items discussed:

- Other members thanked the Finance team for their hard work in undertaking the actions identified from the Auditor's report.
- Although progress had been made in addressing the late submission of accounts an implication of them not being

completed was that the Council could not be certain of its balances when making financial plans.

- Some members expressed the view that a suggestion made during debate that the Council was at risk of a Section 114 Notice was inaccurate. The Auditors Report included a statement that the budget was based on robust assumptions.
- The status of the current Section 24 Notice was queried, in particular whether it was a new, second notice. The S151 Officer clarified that the External Auditor had stated at the Audit, Governance and Standards Committee meeting that technically this was a new Notice. However, subsequently the Auditor advised that the legislation did not state what to do if a previous recommendation had not been addressed.
- In response to a comment, the S151 Officer also clarified the current situation regarding the £6m cumulative budget gap referred to at page 48 in the report. The Medium-Term Financial Plan was built on robust assumptions. The table referred to set out the gap at the start of the time period covered by the reports, but this had now been addressed. The Portfolio Holder subsequently reported that the budget gap was currently around £100k.
- The view was expressed that the impact of the pandemic on the Council during the period covered by the report should be acknowledged. For example, this had affected the capital programme where there had been slippage.

RESOLVED that

the Section 24 Statutory Recommendation is accepted and that Council having reviewed the recommendation, endorse the actions included in the management responses which form the rectification process required as per legislation.

56. URGENT BUSINESS - GENERAL (IF ANY)

There was no urgent business for consideration on this occasion.

The Meeting commenced at 7.54 pm
and closed at 9.47 pm

Mayor's Engagements 7th – 31st December 2023

Date	Location	Event
8 th December	Windmill Community Centre	Polish Christmas Event – St Nicholas Day for Children
9 th December		Santa grotto with the Polish community
10 th December	St. Matthew's Church Walsall	Civic Carol Service
12 th December	St John's Bromsgrove	Carol Service
13 th December	-	Polish Santa Grotto
16 th December	Bowood Court	Christmas Visit
17 th December	Kidderminster Council	Community Christmas Carol Service

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**Redditch Borough Council
29th January 2024**

Questions on Notice

1. From Councillor Sid Khan to the Leader

“Social Value

Can the leader tell us how RBC has factored in Social Value in its contracting and tendering process in accordance with the Social Value Act 2012 for recent and ongoing RBC Regeneration projects?”

2. From Councillor Joe Baker to the Leader

“In the public interest can the Leader explain what exactly is the role of the council’s Armed Forces Champion?”

3. From Councillor Jane Spilsbury to the Leader

“Can the leader explain how the council meets its obligations under the Public sector equality duty, particularly in regard to the Play Strategy?”

4. From Councillor James Fardoe to the Leader

“Could the leader of the Council describe, in Layman’s terms, what a Digital Manufacturing and Innovation Centre is?”

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LGA Corporate Peer Challenge – Redditch Borough Council and Bromsgrove District Council 2023 – Progress Review

Relevant Portfolio Holder	Councillor Matthew Dormer, Leader of the Council
Portfolio Holder Consulted	
Relevant Head of Service	Sue Hanley, Chief Executive
Report Author	Job Title: Chief Executive Contact email: s.hanley@bromsgroveandredditch.gov.uk
Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

Council is asked to RESOLVE that:-

The report in respect of the outcomes of the Corporate Peer Challenge progress review from the Local Government Association peers be noted, and thereafter published on the Council's website.

2. BACKGROUND

- 2.1 The report details the outcomes of the progress review from Local Government Association (LGA) peers, following completion of a full Corporate Peer Challenge (CPC) review of Redditch Borough Council and Bromsgrove District Council in spring 2023.
- 2.2 Members are invited to consider the report provided and to identify further actions, if any, that need to be taken.

3. OPERATIONAL ISSUES

- 3.1 Since 2012, the LGA has provided, as part of its support to the local government sector, the facilitation of CPC reviews whereby senior members and officers from other local authorities, supported by LGA staff, visit the Councils with the objective to inform their improvement plans and how to develop corporate learning. It is designed to be forward looking, and to facilitate reflection on issues and how they may be resolved. While it can be used as an external 'health check' on an

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authority's corporate governance, the peer challenge is not a form of inspection.

- 3.2 By means of background, at a Council meeting held in Bromsgrove on the 7th December 2022, Members discussed reports which detailed the Section 24 Statutory Recommendation given by the External Auditors, Grant Thornton, to the Council. An action plan to address the issues was agreed and Council also agreed to commission a CPC from the LGA with a specific focus on corporate governance and financial planning and management. Redditch Borough Council (RBC) received similar reports in November 2022 and accepted their Section 24 Recommendation along with the action plan to address the issues identified. Due to the shared nature of the Councils and the issues identified, BDC and RBC agreed to jointly commission this CPC.
- 3.3 The peer team visited Redditch Borough Council and Bromsgrove District Council over a four-day period in March 2023. Following consideration by the Corporate Management Team (CMT) and Leaders of both Councils, a Council response to the CPC Feedback Report and a more detailed action plan were developed. A report updating Members on the outcomes of the process was considered at an Executive Committee meeting held on the 13th June 2023, following pre-scrutiny at a meeting of the Overview and Scrutiny Committee held on 8th June 2023.
- 3.4 Ten months after a CPC review has been conducted, the LGA organises a CPC Progress Review. This is a short, facilitated session which creates space for the Council's senior leadership to update peers on its progress against the action plan and to discuss next steps. This progress review was held at Redditch Borough Council and Bromsgrove District Council on 6th December 2023.
- 3.5 In line with the standard process for CPCs, the LGA produced a brief report following the review meeting which was received in January 2024. This reflects on the Council's progress since the original CPC was undertaken. Members should note there are no new recommendations contained in the review report, a copy of this update can be viewed at Appendix 1 to this report.
- 3.6 Having considered the findings and suggestions in the progress review report, other than formally reporting this to Council with the requirement thereafter to publish on the Council's website, there are no additional recommendations being proposed.

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- 3.7 In providing assurance to Members that the Council continues its delivery to the agreed actions, and equally ensuring that impacts are measured, the following arrangements and actions are advised.
- The development and drafting of a Council Plan for 2024 to 2027 continues and the Plan will be brought to Council during 2024 for consideration and endorsement.
 - Review of the Council's constitution will be brought to full Council at the Annual General Meeting 2024.
 - Officers continue to overview arrangements and processes to ensure Members receive comprehensive, accurate and timely reports, with ownership for oversight resting with the responsible officer within the Corporate Management Team.
 - The Workforce Strategy Board chaired by the Chief Executive Officer will ensure that there is delivery to the agreed workforce action plans alongside governance and overview of the implementation of the Authority's Agile Working Policy.
 - Officers are currently preparing best practice guidance for handling and supporting Member enquiries. Once endorsed, this guidance could be constituted as part of the proposed constitutional review proposals.
 - Officers will continue to provide support, advice and delivery information to all Members of the Council both formally and informally. This includes financial and performance monitoring reports to the Executive Committee on a quarterly basis, topic specific briefings, training and externally facilitated support and opportunities for Members.
 - Positive Member/Member relationships and positive Member / Officer relationships should continue to be viewed as fundamental to the successful operation of the Council. Joint developmental work as part of the constitutional review programme can assist in supporting arrangements to a common purpose.
 - Overview and reporting of the Council's Accounting policies is taken to each Audit, Governance and Standards Committee meeting with regular reporting to the Executive Committee and thereafter Council on the Finance Recovery Plan, including the status of the accounts submission for audit.
- 3.8 Whilst no further follow up CPC meetings are anticipated at this stage, Members are invited to consider the content of this follow up report and, in doing so, to identify any additional actions that Members may feel need to be taken.

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4. FINANCIAL IMPLICATIONS

4.1 The cost of the CPC is included within the authority's annual subscription to the LGA. Other costs are internal ones related to officer time. The cost of implementing the CPC action plan is being met from current budgets (unless separate specific reports were required).

4.2 There are no direct financial implications arising from this report.

5. LEGAL IMPLICATIONS

5.1 There are no specific legal implications arising from this report.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

6.1 The update in respect of the follow up to the CPC is relevant to all of the Council's strategic purposes, which were considered during both the original challenge and in the follow up. Further information can be viewed in the original CPC document and at Appendix 1 to this report.

6.2 By taking action as detailed in the CPC report and listening to the advice from peers, Redditch Borough Council is demonstrating its commitment to be an effective and sustainable Council.

Climate Change Implications

6.3 There are no specific climate change implications arising from this report.

Equalities and Diversity Implications

6.4 There are no specific equalities and diversity implications arising from this report.

7. RISK MANAGEMENT

7.1 There are no specific risks arising from this report as it is considered that the appropriate governance arrangements are in place.

8. APPENDICES and BACKGROUND PAPERS

Appendices:

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Appendix 1 – Corporate Peer Challenge Follow Up Report 2023

Background Papers:

‘Corporate Peer Challenge – Bromsgrove DC and Redditch BC 2023’ – report considered at the meeting of the Executive Committee held on 13th June 2023 [Executive Committee agenda - 13th June 2023](#) (Item 5, Pages 19 – 91)

Minutes of the Executive Committee meeting held on 13th June 2023: [Executive Committee minutes - 13th June 2023](#)

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Matthew Dormer	16/01/24
Lead Director / Head of Service	Sue Hanley, Chief Executive	16/01/24
Financial Services	Pete Carpenter, Deputy Chief Executive and Section 151 Officer	16/01/24
Legal Services	Nicola Cummings, Principal solicitor (Governance)	16/01/24

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LGA Corporate Peer Challenge – Progress Review

Redditch Borough Council

6th December 2023

Feedback



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1. Introduction

The council undertook an LGA Corporate Peer Challenge (CPC) during March 2023 and published the full report in March 2023 and an action plan in July 2023.

The Progress Review is an integral part of the Corporate Peer Challenge process. Taking place approximately ten months after the CPC, it is designed to provide space for the council's senior leadership to:

- Update peers on the early progress made and to receive feedback on this including how the action plan aligns to the CPC's recommendations
- Consider peer's reflections on any new opportunities or challenges that may have arisen since the peer team were 'on-site' including any further support needs
- Discuss any early impact or learning from the progress made to date

This progress review was undertaken within the context of significant changes within the managerial leadership of the council as a result of the departure of the former chief executive.

The LGA would like to thank Redditch Borough Council for their commitment to sector led improvement. This Progress Review was the next step in an ongoing, open and close relationship that the council has with LGA sector support.

2. Summary of the approach

The Progress Review at Redditch Borough Council took place on 6th December 2023.

The progress review had full regard for the political and managerial changes in the council alongside each of the recommendations from the Corporate Peer Challenge as follows:

Recommendation 1

The council needs to review its strategic priorities and realign resources accordingly.

Getting the right priorities in place to maximise emerging opportunities and deal with

the challenges will provide the council with the strategic framework for engaging with citizens, collaborating with partners, improving the quality of life for residents, facilitating the transformation of the organisation, and will enable everybody to better understand their place and role in delivering for Redditch.

Recommendation 2

The organisation should consider a governance review to improve decision-making.

There is room for improvements in the council's governance arrangements and a review will strengthen decision-making through more Member engagement and provide a greater level of scrutiny, challenge and assurance. It will also improve the processes and support arrangements across the council to enable Members to deliver on their democratic and leadership responsibilities.

Recommendation 3

Embed the 2022-2026 Workforce Strategy and develop an action plan which needs to be implemented at pace.

This will help to align organisational capacity, corporate resources, transformation, workforce development, succession and talent management, and performance management to the new priorities. It will also strengthen the link between the council's ambitions and delivery as well as providing a clear corporate line of sight on how resources are being deployed, what is being achieved and how the organisation is feeling.

Recommendation 4

Agile working principles and policies need to be implemented consistently.

This calls for flexible and hybrid-working plans to be supported by clear management and staff guidance on how this will work in practice for the whole workforce in an equitable way. Not having clear guidelines and parameters in place exposes the council to potential unequal and discriminatory practices leading to inconsistencies across the organisation.

Recommendation 5

Ensure the Section 24 Notice and Interim Annual Audit Report recommendations are

fully implemented.

This is a key priority for the council as it impacts on the reputation of the council and statutory compliance. Furthermore, the implementation of the recommendations will lead to improved governance and financial management in the organisation.

Recommendation 6

Use engagement, shared values, and improved processes to create a positive democratic culture.

This means finding ways to involve a greater number of Members in the work of the council and fostering a more supportive and cordial culture between Members and enhanced understanding and joint working between Members and staff to strengthen the democratic process.

For this progress review, the following members of the original CPC team were involved:

- **Joanne Wagstaffe** - Chief Executive at Three Rivers Borough Council
- **Peter Fleming OBE** – Former Leader at Sevenoaks Borough Council
- **Councillor Georgina Hill** – Independent Member at Northumberland County Council
- **Satvinder Rana** - Senior Regional Adviser at the LGA

Members of the peer team had online discussions with their counterparts prior to the onsite visit and had face to face meetings in Redditch Borough Council over the course of one day with the following representatives from the council:

- **Sue Hanley** – Interim Chief Executive, Redditch BC & Bromsgrove DC
- **Councillor Matthew Dormer** – Leader, Redditch BC
- **Councillor Joe Baker** – Leader of the Labour Group, Redditch BC
- **Councillor Sharon Harvey** – Deputy Leader of the Labour Group, Redditch BC
- **Peter Carpenter** – Interim Director of Finance & Resources (s151 Officer), Redditch BC & Bromsgrove DC
- **Guy Revans** – Interim Executive Director, Redditch BC & Bromsgrove DC

- **Claire Felton** – Head of Legal, Democratic and Property Services (Monitoring Officer), Redditch BC & Bromsgrove DC
- **Staff focus group**

3. Progress Review – Feedback

The peer team was pleased to see the positive way in which the council addressed the recommendations of the Corporate Peer Challenge of March 2023, the actions it has taken so far, and the evidence provided to show the progress being made. The council's leadership briefed the peer team about the work it has been doing and the context within which it has been operating since the peer challenge.

The council continues to operate in a shared services agreement with Bromsgrove District Council and this arrangement is working well across both councils.

There have been some fundamental changes in the managerial leadership since the corporate peer challenge in March 2023. The previous chief executive retired in September 2023 and the councils' former deputy chief executive was appointed as interim chief executive until a permanent appointment is made. The interim chief executive is supported by two executive directors, both of whom are also in interim positions. There continues to be capacity challenges within the council including those at senior level due to staff turnover - although all leadership posts are being covered by interim arrangements endorsed by the Council.

The peer team heard that following the boundary review for the borough, there will be all-out elections in Redditch in May 2024. This is amplifying political activity in the town and the period leading up to the elections is likely to be quite challenging. The council is, nevertheless, progressing its strategic intent against this backdrop.

Despite these structural and contextual changes, the peer team was pleased to note renewed energy at the senior level in the organisation and a stronger sense of purpose and direction. The council developed and published an action plan in response to the recommendations of the corporate peer challenge and has been delivering against this. The peer team was impressed with the progress made so far and would encourage the council to continue its delivery whilst ensuring that it is measuring the impacts of its efforts.

Recommendation 1

The council needs to review its strategic priorities and realign resources accordingly.

Following detailed work by the Portfolio Holders, with support from heads of service, the leadership team of the Controlling Group and the Corporate Management Team has reviewed the council's strategic objectives and set three new priorities around community safety, parks and well-maintained public spaces, and housing. These priorities were considered by the Executive Committee and agreed by full council on the 13th of November 2023. A full review and refresh of Redditch Council Plan and priorities for 2024 – 2027, alongside the financial planning process, is to take place in Autumn 2024.

The peer team agree this has been the right approach and that a new council plan for 2024-27 would be best developed after the all-out elections in May 2024 so that the new Administration is fully involved in formulating the strategic objectives and priorities and takes ownership for their delivery. Having an aspirational and forward-looking borough-wide strategic vision supported by a comprehensive council plan with a clear set of priorities for the council will help to inject confidence and positivity among elected members, staff, partners, and citizens as they take Redditch forward.

Recommendation 2 and Recommendation 6

The organisation should consider a governance review to improve decision-making.

Use engagement, shared values, and improved processes to create a positive democratic culture.

A comprehensive review of the council's constitution is currently underway by external lawyers and should be in place from 1st April 2024. This review will consider the findings of the Governance review as well as changes to the constitutions agreed by Members through the constitution review process.

In addition, several actions have been taken to improve decision-making, including for example:

- Extra briefings for all Members on specific subjects to help improve communications and understanding among Members.
- The joint calendar of meetings for the Executive Committee for the 2024/25

municipal year has been reviewed and work planning days have been included to provide the Executive Committee an opportunity to plan its work for the year ahead.

- Overview and Scrutiny work prioritisation events for the council have been booked to take place early in the municipal year alongside refresher training.
- Dates have been scheduled throughout the year for Member briefings on emerging issues.
- Individual Executive Committee Members have been provided with opportunities to attend training provided by the Local Government Association (LGA).
- The council is progressing with the introduction of the modern.gov report management system and this should help to ensure that the quality of reports improves in future whilst the system should also help to encourage report authors to meet deadlines.
- Members have agreed that Council and planning committee meetings should all be live streamed to the council's YouTube channel moving forward to help improve the transparency of the decision-making process.
- The council has changed the threshold for key decisions with significant financial implications, by increasing this threshold from £50,000 to £200,000.
- To prepare for the outcome of the all-out elections in May 2024 a draft induction programme for potential new Members is being developed.
- Overview and Scrutiny Committee meetings have been scheduled to take place in advance of the Executive Committee in 2024/25 to reduce the gap between publication of the main Overview and Scrutiny Committee agenda and supplementary packs containing Executive Committee reports for pre-scrutiny.

This is impressive progress and is helping to improving decision-making across the council. Nevertheless, processes to ensure that Members receive comprehensive, accurate and timely reports can be further tightened and will help to lessen strain on officer capacity and foster a positive democratic culture in the organisation.

There is still a frustration among some Members around provision of information and perceived lack of delivery that needs to be ironed out and better Member/officer and Member/Member relationships fostered through clearer role definitions, greater understanding of demarcation lines, tighter codes of conduct to regulate Member and

officer behaviours, and better communication on delivery.

Furthermore, the introduction of the new constitution will require additional Member training to ensure that they have a better understanding of how the democratic process works in the council and how the constitution will support that.

Recommendation 3

Embed the 2022-2026 Workforce Strategy and develop an action plan which needs to be implemented at pace.

Implementation of the strategy is in force and an action plan for Year 1 and additional resources have been signed off by the corporate management team (CMT). Year 2 and 3 of the action plan is kept under review to ensure the interdependencies within the action plan are considered and addressed and that it remains fluid to address any priority needs that may arise. To give weight and ensure robust project management, a workforce strategy board, chaired by the interim chief executive, has been established.

A reset of the culture of the organisation is underway and this is being driven by the council's four key principles of people, performance, pride, and purpose. It was encouraging to hear senior managers refer to these and how they are using them to manage their service areas.

The corporate apprenticeship programme has been launched and work is ongoing to implement the first cohort of apprentices under the programme. The first cohort of the council's leadership development programme – AWARE+ began in September and a second cohort is planned for the spring of 2024.

Improvements to the council's appraisal system are being implemented and a revised appraisal process is due to be launched by early 2024 which will support workforce planning. A new recruitment system is being developed and is also to be implemented at the beginning of 2024. This will be accompanied by a programme of training for managers both in using the system and in the skills and behaviours required to carry out successful recruitment campaigns.

An exit Interview survey has been developed and was implemented in November 2023 with the aim of improving understanding of why people leave the councils' employment and what might be done to reduce staff turnover. A Staff Induction

Working Group has been set up to look at the best ways of onboarding new starters and has been tasked with creating a revised induction to be rolled out early in 2024.

These are tangible steps that the council has taken and should continue with this work at pace to ensure that it is able to both retain quality staff and attract new talent into areas where it currently has capacity gaps.

Recommendation 4

Agile working principles and policies need to be implemented consistently.

The council's Agile Working Policy was launched in June 2023 with managers tasked with rolling out the policy within their service areas. Member briefings have also taken place, a project board constituted and CMT has set clear parameters for agile working. The nature and extent of agile working will be dependent on specific roles (for example front-office vs back-office) to ensure customer service and delivery of outcomes remains the priority.

The Workforce Strategy Board is now the revised governance body overseeing implementation of the policy, and will provide additional guidance where required and review the effectiveness of implementation. Heads of service and fourth tier managers will be responsible for applying the policy.

Manager training has been ongoing, covering topics which support the rollout of the policy, and the potential of artificial intelligence and robotics are being explored to help carry out routine activities to enable staff to be released to focus on activities that add value to customers. Managers have welcomed the policy as it provides structure and flexibility to enable them to meet business and operational needs.

Agile working in all councils was accelerated because of the pandemic and the new ways of working will take time for it to get embedded across organisations. The peer team would reiterate that it will be essential to continue to keep implementation under review so that parameters can be fine-tuned where necessary, and consistency and equity across the organisation ensured. This will help continue delivering outcomes for the organisation and help attract talent to the council.

Recommendation 5

Ensure the Section 24 Notice and Interim Annual Audit Report recommendations are

fully implemented.

The S24 notice recommendation around the delivery of the 2020/21 accounts is still in place and has been extended to the subsequent accounting periods now outstanding. Of the 6 key recommendations in the 2020/21 report, only one serious weakness remains in relation to opening balances linked to the budget which will be resolved with the delivery of the Accounts, the remainder of those significant weaknesses have been resolved or linked to improvement recommendations.

The council is taking the following actions to rectify issues highlighted in the S24 notice recommendation as well as key recommendations of the draft 2020/21 External Audit Report:

- The accounting policies report goes to every audit committee. The frequency of audit committee meetings has been increased from 5 a year to 6 a year until the financial position is rectified.
- The key closure deliverables for each financial year are clearly set out. The owners of these deliverables are the s151 and deputy s151 officers.
- Closure and audit of the 2020/21 accounts within the next few weeks will deliver the S24 notice recommendations. The owners of these deliverables are the s151 and deputy s151 officers.
 - The cash receipts suspense accounts will be cleared by the end of the 2023 calendar year.
 - The council has had difficulties in obtaining the data required by its external auditors to sign on the TechOne take on balances as of the 8th of February 2021.
 - The previous finance providers 'Advanced' are now being used to deliver this data as there is not the expertise in-house.
 - The council will only "give" the 2020/21 accounts once the data take on balances have been agreed with the external auditors.
 - The 2021/22 accounts will be drawn up once 2020/21 accounts are handed over.
- Progress on key financial and compliance indicators are reported monthly to CMT and to audit committee bi-monthly. These deliverables are also reported on a quarterly basis to the Executive Committee.

- Delivery of financial training is taking place to move staff to right level of skills.
- TechOne was upgraded to the latest version 23A in July 2023.
- Quarterly combined financial and performance monitoring is taking place throughout the 23/24 financial year with Q1 reported in September and Q2 in November/December 2023.
- In Quarter 2, the budgets for the first time were delivered on TechOne and not spreadsheets. This, linked to the finance training, will lead to better ownership and greater accuracy of forecasts.
- The 2024/5 Medium Term Financial Plan (MTFP) process has started. As part of this process the approach to consultation will be rethought as per the draft 2020/21 audit report recommendation.
- The MTFP will include scenario analysis given short term government guidance on central support.
- The audit task group recommendations have been integrated and endorsed by the Executive Committee. As part of this, the audit committee agenda order has been changed to deal with risk earlier as per the recommendations of the audit task group.
- Risk workshops are still to be run to assess risk appetite of Executive Committee and audit committee. Strategic priority workshops have been run with the Executive Committee in August and September 2023.
- Following the risk workshops the council will be able to implement Internal Audit Risk Review recommendations.
- The 2021/2 and 2022/3 value for money opinions was delivered to audit committee in November. This report set out how the council has progressed on the S24 issue and the 6 key recommendations.

Staffing numbers are back to close to establishment levels, although a number of these posts are covered by agency and fixed term contract staff. Financially, as at Quarter 2 the Council is forecasting a revenue overspend for 2023/24 in the region of £39k, after the application of £557k from the Utilities Reserve as approved at Quarter 1. In the medium term the council is expecting to deliver balanced budgets over the

next 2-3 years.

The peer team was pleased to note the council taking the right and necessary steps to address the S24 recommendations and appears to be on track to publish its accounts once Auditors have undertaken their reconciliation work on opening balances in January 2024. Following sign off of the opening balances by the Auditors the council can then supply the 2020/21 accounts for audit. The peer team would encourage the council to continue with this work to ensure that S24 as well as the audit committee recommendations are robustly addressed and improvements in the accounting processes sustained in the future.

4. Final thoughts and next steps

The LGA would like to thank Redditch Borough Council for undertaking an LGA CPC progress review.

We appreciate that senior managerial and political leadership will want to reflect on these findings and suggestions in order to determine how the organisation wishes to take things forward.

Under the umbrella of LGA sector-led improvement, there is an on-going offer of support to councils. The LGA is well placed to provide additional support, advice and guidance on a number of the areas identified for development and improvement and we would be happy to discuss this.

Helen Murray (Principal Adviser) is the main point of contact between the authority and the Local Government Association (LGA) and her e-mail address is

helen.murray@local.gov.uk

Satvinder Rana

Senior Regional Adviser, LGA
(On behalf of the peer challenge team)

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Executive Committee

Tuesday, 5th December,
2023

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Gemma Monaco (Vice-Chair) and Councillors Joe Baker, Joanne Beecham, Brandon Clayton, Luke Court, Lucy Harrison, Bill Hartnett and Craig Warhurst

Also Present:

Councillors Salman Akbar, Imran Altaf, Juliet Barker Smith, Juma Begum, James Fardoe, Andrew Fry, Sharon Harvey, Joanna Kane, Sid Khan, Anthony Lovell, Emma Marshall, Kerrie Miles, Jane Spilsbury, Monica Stringfellow and Ian Woodall

Officers:

Peter Carpenter, Nicola Cummings, Amanda Delahunty, Claire Felton, Sue Hanley, Bev Houghton, Michelle Howell, Ishrat Karimi-Fini, Becky Talbot and Judith Willis

Democratic Services Officers:

Jess Bayley-Hill and Jo Gresham

50. APOLOGIES

There were no apologies for absence.

51. DECLARATIONS OF INTEREST

During consideration of Minute Item No 55 – Homelessness Prevention Grant and Domestic Abuse Grant - Councillor Bill Hartnett declared an other disclosable interest in respect of the proposed funding for GreenSquare Accord, for supported accommodation for ex-offenders. This declaration was made in Councillor Hartnett's capacity as a Councillor appointed by the authority, as an outside body appointment, to Redditch Co-operative Homes, which was part of GreenSquare Accord. As he commented that Redditch Co-operative Homes was not directly involved with the work of GreenSquare Accord in respect of delivering this supported accommodation for ex-offenders, Councillor Hartnett remained in the room during the debate in respect of this matter and took part in the vote thereon.

Chair

52. LEADER'S ANNOUNCEMENTS

The Leader advised that at the latest meeting of the Overview and Scrutiny Committee, held on 30th November 2023, Members had considered recommendations from the Budget Scrutiny Working Group in respect of the Finance and Performance Quarter 2 Monitoring Report. The Committee had agreed two recommendations on this subject which had been published in a supplementary pack for the Executive Committee meeting. The Leader urged Executive Committee Members to consider these recommendations when debating that item.

The Committee was asked to note that there was a main agenda and two supplementary agenda packs for the meeting. The first supplementary agenda pack contained the full report, including covering report and appendices, for the Public Space Protection Order and Finance and Performance Quarter 2 Monitoring reports. The Leader had taken the decision to only publish the covering reports in the main agenda due to the significant lengths of both reports and the benefits of trying to reduce the amount of paper printed for meetings in line with the authority's commitments in the Carbon Reduction Strategy. The full reports had been published in the first supplementary pack for the meeting on the same day as the main agenda, five clear working days in advance of the meeting. Paper copies of this pack had been provided to each of the political party group rooms and the full reports had been available to access electronically throughout this time.

53. MINUTES

RESOLVED that

the minutes of the Executive Committee meeting held on Tuesday 31st October 2023 be approved as a true and correct record and signed by the Chair.

54. ANIMAL, BIRD AND FISH WELFARE ON COUNCIL LAND POLICY

The Parks and Events Services Manager presented the Animal, Bird and Fish Welfare on Council Land Policy for Members' consideration and in doing so reminded Members that this policy had been brought forward following agreement of a Motion on Notice on this subject at the Council meeting held in September 2023.

The main purpose of the policy was to ensure that animals, fish and birds did not suffer abuse on Council land. As part of this process,

it would not be possible to offer animals, fish or birds as prizes at events held on Council land.

Following the presentation of the report, Members discussed the content of the policy and welcomed the fact that an exception would be made to enable the use of animals for educational purposes, such as by charitable organisations. Members also noted that giving animals, birds and fish as prizes at events held in Redditch had fortunately not been an issue on Council land in recent years, but the policy would help to reinforce the fact that such practice would not be welcomed.

RESOLVED that

the Animal, Bird and Fish Welfare on Council Land Policy, be approved.

55. HOMELESSNESS PREVENTION GRANT AND DOMESTIC ABUSE GRANT

The Housing Strategy and Enabling Manager presented a report on the subject of the Homelessness Prevention Grant and the Domestic Abuse Grant.

The Committee was advised that the grant funding was ring-fenced to support homelessness reduction and victims of domestic abuse. The Council was proposing to use the funding to support local Voluntary and Community Sector (VCS) organisations which together provided the range of services needed to help people at risk of homelessness and domestic abuse. The Council was in the process of reviewing how best to provide a rough sleeping service in the Borough. Some funding was left over in the Council's funding allocations from Government and this could be used to address rough sleeping, using a proposed delegation to the Head of Community and Housing Services.

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

- The potential for the funding to be used to help reduce use of bed and breakfast properties as temporary accommodation.
- The ongoing work being undertaken to try to reduce rough sleeping in the Borough.
- The provision of support, through this funding, to vulnerable groups in society including people experiencing or at risk of domestic abuse as well as young people struggling to access affordable housing.
- The valuable provision of accommodation to ex-offenders by GreenSquare Accord.

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- The increased financial support that the Council had provided to the Citizens Advice Bureau, which had experienced significant demand during the cost of living crisis.
- A recent homelessness workshop that had been held by Officers and the outcomes of this session.
- The arrangements in place to monitor use of the grant funding allocated by the Council to VCS organisations and how this was reported. Officers clarified that, following an audit of the process, monitoring arrangements had been strengthened and VCS groups were required to complete a spreadsheet demonstrating compliance on a quarterly basis in order to receive funding.
- The level of grant funding that had been allocated to Redditch and whether this was sufficient to tackle problems with homelessness and domestic abuse.
- The funding that had remained unused in the previous funding round.
- The additional funding the previous year and the top up to the Homelessness Prevention Grant which had been unexpectedly received during the year, alongside income generated from the Crash Pad and another temporary accommodation unit, had provided sufficient underspent grant to fund the initiatives that had been identified in this latest round of funding. Grant applications from partners had increased between 25 – 30 per cent since the previous year due to increases in salary costs and other associated costs.
- The grant funding that had been allocated to New Starts to help provide households with furniture and the fact that other local VCS bodies, such as the Tardebigge Relief in Need and Sickness Charities, were continuing to receive requests for help providing furniture to Council tenants.
- The action that was taken to promote the VCS groups' services that received grant funding from the Council. The Committee was advised that VCS organisations were responsible for promoting their own services.

RESOLVED that

- 1) **the following initiatives be approved to receive allocation of funding 2024/25.**

Initiatives	£ (up to £417,067)
Redditch Nightstop - Outreach Worker to support 21 to 35 year olds and prevent homelessness or work towards planned moves into suitable and sustainable accommodation.	26,566

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Redditch Nightstop Core Funding	13,000
Redditch Nightstop Safe Accommodation and Support	15,000
Rough Sleeper Outreach Service	45,599
GreenSquare Accord – 18 units of supported accommodation for Ex Offenders or those likely to offend	16,852
Newstarts - Furniture Project to provide furniture for homeless households.	10,000
Homelessness Prevention - Spend to Save budget for use by Housing Options Officers	17,060
Temporary Accommodation Management – as 3.1 above	66,380
St Basils Smallwood Almshouses - Progression Coach to offer additional support that can operate outside of normal office hours to fit around a young persons education, training and employment.	24,476
St Basils Young Persons Pathway Worker	24,572
St Basils Crash Pad emergency accommodation	43,472
Citizens Advice Debt Advice and Affordability Assessments	51,119
County Partnership Manager	9,500
Single and Childless Couples Homeless Prevention Service	33,460
Batchley Support Group	20,000
Total	£417,056
Underspend	£ 11

- 2) **delegated authority be granted to the Head of Community and Housing Services, following consultation with the Portfolio Holder for Housing and Procurement and the Portfolio Holder for Community Services and Regulatory Services, to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2024/25 in support of existing or new schemes.**

(During consideration of this item, Councillor Bill Hartnett declared an other disclosable interest in respect of the proposed funding for

GreenSquare Accord, for supported accommodation for ex-offenders. This declaration was made in Councillor Hartnett's capacity as a Councillor appointed by the authority, as an outside body appointment, to Redditch Co-operative Homes, which was part of GreenSquare Accord. As he commented that Redditch Co-operative Homes was not directly involved with the work of GreenSquare Accord in respect of delivering this supported accommodation for ex-offenders, Councillor Hartnett remained in the room during the debate in respect of this matter and took part in the vote thereon.)

56. PROPOSAL FOR A PUBLIC SPACE PROTECTION ORDER (PSPO) IN REDDITCH TOWN CENTRE

The Community Safety Manager presented a report which detailed a proposal to introduce a Public Space Protection Order (PSPO) in Redditch Town Centre.

The Committee was advised that the report detailed the proposed wording of the order, the geographic location in which the PSPO would apply and the data that had informed the proposal. Partner organisations, including West Mercia Police, had been consulted and an equality impact assessment had been undertaken. The proposed PSPO had the support of the West Mercia Police and Crime Commissioner (PCC) and would help to tackle anti-social behaviour (ASB) in the town centre.

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

- The additional powers that would be provided to the police once the PSPO was in place.
- The signage that would be displayed in order to encourage people to report ASB observed in the town centre. Members commented that the signage would also help to deter potential perpetrators.
- The length of time that had been spent by officers working on this PSPO. It was noted that this period of time had coincided with the Covid-19 pandemic which had caused delays, such as in relation to gathering data. Members were advised that there did need to be evidence available in order to implement a PSPO.
- The positive impact that the PSPO would potentially have on the extent to which people felt safe when they were in the town centre as well as supporting local businesses.
- The comments that had been provided by the public who had been consulted in the survey, which indicated that many people did not report ASB when they witnessed this and the

suggestion was made that action needed to be taken to encourage residents to report incidents.

RESOLVED that

a Public Space Protection Order to restrict Antisocial Behaviour related to Alcohol and Misuse of Psychoactive Substances be implemented.

57. THE JOINT AUDITOR'S ANNUAL REPORT 2021/22 TO 2022/23

The Portfolio Holder for Finance and Enabling presented the Joint Auditor's Annual Report 2021/22 to 2022/23 for Members' consideration.

The Committee was advised that the external auditor, Grant Thornton, was required to confirm that the local authority had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This took the form of a value for money report and this was being presented for Members' consideration.

The report detailed the progress that had been achieved since the Council was issued with a Section 24 Notice in 2022. That Section 24 Notice had contained six key recommendations, five of which had been addressed and this was acknowledged by the external auditors. The remaining key recommendation that had not yet been resolved related to the Council's outstanding accounts. There was one new key recommendation linked to organisational capability and capacity. The Council was taking mitigating action, mainly through the rollout of the Workforce Strategy.

The Portfolio Holder for Finance and Enabling commented that the Section 24 Notice remained open whilst action was still being taken on the authority's accounts. Whilst the external auditors had recognised that a lot of progress had been made by the Council, it was acknowledged that there was a lot more work to do, particularly with regard to the closure of the accounts. It was anticipated that this work would be resolved by the end of the year.

The Committee subsequently discussed the content of the report in detail and in doing so commented on the following matters:

- The hard work of the Financial Services team to remedy the issues that had caused the delays to the closure of the Council's accounts.
- The difficulties that had been experienced with the Council's ERP finance system and the lessons that had been learned from this.

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- The criticisms in respect of financial governance detailed within the report and the progress that had been achieved in terms of financial and performance monitoring since this time.
- The financial difficulties experienced by many Councils around the country and the extent to which the Government was providing local authorities with sufficient funding.
- The £6 million shortfall recorded in a table in the report and the extent to which this accurately represented the Council's current financial sustainability. Officers explained that this point had been challenged with the external auditors, who had explained that the figures were based on the overall position in the previous Medium Term Financial Plan (MTFP). However, Members were asked to note that by the date of the meeting, the Council was forecasting a gap of £100,000.
- The suggestion in the report that the Council's Whistleblowing Policy needed to be updated and the date when this last occurred. The Committee was advised that the Whistleblowing Policy had last been updated in 2018 and an update would be reported in 2024.
- The reference made in the report to the potential appointment of independent persons to the Council's Audit, Governance and Standards Committee and the reasons why no progress had been achieved in terms of appointing independent persons in Redditch. Members were informed that attempts had been made to recruit independent members of the Committee in recent years, but these had not been successful and it was suggested that a lack of remuneration on offer for the position might act as a deterrent. The Constitution Review Working Party would potentially need to review this matter and the option of providing remuneration, further.
- The difficulties that the Council had experienced with organisational capacity and the relatively high turnover of staff. The Committee was advised that nationally, staff turnover had increased from 2 per cent, prior to the Covid-19 pandemic, to 16 per cent by 2023. Staff prepared to work in London for a small number of days a week could receive significantly higher wages than employees based outside the capital and this impacted on recruitment in other parts of the country.
- The external auditor's assessment of the performance data provided in the quarterly finance and performance monitoring reports and the issues that had been identified with this data. Members were informed that, whilst it was acknowledged that Members were receiving performance data in these reports, questions had been raised about whether the appropriate

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performance data was being provided for Members' consideration.

- The reference in the report to feedback forms on the subject of savings proposals and what this feedback had focused on. Officers clarified that the Council had a two-tranche approach to setting the MTFP and a feedback form was provided in relation to the savings included in tranche 1 in 2022, although no feedback had been received. In 2023, the tranche 1 report had not contained any proposals for cuts, although it was possible there would be proposals in the tranche 2 report, depending on the Government's financial settlement for the Council, and any such proposals would be subject to consultation.
- The likely Government settlement for local government. Members were advised that a 3 per cent increase was anticipated but this would be in a context of increasing financial pressures for Councils.
- The local authorities that had issued Section 114 Notices in recent months and the targeted Government interventions that were likely to occur at those Councils.
- The extent to which the Council would be required to pay additional fees as a consequence of the Section 24 Notice. Officers clarified that there were no fees that had been announced, although it was possible that the external auditors would request additional payment for any extra work required to audit the accounts. Officers could challenge this figure should there be concerns about the level proposed.

The number of Section 24 Notices that had been issued to the Council was discussed by Members at some length, in particular whether this was an extension of the Council's second Section 24 Notice or a third Section 24 Notice. Reference was made to the comments that had been made by the external auditors at a recent meeting of the Audit, Governance and Standards Committee on this subject. The Portfolio Holder for Finance and Enabling explained that the external auditors had been approached for comment on this subject after that meeting. The external auditors had provided the following comment, which was read out to Members at the meeting, on this subject:

"This S24 updates the previous recommendation that was issued 13 months ago, given we reported that recommendation was not fully complete but that some areas had progressed while others hadn't. In that sense it replaces what was said 13 months ago in the recommendation with the latest position."

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The Portfolio Holder for Finance and Enabling commented that the external auditors had reported that there was no legal mechanism to update a Section 24 Notice so the auditors had been required to issue one. However, the auditors stated that this needed to be viewed within the context of the previous one and they had noted the progress made.

RECOMMENDED that

the Section 24 Statutory Recommendation be accepted and that Council review the recommendation and endorse the actions included in the management responses which form the rectification process required as per legislation.

58. OVERVIEW AND SCRUTINY COMMITTEE

The Leader confirmed that there were no outstanding recommendations from the Overview and Scrutiny Committee for consideration on this occasion.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 26th October 2023 be noted.

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

There were no referrals from the Overview and Scrutiny Committee or Executive Advisory Panels on this occasion.

60. FINANCE AND PERFORMANCE QUARTER 2 REPORT 2023/24

The Portfolio Holder for Finance and Enabling presented the Finance and Performance Quarter 2 Report 2023/24 for the Committee's consideration.

The Committee was advised that the Council had an £11.1 million budget for 2023/24 which had been approved by Council in February 2023. By the date of the meeting, the Council was forecasting a revenue overspend for 2023/24 in the region of £596,000. The overspend position was mainly due to the pay award of £1,925 to all staff, backdated to 1st April 2023 as well as to the impact of homelessness and temporary accommodation costs. However, this would be partly mitigated by the receipt of homelessness prevention grant funding, use of unused funding from the utilities reserve and an increase in income for some service areas.

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The Council has a capital programme of £12.6 million which was approved in the budget in February 2023. Of this, £10.6 million was externally funded whilst £2.0 million was Council funded. At quarter two, the actual spend against the original 2023/24 capital budget was £1.267 million.

By the date of the meeting, it was anticipated that there would be underspends in the Housing Revenue Account (HRA). Budget underspends were projected against repairs and maintenance and supervision and management due to vacancies in some parts of the service. This resulted in an overall projected surplus on services totalling £73,000, which would be contributed to HRA reserves. In addition to this, there was a £174,000 projected underspend against the £11.725 million HRA capital programme.

Members subsequently discussed the content of the report in detail and in so doing commented on the following points:

- The Town's Fund allocation for Redditch and whether this would be sufficient to cover the financial costs involved in work on the innovation centre, demolition of the current library site in the town and the refurbishment of the Town Hall.
- The decision making process that had been followed for the use of the Town's Fund. Members were advised that figures in reports had initially been based on estimates and all of these issues had been reported to both the Executive Committee and Overview and Scrutiny Committee.
- The proposed bids for fundings in respect of the innovation centre and project managers, due to be considered by the Executive Committee in January 2024.
- The poor energy efficiency rating that had been reported for Winyates Craft Centre and the action that would be taken to address this.
- The potential issues, in terms of the energy efficiency ratings of other community centres in the Borough and the plans in place to address this.
- The timescales for completion of the review of the energy efficiency ratings of all of the Council's assets. Officers explained that further clarity on this point should be available by spring 2024.
- The extent to which the Council was likely to receive additional funding from the West Midlands Combined Authority (WMCA) for projects in the town centre.
- The Council's eligibility to receive funding as a partner in the former Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) and the extent to which access to this funding was at risk following the issuing of a Section 114 Notice to Birmingham City Council. Officers clarified that all of the partner organisations from the former GBSLEP had

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agreed that the LEP's remaining funds should be divided equally and each organisation, including Redditch Borough Council, was due to receive £2.5 million.

- The risks to the Council's finances that would arise should the projects delivered using Town's Fund support not be delivered to deadline. Officers confirmed that this was a risk, although extensions were likely to be offered.
- The six-month extensions that had already been offered by the Government to Councils in receipt of New High Street funding, where needed, which was originally due to be delivered by 31st March 2024.
- The deadline for the delivery of projects using Levelling Up funding, which was 31st March 2025. Officers confirmed that Bromsgrove District Council had requested an extension to the deadline for their project.
- The initial conversations that officers had already held with the Government about the potential for an extension for Redditch on the Town's Fund, should this be required. The Government had responded by highlighting that this was two and a half years away and therefore a decision could not be taken on an extension in respect of this matter at this stage.
- The progress that had been achieved with sales of Council land, as previously agreed by Members, and the extent to which these sales were likely to attract the capital receipts that had been anticipated. Officers explained that an agreement was close to being reached on Far Moor Lane and a report in respect of a separate land sale would be presented for Members' consideration in January 2024.
- The desktop investigation into Reinforced Autoclaved Aerated Concrete (RAAC) and the outcomes of this investigation. Officers explained that this review had found no Council assets that had used RAAC, although if any examples were identified, these would be reported.

During consideration of this item, reference was made to the Budget Scrutiny Working Group's pre-scrutiny of the Finance and Performance Quarter 2 Monitoring Report 2023/24. The group had made a number of recommendations on this subject, which had been endorsed by the Overview and Scrutiny Committee at their meeting held on 30th November 2023. The Executive Committee welcomed the work of the Budget Scrutiny Working Group and it was confirmed that the group's recommendations would be approved.

RESOLVED that

- 1) **the current overspend position in relation to Revenue and Capital Budgets for the period April to September 2023 and the full year overspend position of £39,000 after**

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applying £557,000 from the Utilities Reserve as approved at Quarter 1 be noted;

- 2) the present status of the Asset Strategy be noted;
- 3) one additional contract be added to the procurements over £200k due to be delivered during 2023/4 from the Quarter 1 list;
- 4) the Quarter 2 Performance data for the Period April to September 2023 be noted;
- 5) an officer report be requested that provides a model of the financial implications of an unusually high demand for emergency housing and temporary accommodation support;
- 6) with reference to the Strategic and Operational Performance measures in the Report (subsection Work and Financial Independence), the Essex / Preston models that link skills and developments to social value within Procurement be examined further; and

RECOMMENDED that

- 7) Changes to the Capital Programme in relation to ICT are actioned, bringing forward Cyber Security linked Tape Drive replacements from 2024/5 into 2023/4.

The Meeting commenced at 6.30 pm
and closed at 7.42 pm

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Quarter 2 2023-24 – Financial and Performance Report

Relevant Portfolio Holder	Councillor Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Michelle Howell Deborah Poole
Report Authors	Head of Finance and Customer Services michelle.howell@bromsgroveandredditch.gov.uk Head of Business Transformation, Organisational Development and Digital Strategy d.poole@bromsgroveandredditch.gov.uk Contact Tel:
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. 1. RECOMMENDATIONS**The Executive is asked to RESOLVE that:**

- The current overspend position in relation to Revenue and Capital Budgets for the period April to September and the full year overspend position of £39k after applying £557k from the Utilities Reserve as approved at Quarter 1 be noted.
- The present status of the Asset Strategy.
- There is one additional contract added to the procurements over £200k due to be delivered during 2023/4 from the Quarter 1 list.
- The Q2 Performance data for the Period April to September 2023 be noted.

That Executive is asked to Recommend to Council

- Changes to the Capital Programme in relation to ICT are actioned, bringing forward Cyber Security linked Tape Drive replacements from 2024/5 into 2023/4.

2. BACKGROUND

- 2.1 This report presents at Quarter 2 (April – September) 2023/24
- the Council's forecast outturn revenue monitoring position for 2023/24 based on data to the end of Quarter 2.
 - the Council's quarterly Asset Strategy update at Quarter 2.
 - Procurement pipeline projects (over £200k).
 - The organisations performance against the strategic priorities outlined in the Council Plan Addendum, including operational measures to demonstrate how the council is delivering its services to customers.

3. DETAILED PERFORMANCE**Financial Performance**

- 3.1 As part of the monitoring process a detailed review has been undertaken to ensure that issues are considered, and significant savings and cost pressures are addressed. This report sets out, based on the position at the end of Quarter 2, the projected revenue outturn position for the 2023/24 financial year and explains key variances against budget.
- 3.2 The £11.1m full year revenue budget included in the table below is the budget that was approved by Council in February 2023.

	2023/24 Approved Budget	2023/24 Forecast Outturn	2023/24 Forecast Variance to Budget
Business Transformation and Organisational Development	1,767,562	1,748,748	(18,814)
Community and Housing GF Services	1,576,893	1,991,955	415,062
Corporate Budgets	344,037	344,037	-
Corporate Services	(1,558,136)	(1,637,151)	(79,015)
Environmental Services	2,615,992	2,741,394	125,402
Financial and Customer Services	1,777,749	1,993,962	216,213
Legal, Democratic and Property Services	2,071,581	2,111,634	40,053
Planning, Regeneration and Leisure Services	1,282,538	1,181,594	(100,944)
Regulatory Client	451,038	449,435	(1,603)
Rubicon Client	764,746	764,746	-
Net Budget	11,094,000	11,690,354	596,354
Corporate Financing	(11,094,000)	(11,094,000)	-
Overall Total	-	596,354	596,354
Utilities Reserve		(557,000)	(557,000)
Overall Total	-	39,354	39,354

Budget Variances

- 3.3 During August and September 2023, budget managers were invited to budget monitoring training which focused on how to predict their financial position for the 2023/24 financial year, as well as how to input

that forecast into the TechOne financial system. This is the first time that budget managers have been asked to directly input their forecast financial positions into the system since the implementation of TechOne, and budget managers have been supported by the Finance Team throughout this process. This is the start of a journey for budget managers, but one that we hope in time will form part of regular financial monitoring reported to Members. A detailed review of the financial position input to TechOne has been undertaken by the Finance management team with some adjustments to assumptions reflected. This has included updating forecasts where they have been inadvertently omitted, updating signage, reviewing the forecast position per nominal code and verifying the salary costs including pay award included in the financial position.

3.4 Overall, the Council is currently forecasting a revenue overspend for 2023/24 in the region of £596k, before the application of £557k from the Utilities Reserve as approved at Quarter 1. This forecast overspend is predominantly due to:

- the implications of the 2023/24 pay award - £1,925 level per pay point plus on costs has been offered by the Employers and was agreed on 1st November 2023. This will be paid in the December payroll and backdated to 1st April 2023.
- temporary and interim staff requirements - whilst there are a number of vacancies within teams across the Council, some posts are being covered by temporary staff and this has therefore resulted in some cost pressures.
- the impact of homelessness and the cost of temporary accommodation costs. A review of grants available to offset the cost pressures is taking place.

This overspend is offset in part by:

- a forecast underspend against the utilities budget provision due to utilities inflation running at 70%. In the 2023/24 budget we assumed a 100% increase in budget and also set up a reserve for the same amount.
- anticipated additional income across various services.

3.5 This position will continue to be reviewed particularly given the impact of the increasing costs linked to inflation, and further updates will be provided to Members throughout 2023/24.

3.6 This in-year budget forecast reflects the best information available at the present time, however it is important to note that there are a

number of key factors that may impact upon the financial position which are not yet reflected fully within the forecast, including:

- The present cost of living crisis and the impact that this may have upon demand for council services throughout the winter period, including the impact of homelessness and the cost of bed and breakfast temporary accommodation costs.
- Inflationary increases – general inflation is coming down but is still running at 6.8% and will impact upon transport costs, utilities and contracts in particular.

3.7 The full year effect of a £596k overspend will be mitigated in part by the application of £557k from the Utilities Reserve as approved at Quarter 1. **This leaves a £39k overspend position.** The ongoing 2023/24 pay increases position has been reflected as a budget pressure in the 2024/25 MTFP process.

3.8 As previously reported, it is important to note that the Council is yet to close its accounts for the 2020/21, 2021/22 and 2022/23 financial years. This could therefore result in adjustments to the actual expenditure/income and forecast outturn positions as reported in the table above. Further updates will be provided to Members throughout the financial year (this work is being led by the Audit Standards and Governance Committee).

Additional Funding Requirements

3.9 There are no revenue based additional funding requests in Q2.

Capital Monitoring

3.10 A capital programme of £10.6m was approved in the Budget for 2023/24 in March 2023. Many of these schemes are already in partial delivery in the 2022/23 financial year. By approving this list, the Council also agreed sums not spent in 2022/23 (and 2021/22 by default if schemes originated earlier than 2022/23 as sums have been carried forward through to the 2021/22 MTFP Report) to be carried forward into 2023/4. The table also splits amounts by funding Source, Council or third party.

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Financial Year	Total Budget £000	Council Funded £000	External Funded £000
2021/22	5,671	2,243	3,428
2022/23	5,431	2,033	3,398
2023/24	12,651	2,015	10,636
2024/25	16,185	5,255	10,930
2025/26	4,863	1,915	2,948

3.11 Included in this funding the Council also have the following Grant Funded Schemes which are being delivered in 2023/24:

- The three Towns Fund schemes – Innovation Centre, Public Square, and Public Realm which are funded via £15.2m of Government Funding, an application will need to be made to Birmingham and Black County LEP once Innovation Centre plans are more detailed for a further funding of £1.9m, and the Council is funding £0.4m of works.
 - We have passed the deep dive review on our application with limited action points, including updating our Subsidy Policy and ensuring Towns Board Member Register of Interest Forms are up to date. This was confirmed at the start of August and has been reported to the August Towns Board meeting. We now have the Completion Statement.
 - Innovation Centre – Present estimated costs £10.1m (no change from last quarter)
 - £8m from the Towns Fund
 - Additional requirement of £2.1m – Greater Birmingham and Solihull LEP funding being sought through detailed business case. Initial application has been made by NWedR.
 - Police will vacate the site in October 2023.
 - Very tight timescales for delivery – must be delivered by 31st March 2026.
 - Public Realm – £3.4m
 - £3,0m from Towns Fund, Section 106 - £0.176m, Council funding £0.224m
 - Specification was delivered to the County Council by the end of March for them include in their Capital Programme.
 - New Town Square - £4.2m
 - Scheme expected to be to budget, with Library moving from present location to the Town Hall.

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- The County Council approved the move of the Library in July 2023.
- There are very tight timescales for delivery – despite the points raised earlier, we must still deliver the projects by 31st March 2026. Confirmation is required from DLUHC that if their funds are not fully drawn down by 31st March 2026, that if following the right process, they will be available in 26/7 and it will **not** be the Councils responsibility for fund any shortfall.
- The refurbishment of the Town Hall for £6.2m. This is being funded via Capital Receipts and debt funding (paid for by additional income being generated). This is now at RIBA Stage 3 and an Officer Decision Notice for the Approved Contractor Seddon Construction Limited was issued on the 26th October.
- UK Shared Prosperity Schemes totalling £2.5m (although it should be noted that these grant funded schemes are a mix of capital and revenue).

3.12 The spend at Quarter 2 is £1.267m (£0.583m Q1) against the overall 2023/24 capital budget totalling £12.651m is detailed in Appendix B. It should be noted that as per the budget decision carry forwards of £3.292m will be added to this figure to take account of slippage from 2022/23.

3.13 The following changes are requested for approval (allowing for slippage as set out in 3.11 above:

- ICT have a capital bid for £177,500 at each council in 2024-25 for Server Replacement. We would like to bring £50k of that money forward to this year if possible, as our Tape Backup server/library is beginning to fail quite often and this is the most important part of the Cyber Security attack response, as well as providing day to day backups of our data.

RBC Capital Bid										
Department	Strategic Purpose	Description	Funding Source	Bid/Saving	Reference as	2022-23	2023-24	2024-25	2025-	2022-
ICT	Enabling the Authority	Cisco Network U	Borrowing	Y	ICT09	53,561	5,463	0	47,339	0
ICT	Enabling the Authority	Server	Borrowing	Y	ICT11	83,250	2,000	177,500	18,500	0
ICT	Enabling the Authority	Replacement	Borrowing	Y	ICT13	5,000	25,000	150,000	5,000	0
		Laptop Refresh								
TOTAL						141,811	32,463	327,500	70,839	0

3.14 Capital Programmes (21/22 and 22/23) are set out in **Appendix A**.

Earmarked Reserves and their application

- 3.15 The position as reported to Council in February 2023 as per the 2023/24 – 2025/26 Medium Term Financial Plan is shown in **Appendix B**.
- 3.16 As was noted in paragraph 3.7 above, £557k of the Utilities Reserve was approved by Council to mitigate the impact of the increased costs arising from the 2023/24 pay award. However, this still leaves £39k to be funded from the general fund to bring the overall position back to break even.

Asset Strategy Update

- 3.17 The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 set out the minimum level of energy efficiency required to let non-domestic properties in England and Wales.
- 3.18 The Property Services Team continue to undertake various works across our property portfolio to contribute to improvements in the energy rating and performance of our buildings. Works are necessary at various sites to meet Part 3 of the Regulations, which contains the minimum level of energy efficiency provisions, which is currently set at an energy performance certificate (EPC) rating of at least band E. The Authority recognises the significant increases in energy costs and must act, as Landlord, to install energy efficiency improvements above the current requirement to make energy savings.
- 3.19 Recent works have been undertaken at various sites within the Public Building property portfolio. These include the full LED lighting upgrades at Greenlands Business Centre and Crossgates House. As part of recent refurbishment works at Arrow Valley Visitor Centre, all lighting was upgraded to LED fittings and the connection of Solar PV panels for electric supply were reinstated. There is also a bid for Grant moneys to upgrade the Solar PV installations at this site.
- 3.20 The minimum level of energy efficiency provisions will mean that, subject to certain requirements and exemptions, from 1 April 2023, as Landlord, we must not continue letting a non-domestic property which is already let if that property has an EPC rating of band F or G. Where a landlord wishes to continue letting property which is currently sub-

standard, they will first need to ensure that energy efficiency improvements are made which raise the rating to a minimum of E.

- 3.21 When an EPC is lodged on the EPC register it is then valid for a ten-year period. A new EPC is not required each time there is a change of tenancy, provided it is no more than ten years old. As Landlord, we have the option to have an EPC renewed, which is beneficial where we have undertaken or implemented significant energy saving measures.
- 3.22 The rolling programme of Condition Surveys and Energy Improvement Audits of the Council property portfolio is in progress and is in progress and will continue over the next 2 years. The findings of these surveys are providing essential data to enable us to fully evaluate the extent of works and investment required.
- 3.23 As previously identified, Winyates Craft Centre have poor energy performance within the units. While individually the units fall below the 50m² requirement for EPC surveys, data that we have indicates that all these units fall within the Grade G category rating for energy performance. This site forms part of the consultation for the redevelopment of Winyates Centre, therefore little work has currently been undertaken to improve these ratings due to the required indicative 115k spend that was identified in the condition survey for this site. The 115k relates to spend required over the next 5-year period to bring these premises up to a decent standard, with a further 22.3k in years 5-15. The level of investment required to bring these up to a lettable standard far outweighs the rental income RBC will receive over this interim / future period.
- 3.24 Work continues on the asset register to identify properties that no longer meet the objectives identified in the Asset Management Strategy.
- 3.25 Planning permission has been granted on Far Moor Lane and as a result the costs are now being validated with a view to determining the actual abnormal and the consequential capital receipt that will be achieved on this site as a result. This will need to be completed within 20 weeks of the JR period expiring.
- 3.26 Negotiations continue with interested parties on Upper Norgrove and Easemore House.
- 3.27 Work continues to determine the most effective use of community centres across the Borough.

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-
- 3.28 Work has already commenced on the Town Hall hub with NHS Children and Adult Mental Health Service and Talking Therapies already occupying part of the ground and first floors – officially opened on 20th October 2023. More services are to join the hub with contractors due onsite late 2023 to start the build for the new Library, DWP Job Centre and our own Council services. These services will occupy the lower ground, ground, first and second floors with the project due for completion in December 2024
- 3.29 Reinforced autoclaved aerated concrete (RAAC)
The Property Services team are conducting a desktop study to rule out the presence of RAAC within RBC / BDC properties. Using construction drawings where available and historic knowledge of the buildings we are working through the portfolio; to date, no areas of concern have been identified. The process should be completed shortly and finding will be presented at the next CMT meeting. If any issues are identified, these will be flagged, and the senior management team notified immediately.
- 3.30 If the team suspect the presence of RAAC planks we will seek guidance from a competent structural engineer to assess it and develop a management plan.
- 3.31 Reinforced autoclaved aerated concrete (RAAC) is a lightweight material that was used mostly in flat roofing, but also in floors and walls, between the 1950s and 1990s and it is believed that prominent use was within school construction in these periods.
- 3.32 It is less durable than traditional concrete and there have been problems as a result, which could have significant safety consequences, that is, its liable to collapse.
- 3.33 It is a cheaper alternative to standard concrete, is quicker to produce and easier to install, but has a typical lifespan of 30 years. It is an aerated product and has a 'bubbly appearance', and when exposed to moisture or polluted air over a prolonged period, the strength of the materials can be compromised. The aeration allows the moisture to penetrate the material, which in turn rusts the steel and compromises the integrity of the reinforcing bars. Concern also relates to the internal reinforcement steel, as it does not span the full length of the panels / planks, insufficient to withstand the weight and any additional load.
- 3.34 Because of this, RAAC is often coated with another material, such as bitumen on roofing panels. But this material can also degrade, further compromising the strength and performance of the RAAC.

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- 3.35 The Health and Safety Executive states RAAC is now beyond its lifespan and may "collapse with little or no notice".

Procurement

- 3.36 The Q1 Finance and Performance Report set out the initial set of procurements to be delivered by the Council over the next year. Following this initial report:
- On a quarterly basis a "Approval to Spend Report" will be provided to Executive which sets out the Council's Procurement Pipeline for approval to be included on the forward plan and an analysis of spending over the past 4 years.
 - This report will also identify spending with suppliers over the £200k limit to ensure this spending is converted to properly contracted expenditure.
 - That the Council investigate and put in place processes that allow local businesses to access Council procurements more easily, following the passage of the Procurement Bill.
 - The "Approval to Spend Report" report also provides a list of all procurement between £50k and £200k, which Executive can request further detail and subject to additional scrutiny where they see fit.
 - That items from the initial pipeline report at the appropriate Key Decision level are added to the forward plan.
- 3.37 The table in **Appendix C** sets out the latest list of procurements (Capital and Revenue) over £200k which are delegated for approval to Executive or Officers over the next year with new ones highlighted. It is proposed that these new items are added to the forward plan. There are 16 contracts listed.
- 3.38 A list of all procurement between £50k and £200k are set out in **Appendix D**. Executive can request further detail and subject to additional scrutiny where they see fit. There are 11 contracts listed here.
- 3.39 As the Council runs a shared service, a number of procurements that impact on Redditch will be procured through Bromsgrove. For reference these are also included in **Appendix E**.

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Housing Revenue Account

3.40 The table below details the financial position for the Housing Revenue Account (HRA) for the period April - September 2023. The major variances are due to the following:

- Repairs & Maintenance - vacancies pending restructure of service areas.
- Supervision & Management - the variance is predominantly due to vacant posts.

REVENUE 2023/24 PROVISIONAL OUTTURN Q2							
		2023/24 Full Year Budget £'000	2022/24 Budget Apr - Sept £'000	2022/24 Actual Apr - Sept £'000	2023/24 Variance Apr - Sept £'000	2023/24 Projected Outturn £'000	2023/24 Projected Variance £'000
INCOME							
Dwelling Rents	DR	-25,658	-13,363	-12,714	650	-25,633	25
Non-Dwelling Rents	NDR	-572	-298	-439	-141	-573	-0
Tenants' Charges for Services & Facilities	CSF	-618	-309	-320	-10	-618	0
Contributions towards Expenditure	CTE	-53	-27	-75	-48	-93	-40
Total Income		-26,902	-13,997	-13,547	450	-26,917	-15
EXPENDITURE							
		6,528	3,264	4,016	752	6,425	-103
Repairs & Maintenance	R&M						
Supervision & Management	S&M	8,690	4,345	1,713	-2,632	8,424	-266
Rent, Rates, Taxes & Other Charges	RRT	259	130	119	-11	571	312
Provision for Bad Debts	BDP	538	269	0	-269	538	0
Depreciation & Impairment of Fixed Assets	DEP	6,259	3,129	0	-3,129	6,259	0
Interest Payable & Debt Management Costs	INT	4,179	2,090	-135	-2,224	4,179	0
Total Expenditure		26,453	13,227	5,713	-7,513	26,396	-57
Net cost of Services		-449	-771	-7,834	-7,063	-522	-73
Net Operating Expenditure		-449	-771	-7,834	-7,063	-522	-73
Interest Receivable	IR	-234	0	0	0	-234	-0
Revenue Contribution to Capital Outlay	RCCO	0	0	0	0	0	0
Planned use of Balances	UB	682	0	0	0	756	73
Transfer to Earmarked Reserves	TER	0	0	0	0	0	0
(Surplus)/Deficit on Services		-0	-771	-7,834	-7,063	-0	-0

In capital terms

We are presently forecasting a £174k underspend on the £11.275m programme.

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HRA Capital Provisional Outturn 2023-24 Q2								
Project	Project	Project Description	2023/24 Full Year Budget £	2023/24 Budget to Date Apr - Sept £	2023/24 Actuals + Comm Apr - Sept £	2023/24 Variance Apr - Sept £	2023/24 Projected Outturn £	2023/24 Projected Variance £
100050 - Housing 1-4-1 p	100050	- Housing 1-4-1 p	3,000,000	1,500,000	1,225,886.52	-274,113	1,500,000.00	-1,500,000
100053 - Asbestos	100053	- Asbestos Genera	100,000	50,000	81,120.11	31,120	100,000.00	0
100054 - Structural Repa	100054	- Structural Repa	75,000	37,500	96,399.16	58,899	150,000.00	75,000
100055 - Electrical Upgr	100055	- Electrical Upgr	100,000	50,000	69,078.90	19,079	100,000.00	0
100056 - Boiler Replacem	100056	- Boiler Replacem	850,000	425,000	749,342.93	324,343	850,000.00	0
100058 - Window Replacem	100058	- Window Replacem	-	-	540,804.79	540,805	750,000.00	750,000
100059 - Disabled Adapta	100059	- Disabled Adapta	500,000	250,000	423,516.82	173,517	600,000.00	100,000
100060 - Environmental E	100060	- Environmental E	250,000	125,000	114,032.07	-10,968	150,000.00	-100,000
100061 - FRA Works	100061	- FRA Works	-	-	40,226.38	40,226	40,000.00	40,000
100062 - Stock Condition	100062	- Stock Condition	150,000	75,000	125,000.00	-	125,000.00	-25,000
100063 - Housing Managem	100063	- Housing Managem	-	-	137,805.96	137,806	336,000.00	336,000
100066 - Design and Supe	100066	- Design and Supe	500,000	250,000	-	-250,000	600,000.00	100,000
100067 - Door Entry/CCTV	100067	- Door Entry/CCTV	100,000	50,000	535,908.08	485,908	300,000.00	200,000
100068 - HRA Hard Wire S	100068	- HRA Hard Wire S	300,000	150,000	150,440.49	440	300,000.00	0
100074 - Balcony Replace	100074	- Balcony Replace	100,000	50,000	541.00	-49,459	100,000.00	0
100083 - HRA Compartment	100083	- HRA Compartment	1,000,000	500,000	1,269,542.90	769,543	1,500,000.00	500,000
100084 - Major Voids wor	100084	- Major Voids wor	500,000	250,000	689,667.56	439,668	750,000.00	250,000
100085 - Fencing Renewal	100085	- Fencing Renewal	-	-	-	0	-	0
100098 - HRA-Energy Effi	100098	- HRA-Energy Effi	750,000	375,000	440,346.60	65,347	750,000.00	0
100115 - HRA Stock Remod	100115	- HRA Stock Remod	100,000	50,000	48,981.24	-	100,000.00	0
100116 - HRA Estates Gar	100116	- HRA Estates Gar	150,000	75,000	-	-	150,000.00	0
110001 - INTERNAL REFURB	110001	- INTERNAL REFURB	2,500,000	1,250,000	763,681.24	-486,319	1,500,000.00	-1,000,000
110003 - HIGH TREES PROJ	110003	- HIGH TREES PROJ	350,000	175,000	406,307.97	231,308	400,000.00	50,000
110004 - DISREPAIR CASES	110004	- DISREPAIR CASES	50,000	25,000	17,475.03	-7,525	100,000.00	50,000
110005 - External Improvements	110005	External Improvements	300,000	150,000	312,757.89	162,758	300,000.00	0
110006 - Community Safety	110006	- Community Safety	-	-	67,368.15	-67,368	-	0
			11,725,000	5,862,500	8,171,495.49	2,335,014.25	11,551,000.00	- 174,000.00

Performance Report

3.41 The first section of this report shows the organisations performance against the strategic priorities outlined in the Council Plan Addendum. Additional comments and updates have been provided for the success measures to explain progress/activity. The final section of the report includes some operational measures to demonstrate how the council is delivering its services to customers.

3.42 The process of performance reporting will develop iteratively, however this document is a snapshot in time and very much a temperature check of the organisation, the layout comprises:

- Strategic Priorities – success measures
- Operational Measures – by service area
- Financial Data (separate report on this occasion)
- Corporate Projects (by exception)

3.43 The Council has an approved Council Plan in place that was completed before the Covid-19 outbreak., the Council then developed the Council Plan Addendum to take the potential shift in priorities bought about by the pandemic into consideration. The current key priorities are:

1. Economic Development and Regeneration

2. Housing Growth
3. Work and Financial Independence
4. Improved Health and Wellbeing
5. Community Safety and Anti-Social Behaviour
6. Green Thread
7. Financial Stability
8. Organisational Sustainability
9. High Quality Services

3.44 **Appendix F** sets out the Strategic Priorities and Performance Measures in detail. For the 9 priorities there is data contained in the Appendix on:

- The Performance Measure being used.
- An update on how it is being used.
- Where relevant, contextual information.

3.45 In addition, **Appendix F** also sets out Operational Service Measures.

4. FINANCIAL IMPLICATIONS

4.1 The financial implications are contained in the body of the report.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising as a result of this report.

6. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

6.1 The Strategic purposes are included in the Council's corporate plan and guides the Council's approach to budget making ensuring we focus on the issues and what are most important for the district and our communities. Our Financial monitoring and strategies are integrated within all of our Strategic Purposes

Climate Change Implications

6.2 The green thread runs through the Council plan. The Financial monitoring report has implications on climate change and these will be addressed and reviewed when relevant by climate change officers to ensure the correct procedures have been followed to ensure any impacts on climate change are fully understood.

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7. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 7.1 There are no direct equalities implications arising as a result of this report.

Operational Implications

- 7.2 Managers meet with finance officers to consider the current financial position and to ensure actions are in place to mitigate any overspends.

8. RISK MANAGEMENT

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

9. APPENDICES and BACKGROUND PAPERS

Appendix A – Capital Programme

Appendix B – Reserves Position

Appendix C – Procurement Pipeline (over £200K)

Appendix D – Procurements between £50k and £150k

Appendix E – Procurements undertaken by Bromsgrove on behalf of Redditch

Appendix F - Strategic and Operational Performance Measures

10. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Luke Court,	
Lead Director / Head of Service	Peter Carpenter, Interim Director of Finance	
Financial Services	Michelle Howell, Head of Finance and Customer Services	

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

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Executive Committee

Tuesday, 9th January, 2024

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Gemma Monaco (Vice-Chair) and Councillors Joe Baker, Brandon Clayton, Luke Court, Lucy Harrison, Bill Hartnett and Craig Warhurst

Also Present:

Councillor Sharon Harvey

Officers:

Toni Ainscough, Peter Carpenter, Mark Cox, Nicola Cummings, Sue Hanley, Ishrat Karimi-Fini, Bernard Ofori-Atta and Simon Wilkes

Democratic Services Officers:

Jo Gresham

61. APOLOGIES

Apologies for absence were received on behalf of Councillor Joanne Beecham.

62. DECLARATIONS OF INTEREST

There were no declarations of interest.

63. LEADER'S ANNOUNCEMENTS

The Leader advised that at the latest meeting of the Overview and Scrutiny Committee, held on 4th January 2024, Members had pre-scrutinised the proposals in the Redditch Play Audit and Investment Strategy, which was also due to be considered at the Executive Committee meeting. The Overview and Scrutiny Committee had proposed two recommendations as a result of the consideration of the report. The Leader urged Members to consider these

Chair

Executive Committee

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recommendations when debating the Redditch Play Audit and Investment Strategy during the meeting.

It was also reported that at a Budget Scrutiny Working Group meeting held on 2nd January 2024 the following items were pre-scrutinised:

1. Council Tax Base and Business Rates Yield 2024/25
2. Council Tax - Discretionary Council Tax Reduction Policy - Council Section 13A(C) Policy
3. Council Tax - Empty Homes Discounts and Premiums
4. Final Council Tax Support Scheme 2024/25
5. HRA Rent Setting 2024/25
6. Medium Term Financial Plan 2024-25 to 2026-27 Tranche 1 (following consultation)

Executive Committee were informed that the Budget Scrutiny Working Group had made no recommendations in respect of the above reports. The Leader thanked both the Overview and Scrutiny Committee and the Budget Scrutiny Working Group for the time taken in pre-scrutinising these reports.

The Committee was asked to note that there was a main agenda and two supplementary agenda packs for the meeting. The first supplementary agenda pack contained the full report including appendices, for the Redditch Play Audit and Investment Strategy and Medium Term Financial Plan reports. The Leader had taken the decision to only publish the covering reports in the main agenda due to the significant length of both reports and the benefits of trying to reduce the amount of paper printed for meetings in line with the Authority's commitment to the Carbon Reduction Strategy. The full reports for these items, including appendices, were published in the Additional Papers 1 pack on the same day as the main agenda, five clear working days in advance of the meeting. Paper copies of this pack had been provided in each of the political party group rooms and the full reports were also available to access electronically throughout this time.

64. MINUTES

RESOLVED that

the minutes of the Executive Committee meeting held on Tuesday 5th December 2023 be approved as a true and correct record and signed by the Chair.

65. REDDITCH PLAY AUDIT AND INVESTMENT STRATEGY

The Cultural Services and Parks Manager presented the Redditch Play Audit and Investment Strategy for Members' consideration.

Members were advised that the Redditch Play Audit and Investment Strategy had been undertaken as a result of the Leisure and Culture Strategy. The audit was an opportunity to ascertain the current situation of play provision in Redditch and how future play provision could improve the overall accessibility of play provision in Redditch.

It was reported that there were currently forty two play areas across the Borough. Of these forty two, nine had an expected life span of up to three years. Also included in the proposals were the following:

- The creation of two new neighbourhood level play spaces.
- The upgrading of three play spaces from Local to Neighbourhood provision.
- The upgrade of a further seven Neighbourhood play spaces and nine local play spaces.
- The decommissioning of six existing play spaces that were at 'end of life'.
- Investment in a further twenty seven play spaces, that were currently in good condition, however, they would need upgrading within the next ten years.

During the presentation of the report, it was noted that the inequality of provision had been mapped and assessed in detail through computer based mapping (GIS). Furthermore, it was explained that play areas needed to comply with national standards in order to satisfy risk management procedures and to comply with the Council's insurers requirements.

The Cultural Services and Parks Manager outlined the financial implications contained within the report and that £100,000 of the 2023/24 play area requirement had already been accounted for in the Medium Term Financial Plan (MTFP) 2024-25 to 26-27 (Tranche 1) proposals.

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It was hoped that the works proposed for the play spaces within the Borough would provide adequate spaces where children could play and spend time outdoors. This was in line with the Council's Strategic Purpose of providing safe, well maintained and green neighbourhoods.

Following the presentation of the report Members considered the recommendations that had been received from the Overview and Scrutiny Committee. It was felt that both recommendations had been covered within the Officer report and that the areas highlighted would be addressed in the future. The Leader once again, thanked the Overview and Scrutiny Committee for pre-scrutinising the report.

Officers were questioned regarding the provision of play areas within Matchborough and whether the Eathorpe Close play area had been identified for removal. It was confirmed that this area had been considered for removal. However, the nearby Matchborough Rock play area was identified as a play space that would be improved as part of the Strategy. Following the confirmation that the Eathorpe Close had been identified for removal some Members felt that this was an example of how the Play Audit had not been undertaken thoroughly and therefore the recommendations from Overview and Scrutiny Committee were indeed appropriate. As a result, the recommendations from the Overview and Scrutiny Committee were then proposed and seconded.

There followed a brief discussion regarding the financial implications of the Redditch Play Audit and Investment Strategy and confirmation that £100,000 had been accounted for in the MTFP 2024-25 to 26-27 (Tranche 1) and that there would a total spend of £2m over a ten year period as outlined in the report.

Members welcomed the Strategy and stated that it provided a clear direction for play provision in the Borough for the future. The implementation of the Strategy would also address any deficiencies identified within the Play Audit and would result in 96.1% of households within the Borough with access to a play space within a walking distance of ten minutes. The remaining 3.9% of households would typically have access to a play space area within fifteen minutes walking distance.

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It was requested by Members that a map be provided as a visual representation of the geographical spread of play areas within the Borough for Members' information. Officers undertook to provide this.

The recommendations from the Overview and Scrutiny Committee were then put to the vote as follows:

- 1) The criteria of the Redditch Play Assessment be reviewed to ensure that play facilities in every ward are fit for purpose and provide for the needs of children of all ages and young people and families.
- 2) The Redditch Play Audit and Investment Strategy (Appendix 2) is amended accordingly to ensure that the strategic purpose of 'living independent, active and healthy lives' is front and centre.

On being put to the vote these recommendations were lost.

The recommendations contained within the report were then considered and on being put to the vote it was

RESOLVED that

- 1) the approach to improve the accessibility of equipped children's play as presented in the Redditch Play Assessment be adopted;**
- 2) the approach to capital investment as presented in, The Redditch Play Audit and Investment Strategy (Appendix 2) is accepted and that officers are requested to prepare bids for capital funding, as applicable, to be considered in due course and in the context of other funding bids.**

66. PLANNING ENFORCEMENT POLICY

The Technical Services Manager, Worcestershire Regulatory Services (WRS) presented the Planning Enforcement Policy for Members' consideration. In doing so the following was highlighted:

- The Council's current Planning Enforcement Policy had been established in 2011 and this new policy sought to provide an update to this policy in line with current Planning legislation.

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Tuesday, 9th January, 2024

- The Policy outlined the process undertaken in respect of enforcement, when enforcement action might be considered, when Planning breaches had occurred and the prioritisation of an Enforcement Work Programme.
- Enforcement action took a significant amount of time to carry out. It was therefore proposed that greater engagement and liaison would be undertaken with alleged offenders in order to bring them in line and comply with the Policy.
- It was not always appropriate to undertake Planning Enforcement and Officers could not compel parties to apply for Planning consent and it was not always in the public interest to enforce breaches.

Following the presentation Members agreed that this Policy was welcomed and would help to clarify the current situation. However, they were keen that engagement with alleged offenders be made early and in a proactive and robust manner. It was felt that enforcement was critical to ensure that Green Belt land was not encroached upon and that building regulations were adhered to from a Health and Safety perspective. Members were reminded that Officers could not force people to apply for Planning permission, but that the process now would encourage and aid the process of enforcement in the future.

RECOMMENDED that

the Council endorse the Planning Enforcement Policy.

67. COUNCIL TAX BASE AND BUSINESS RATES YIELD 2024/25

The Portfolio Holder for Finance and Enabling presented the Council Tax Base and Business Rates Yield 2024/25. During the presentation it was highlighted that the report was required under the Local Authorities (calculation of Tax Base) Regulations 2012 in order that the following could calculate the Council Tax amounts for the 2024/25 financial year:

- Redditch Borough Council
- Worcestershire County Council
- Police and Crime Commissioner for West Mercia Authority
- Hereford and Worcestershire Combined Fire Authority
- Feckenham Parish Council

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It was reported that a 2% allowance for non-collection had been included within the report and that Business Rates Yields would be considered at the next Executive Committee meeting, as the Worcestershire and Herefordshire Business Rates Pool meeting was due to take place on 12th January 2024 to finalise arrangements.

Following the presentation of the report some Members queried the non-collection rate percentage. In response officers explained that the non-collection rates were set at 2% and it was hoped that the collection rates would be at 98% although in some years it had been slightly lower. It was always a fine balance between chasing outstanding debt in this area as it could take considerable time and be costly.

RECOMMENDED that

- 1) **The calculation of the council tax base for the whole and parts of the area for 2024/25 be approved and**
- 2) **In accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the figures calculated by Redditch Borough Council as its tax base for the whole area be 26,317.1 and for the parts of the area listed below be:**

Parish of Feckenham	380.3
Rest of Redditch	<u>25,936.8</u>
Total for the Borough	<u>26,317.1</u>

68. COUNCIL TAX - DISCRETIONARY COUNCIL TAX REDUCTION POLICY - COUNCIL SECTION 13A(C) POLICY

The Portfolio Holder for Finance and Enabling presented the Discretionary Council Tax Reduction Policy - Council Section 13A(C) Policy report. In doing so it was explained that the Council had power under S13A(1)(C) of the Local Government Finance Act 1992 to reduce the amount of Council Tax a person was liable for. This power could be exercised on a case by case basis.

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The Executive Committee was informed that a current example of this was relief for Care Leavers which was undertaken across the County and reimbursed by Worcestershire County Council (WCC). A further example of this was Severe Weather (for example flooding) where Council Tax was waived for at least three months with this being reimbursed to the Council by the Government.

The framework allowed the Council to make local decisions with the Policy, which it was noted, had not changed from the previous year and was set out in the appendix to the covering report.

Members were reminded that there was already Council Tax relief available for residents on low incomes through the Council Tax Support Scheme. This report was due to be considered later on in the meeting.

The Portfolio Holder for Finance and Enabling stated that should reliefs be given, and were not reimbursed by Government, then the Council had to fund any payments made. It was confirmed that the Council had not made any of these individual reliefs for a number of years.

Following the presentation of the report, it was queried whether there was a cap on the number of individual reliefs awarded per year. It was clarified that this was not the case, and if it were, it would result in having to include a budget line within the Council's budget which stated how much these reliefs would cost on an annual basis and how much was allocated per year.

RECOMMENDED that

- 1) The Section 13A(1)(C) policy be approved and adopted from 1st April 2024.**

69. COUNCIL TAX - EMPTY HOMES DISCOUNTS AND PREMIUMS

The Portfolio Holder for Finance and Enabling presented the Council Tax Empty Home Discounts and Premiums report. It was reported that until April 2004 empty homes were eligible for a Council Tax discount of 50%. However, a series of amendments to Council Tax legislation, made since 2004, had given billing authorities the power to reduce or remove the discount for

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unoccupied dwellings and, in the case of long-term empty homes, to impose a Council Tax premium.

The Levelling Up and Regeneration Act 2023 had introduced further changes to the discount and premiums for unoccupied homes. The most significant changes were outlined as follows:

- the period for which a dwelling must be vacant before a property was classed as a long-term empty dwelling was reduced from 2 years to 1 year, and a requirement introduced to consider guidance issued by the Secretary of State before the application of premiums was decided.
- Powers were given to the billing authority to apply a premium of up to 100% for any dwellings that were furnished and had no residents. These dwellings would usually be second homes where the owner lived elsewhere and used the property as holiday or occasional accommodation.

The Executive Committee were informed that the Council currently applied the full premium to all long-term empty homes. The decision to apply premiums was made on the basis that a dwelling would be subject to the premium if vacant for 2 years or more. The amendment to section 11B of the Local Government Finance Act 1992 meant that, from 1st April 2024 the existing wording of the Council's determination meant that, the premium would be applied to all dwellings that had been vacant for twelve months or more.

It was reported that at the commencement of the 2022/23 tax year - the first year that the Council applied the Premium - 133 dwellings were subject to the Premium. The number of dwellings for which the Premium was now levied had reduced to 61 dwellings.

Following the presentation of the report Members stated that they welcomed the report and on being put to the vote it was

RECOMMENDED that

- 1) From 1st April 2024, under section 11B(1) of the Local Government Finance Act 1992, for long-term empty dwellings the discount under section 11(2)(a) would not apply and the additional Council Tax Premium applied would be:**

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- i. For a dwelling that had been unoccupied and substantially unfurnished for less than 5 years – 100% premium.
- ii. For a dwelling that had been unoccupied and substantially unfurnished for 5 years or more, but less than 10 years – 200% premium.
- iii. For a dwelling that had been unoccupied and substantially unfurnished for 10 years or more – 300% premium.

2) The Head of Financial and Customer Services on a case-by-case basis may consider a reduction to the long-term empty premium under section 13A(1)(C) of the Local Government Finance Act 1992.

70. FINAL COUNCIL TAX SUPPORT SCHEME 2024/25

The Portfolio Holder for Finance and Enabling presented the Final Council Tax Support Scheme 2024/25 for Members' consideration. During the presentation it was stated that under section 13A(2) of the Local Government Finance Act 1992 (LGFA '92) the Council was required to operate a Council Tax Reduction Scheme specifying the reductions in Council Tax that was provided to people who were in financial need.

The existing scheme included a provision for the uprating of income bands by an inflation factor decided by the Council. Changes to income bands were made in accordance with the existing scheme and would not require consultation but would be subject to approval of Council. These increases would be based on the increases in benefit levels as stated in the Chancellor's Speech on 22nd November 2023 which was set at 6.7%.

During consideration of this report, it was noted that the Portfolio Holder's name within the report was incorrect, and Officers undertook to rectify this for the future.

Following the presentation of the report Members felt that this was a good scheme that benefitted the residents of Redditch.

RECOMMENDED that

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- 1) **The Council Tax Reduction Scheme be retained for 2024-25 tax year, subject to uprating of income bands by 6.7%.**

71. HRA RENT SETTING 2024/25

The Portfolio Holder for Housing and Procurement presented the HRA Rent Setting 2024/25 report for the consideration of the Executive Committee.

Members were informed that there had been detailed discussions regarding the level at which rents should be set to increase for the financial year 2024/25. It was stated that rent increases capped at a rate of CPI plus 1% which would equate to 7.7% for this financial year. However, following the discussions and due to the Cost of Living crisis it was agreed that the increase should be set at 7% which was compliant with the above requirements.

The increase would help to fund the current refurbishment works that were currently underway. Members were informed that at present there were 15 kitchen and bathrooms a week being fitted within the Council's Housing Stock. In addition to this, the increase would enable the continuation of the gas compliance programme of works. It was reported that the Council's gas compliance rate had recently been at the highest level in the country.

The Committee was advised that the Council's rent levels were set at between 30-50% lower than private rentals and that 78% of the Council's tenants received government benefits to help pay the rental fees. The remaining 22% were working and therefore still received the benefits of lowered rental fees compared to the private rental sector.

Once Members had received the presentation there were some queries regarding what the increase in rental fees would be spent on and whether the increase would be used for the pay award recently awarded to Council Staff. It was reported that 40% of the 7% would be used in this way, however the remaining 60% of the 7% would be used for improvements and further building of Social Housing within the Borough.

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In concluding the discussion of this report, Officers noted that there was a typographical error at paragraph 3.11 within the report. The report stated the following:

'The average rent (48 week basis) for 2024/25 charged will be £104.37 and £161 for social and affordable rent properties respectively.'

However, it was confirmed that it should read as follows:

*'The average rent (48 week basis) for 2024/25 charged will be **£103.37** and £161 for social and affordable rent properties respectively.'*

RECOMMENDED that

the actual average rent increase for 2024/25 be set as 7%.

72. RECOMMENDATION FROM THE LICENSING COMMITTEE

The Executive Committee considered the recommendation from the Licensing Committee meeting that took place on Monday 27th November 2023.

The Leader thanked the Licensing Committee for the recommendation and expressed that endorsing the recommendation would allow greater flexibility and support to Redditch Taxi Drivers in the future. It was reiterated that an extended free retest period would only be applicable providing the vehicle had a valid MOT certificate.

RESOLVED that

the period during which a taxi or private hire vehicle could be retested at Crossgates Depot without charge be extended from 24 hours to 10 working days, so long as the vehicle has a valid MOT certificate to cover that period of time.

73. MEDIUM TERM FINANCIAL PLAN 2024-25 TO 2026-27 TRANCHE 1 (FOLLOWING CONSULTATION)

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The Portfolio Holder for Finance and Enabling presented the Medium Term Financial Plan 2024-25 to 2026-27 Tranche 1 (following consultation) report.

The Committee was informed that this report was almost the same as the report considered in October 2023 prior to consultation. It outlined that the Council set out a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Full Council in February.

Due to the Cost of Living Crisis and inflationary pressures the process had been more difficult than in previous years and therefore the MTFP had been split into two tranches.

Members were informed that the approved Tranche 1 position included some base assumptions which were as follows:

- Council Tax – Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP and no increase in numbers of properties.
- Business Rates Increases – business rates assumed no growth in the base.
- New Homes Bonus/Government Grants – It was assumed that levels would be the same as previous years.
- Pension Fund assumptions took into account the latest triennial valuation which was received in September 2022.

The following “generic” pressures and savings were included in Tranche 1:

- The impact of the 2023/4 pay award had been considered. This was an estimated increase of £805,000, however, the Council had already accounted for a pay award of 2% which reduced this amount to £575,000.
- There were savings following budgets set in 23/4 not being required as inflation had reduced therefore the utilities budget reduced by £228,000 a year and the Inflation budget of £260,000 could also be released.
- The £1,140k utilities reserve was transferred to the General Fund.

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- A 7% increase in fees and charges had been approved (apart from Dial a Ride where registration fees were reduced from £16.50 to £15, but journey fees increased by £1).
- Inflation on fees and charges is 2% in 2025/6 and 2026/7.

Departmental pressures were also highlighted for Members attention:

- There was presently a target of £500,000 for the reclaiming of Benefit overpayments. Following receipt of more accurate information and processes this amount would now only deliver £300,000 of income.
- The Council's Carbon pledge was to a carbon neutral position on the fleet over time. The £20,000 increase in budget allowed for, prices dependent, a 30% use of HVO fuel and an estimated savings of 154 tonnes of greenhouse gases from the fleet.
- The HR structure reported into one post. This funding added a second senior post to relieve pressure in this service area.

Finally, it was reported that the appendices to the report set out all saving proposals and also included a feedback form on the Tranche 1 proposals. To date there had been no feedback forms received.

As highlighted earlier in the meeting, this report was reviewed by the Budget Scrutiny Working Group on the 2nd January 2024 whereby no recommendations were made to the proposals contained within the report.

Following the presentation of the report some Members queried whether it was prudent to release the Utilities reserves given that the price of energy was increasing once again. Officers explained that although this was the case across many areas, the Council was part of an energy buying consortium where the cost of purchasing energy was lower and provided a better deal than those paying for energy individually.

There were also some queries in respect of the increase in cost of Dial-a- Ride services. The Portfolio Holder for Finance and Enabling explained that the decision to increase the journey fees had been from the service and had not been a Finance decision. He read out the following statement which had been received in respect of this:

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“All trips are increased by £1 but we reduce the registration fee back to £15. (The current charge is £4 per single journey with concessionary pass and £16.50 for the registration fee).

Based on current registered customers we would only lose £688 per annum in the registration fee money but increase income through fees and charges by £18k per annum. To note this still does not make the service pay for itself. Full cost recovery is nearer £9.50 per journey. As Members will be aware from the new Council priorities, reducing the cost of the Dial A Ride has been set out in the plan and Officers are currently working on this proposal through increased income generation by increasing the number of daily passenger details through a more efficient delivery method.

The rationale for this £1 increase (which equates to 20%) is that many of the Community Transport (CT) schemes charge an admin fee per journey. By increasing our journey charges, we would be more in line with what other CT schemes charge. We find the customers who use us regularly take up a lot of despatchers time booking, changing, cancelling appointments so we can recoup some of this by charging more per journey. All customers pay the same registration fee however many journeys they take, which can seem unfair to those customers who don't use us as often or can't get booked on their requests due to the regular group bookings using up the slots/taking priority.

Regarding the cost being closer to a taxi fare, the Dial A Ride services offers the following additional benefits to service users

- A wheelchair accessible vehicle, that allow direct access on the vehicle via a ramp.*
- A front door service, with drivers assisting service users to secure their property and to assist with carrying shopping etc.*
- The mental well-being aspect of travelling with other services users and building connections and friendships. This reduces loneliness and improves mental well-being.”*

In respect of the target of £500k for the reclaiming of Benefit overpayments it was noted that this had been amended following more accurate information being received and was attributed to residents becoming more familiar with completing the appropriate forms when informing the Council of a change in circumstances.

RECOMMENDED that:

- 1) The inputs into the Council's Medium Term Financial Plan as at the start of October, and the associated risks and opportunities be endorsed.
- 2) These inputs had been used, along with the 2023/24-25/26 Medium Term Financial Plan (MTFP) agreed by Council in February 2023, to project an initial "gap" to be closed.
- 3) An initial Tranche of savings proposals, as set out within the report and the associated Savings Proposal Document, had been published on the 24th October 2023 and any feedback will be considered by Executive at this meeting on the 9th January prior to seeking approval at Council on the 29th January 2024.
- 4) That fees and charges be increased by 7% as part of these proposals.
- 5) Tranche 2 of this process will add further information such as the Local Government Settlement to give a final financial position for the Council.

74. OVERVIEW AND SCRUTINY COMMITTEE

The Leader confirmed that there were no outstanding recommendations from the Overview and Scrutiny Committee for consideration on this occasion.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 30th November 2023 be noted.

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

During consideration of this item, Members noted that there were two recommendations that had been made by the Budget Scrutiny Working Group at the meeting held on 29th November 2023, which were subsequently endorsed by the Overview and Scrutiny Committee at its meeting on 30th November 2023.

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These two recommendations were debated and endorsed by the Executive Committee. This followed the agreement of these recommendations at the Executive Committee meeting held on 5th December 2023, as detailed in the minutes of that meeting at Minute Item 60 – Executive Committee Meeting – 5th December 2023.

76. **PLANNING AND ENVIRONMENTAL ENFORCEMENT BUSINESS CASE**

The Technical Services Manager, WRS presented the Planning and Environmental Enforcement Business Case. During the presentation the following was highlighted for Members' attention:

- A number of issues had been experienced by the Council in respect of Planning and Environmental enforcement in the past. These included difficulty in the recruitment of experienced and skilled officers. It is considered that WRS Officers had the necessary skills to provide effective enforcement on behalf of the Council. The service would include triaging of enforcement matters, proactive enforcement and legal and administrative support. In addition to this by utilising the expertise of WRS in enforcement matters, it would allow benefit from increased knowledge in areas such as injunctions and more skills in complex enforcement matters when multiple breaches had occurred; such as breaches that included both noise and importation of soil.
- There was currently a backlog in enforcement cases at the Council and this proposed extra resource would provide a means by which to reduce the backlog over a period of time.
- There would be an increase in resource allocated to 'enviro-crimes' such as fly-tipping and dog fouling, which were two areas of concern for both the Council and residents of the Borough.

In proposing the recommendations, Members stated that this proposal was an opportunity for the Council to enforce in a proactive manner and that the knowledge and skills offered by WRS was a key benefit to accepting these proposals.

Some Members were keen to better understand the process of approval of the report going forward. It was confirmed that this

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report was due to be considered at the Full Council meeting on 29th January 2024. It was also due to be considered at a Bromsgrove District Council Cabinet meeting on 17th February 2024 and then at the Full Council meeting on 24th January 2024. Following the outcomes of these meetings the report would be considered at the next meeting of the WRS Board where all Member Councils would be asked to endorse the proposals.

RECOMMENDED that

- 1) The Business case be pursued with the intention to bring together the enforcement functions within Environmental Services and Planning and associated current budget within the Shared Regulatory Service provided by WRS.**
- 2) An additional £23,400 annually be agreed to fund the service to meet the level of demand in Planning Enforcement.**
- 3) An additional £15,260 be agreed to fund 1.6 FTE additional (Grade 6) resource to support the work in tackling the backlog of Planning Enforcement cases each year for the next two years only.**
- 4) An additional £7,537.50 be agreed to fund 0.25 FTE additional (Grade 4) resource for the customer service resource element of fly-tipping, littering and enviro-crime.**
- 5) An additional £21,650 be agreed to fund 0.5 FTE additional (Grade 6) resource to support the work on enforcement of fly-tipping, littering and enviro-crime.**

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial and business affairs of any particular person (including the authority holding that information) and information relating to consultations and negotiations, including contemplated consultations and negotiations, in respect of labour relations

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matters. However, there is no exempt information in this minute item).

77. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that:

Under S100 A (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12 of the said act, as amended.

- **Minute Item No. 78 – Land at Upper Norgrove**
- **Minute Item No. 79 - Appointment of Design Team and Project Managers – Towns Fund Schemes**

78. LAND AT UPPER NORRGROVE

The Interim Deputy Chief Executive presented the report in respect of the Land at Upper Norgrove.

The Committee was reminded that the site had been allocated for housing as part of the Council's Local Plan in 2017. A further update report had been considered by the Executive Committee of the proposals in July 2021. There had been some negotiations with neighbouring landowners regarding the development / disposal of the property. However, these negotiations had not been successful, and a market exercise was undertaken to market the Council's land as a standalone development opportunity.

It was reported that an offer had been received from Bloor Homes Ltd and that it was recommended that this offer be accepted.

Following the presentation of the report, some Members queried why the Council was not proposing to build its own Social Housing on this site. It was stated that as this was a large site it was not prudent for the Council to undertake such a large project, and that it was more appropriate to continue to build new homes, such as the 19-house development recently completed, in pockets of Council owned land.

RECOMMENDED that

- 1) **The Council dispose of the above site to Bloor Homes Ltd on the basis of the offer received as described in Appendix 1 to this report.**
- 2) **Authority be delegated to the Head of Legal Democratic and Property Services and the Section 151 Officer to implement the disposal.**

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial and business affairs of any particular person (including the authority holding that information).

79. APPOINTMENT OF DESIGN TEAM AND PROJECT MANAGERS - TOWNS FUND SCHEMES

The Interim Deputy Chief Executive presented the Appointment of Design Team and Project Managers - Towns Fund Schemes report for Members' consideration.

It was reported that a tender exercise had been undertaken to appoint a Design Team and Project Managers for the Towns Fund Schemes in 2023. The tenders in respect of the multi discipline design for the Digital Manufacturing and Innovation Centre (DMIC) had been evaluated on a ratio of 70% Quality and 30% Price. Of the quality evaluation the weightings were evaluated as follows:

- 30% was weighted to the Design Team Selection and Relevant Experience.
- 22% was weighted to Building Services, Pre- Construction Management, and Cost Management.
- 18% was weighted to Stakeholder Management, Environmental Sustainability, and Social Value.

A similar process was for the appointment of Project Managers for the projects.

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Following the presentation of the report some Members queried the exact function of the DMIC and whether this was simply office space. It was stated that this would be a mix of office, manufacturing and design space for businesses (both start up and established) and centres of learning could also utilise it to upskill local residents in order for them to enter jobs in the future. It was also explained that there was a need for this kind of centre in the Borough as Redditch had a strong history of manufacturing skills but no such site at present which enabled an increase of these skills.

Some Members raised concerns regarding the funding of these projects and whether there was sufficient funding available to progress them. It was noted that funding streams were being looked at and that further details would be available in due course.

Members were reminded that the Council was the responsible body for these projects and that sign off by the Interim Section 151 Officer would be sought at every step of the process. It was also noted that this report sought only to agree the appointment of the design team and project managers and was not a report that was requesting additional funding for the projects.

RESOLVED that

- 1) That AHR be approved as the Design contractor for the DMIC following a tender process.**
- 2) That Gardiner and Theobald be approved as Project Managers for the Digital Manufacturing Innovation Centre and the New Town Square projects following a tender process.**

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial and business affairs of any particular person (including the authority holding that information).

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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**Executive
2024**9th January 2024**Redditch Borough Council Planning Enforcement Policy**

Relevant Portfolio Holder		Councillor M. Dormer
Portfolio Holder Consulted		Yes
Relevant Head of Service		Ruth Bamford
Report Author	Job Title: Principal Officer Contact email:toni.ainscough@worcsregservices.gov.uk Contact Tel: 01562 738035	
Wards Affected		No specific ward relevance
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		All strategic purposes apply
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 to Council that:-**

- 1.1 The Council endorses the report (as attached at Appendix A).

2. BACKGROUND

- 2.1 The attached report in Appendix 1 is a revision of the existing Planning Enforcement Policy dated 24th April 2006. The current policy is available on request.

The revised and updated policy for consideration is attached in Appendix 1. It is recommended that the attached Planning Enforcement Policy replaces the existing policy in line with current practice.

3. OPERATIONAL ISSUES

- 3.1 There are no operational issues of note.

4. FINANCIAL IMPLICATIONS

- 4.1 None

5. LEGAL IMPLICATIONS

- 5.1 The Council carries out enforcement activity under statutory powers. There are no direct legal implications arising from this Report
- 5.2 Whilst the Council has a range of powers to enforce against unauthorised development, the Government, through paragraph 59 of the National Planning Policy Framework (NPPF), states that enforcement action is discretionary and LPA's should act proportionately in responding to suspected breaches of planning control. The NPPF (as augmented by the NPPG) also recommends that Local Planning Authorities publish a Local Enforcement Plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so. The Council has therefore updated its Enforcement Plan in accordance with national guidance, best enforcement practice and to provide greater clarity and transparency on expectations, process and limitations in relation to the Council's role.

6. OTHER - IMPLICATIONS**Relevant Strategic Purpose**

- 6.1 The response to the Planning Enforcement Policy in itself does not have any direct implications on Redditch Borough Council's strategic purposes. In reviewing this policy, consideration has been given to the Council's strategic purposes and it is considered that the revised policy supports these key purposes.

Climate Change Implications

- 6.2 It is not considered that there are any specific climate change implications for Redditch from the proposals in the Planning Enforcement Policy SLP. Although it is recognised that the planning process must continue to address the wider climate change concerns.

Equalities and Diversity Implications

- 6.3 The response has no Equality or Diversity implications, due regard has been given in the preparation of this policy.

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7. RISK MANAGEMENT

- 7.1 The current planning enforcement policy does not reflect the current or aspired operational activities of its planning enforcement service. Therefore by not endorsing the attached reviewed policy, the Council is at risk of operating a service which is not in alignment with current policy.
- 7.2 The proposed enforcement policy sets out our approach to enforcement which is subject to budgets afforded such. Expectation of action and expediency will require managing with the above in mind.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Redditch Borough Council Planning Enforcement Policy

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Redditch Borough Council Planning Enforcement Policy

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Introduction

This Enforcement Plan ('The Plan') relates to Redditch Borough Council Council's planning enforcement service and describes the purposes of the service and how it will be delivered.

Although planning enforcement is discretionary and not a mandatory function of Local Planning Authorities, it is recognised that the integrity of the Development Management process depends on the Council's commitment to take effective action against unauthorised development.

The Plan explains the Council's policy and procedure for dealing with reports of alleged breaches of planning control. It identifies local priorities to assist with case management. The Plan sets out the approach to planning enforcement and provides greater clarity for all parties engaged in the development process.

Purpose of planning enforcement

The purpose of planning enforcement is to ensure that development and/or change of use of land and buildings, is undertaken in accordance with regulations and planning permissions and, where it is undertaken without permission, to ensure that harmful development is dealt with effectively.

A breach of planning control has to occur for enforcement action to be considered. An assumption cannot be made on intent. Similarly disputes concerning boundaries, covenants, deeds or civil issues are not relevant.

Legislation and policy

The Town and Country Planning Act 1990 (as amended) provides the statutory basis for most planning enforcement matters. The statutory powers for Listed Building enforcement are provided principally by The Planning (Listed Buildings and Conservation Areas) Act 1990.

The Borough of Redditch Local Plan No.4 (referred to as BoRLP) was adopted by Redditch Borough Council on 30th January 2017. The plans set the vision and strategy for the sustainable growth of the area up to 2030. It is the Council's key statutory strategic planning document, guiding decisions on all development activity and is therefore fundamental in guiding decisions relating to breaches of planning control.

The BoRLP conforms to the National Planning Policy Framework ('the Framework') which was first introduced in March 2012 and subsequently. The Framework states that: "Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate" (NPPF).

In addition to the Framework the Planning Practice Guidance document titled "Ensuring effective enforcement" provides national guidance in responding to suspected breaches of planning control. In preparing this plan the Council has followed the National Planning Policy Framework and the Planning Practice Guidance.

Principles

What is a breach of planning control?

Planning enforcement aims to enforce against planning breaches, which is described in the Town and Country Planning Act 1990 (“the 1990 Act”) as;

- “carrying out development without the required planning permission; or failing to comply with any condition or limitation subject to which planning permission has been granted’(s.171A).

Section 55 of the 1990 Act defines development as;

- “the carrying out of building, mining, engineering or other operations in, on, or over land, or the making of any material change of use of any building or other land.”

A breach of planning control could involve such matters as the unauthorised erection of a building or an extension to a building, a material change of use of land or a building, or the display of unauthorised advertisements.

In certain circumstances, planning permission is not required, this is referred to as Permitted Development Rights, examples include, some extensions or structures, walls, and fences. Further information can be found in the Ministry of Housing, Communities and Local Government document published in September 2019 ‘Permitted development rights for householders.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/830643/190910_Tech_Guide_for_publishing.pdf

Other breaches of planning control may consist of the following:

- Unauthorised works to Listed Buildings - most works to Listed Buildings require consent and it is a criminal offence to carry out works without such consent. Prosecution proceedings can be instigated under Section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Alternatively, the Act also gives local planning authorities the power to serve Listed Building Enforcement Notices to which there is a right of appeal.
- Unauthorised works to trees subject to a Tree Preservation Order (TPO) or Conservation Area - It is an offence to carry out unauthorised work to trees protected by a Tree Preservation Order. Where works are proposed to trees in a Conservation Area, the Local Planning Authority should be notified, and permission obtained in advance. In both instances the Council has the power to prosecute offenders and require the planting of replacement trees.
- Unauthorised demolition of a building which is located within a Conservation Area - It is a criminal offence to demolish a building, which is located in a Conservation Area, without consent.
- Breaches of Planning Conditions - A breach of condition notice can be served where there is a failure to comply with any condition imposed on the grant of planning permission. There is no right of appeal against a breach of condition notice.
- Untidy land where it affects the amenity of the area - where land or premises have become an eyesore, the Local Planning Authority has the power to serve a notice under section 215 of the Town and Country Planning Act, requiring steps to be taken to remedy the condition of land. There is a right of appeal to the Magistrates Court.

- Deliberate concealment of unauthorised building works or changes of use - where a person deliberately conceals unauthorised development, the deception may not come to light until after the time limits for taking enforcement action (Section 171B of the Town and Country Planning Act 1990) have expired. A Planning Enforcement Order enables the council to take action in relation to an apparent breach of planning control notwithstanding that the time limits may have expired.
- Not building in accordance with the approved plans that form part of a planning permission - In some cases this can result in the whole development being deemed as unauthorised.
- Unauthorised engineering operations, such as raising of ground levels or earth bunds - these matters may involve engagement with the Environment Agency.

The principles of good enforcement

The integrity of the planning system depends on the Council's readiness to take enforcement action when it is appropriate to do so. Planning laws and policies are designed to control the development and use of land and buildings in the public interest; they are not meant to protect the private interests of one person against the activities of another.

The Council is committed to providing an effective planning enforcement service. In order to undertake effective investigations, it is essential that there is cooperation between Council departments and other agencies, such as the Police, Environment Agency, HMRC and the Health and Safety Executive. The Council will continue to develop these relationships in order to make best use of our available resources.

The Council will not condone breaches of planning control and will exercise its discretion to take enforcement action if it is considered expedient to do so. The Council will investigate all reports about alleged breaches of planning control, except those reported anonymously*, to determine whether a breach has as a matter of fact occurred, and if it has, will then determine the most appropriate course of action, mindful to the basic principles of enforcement:

- **Proportionality** - enforcement action will be proportionate to the risks and seriousness of any breach, including any actual or potential harm caused by the breach.
- **Helpfulness** - where it should be possible for breaches of control to be relatively quickly remedied, officers will give owners/developers a chance to quickly rectify matters. It needs to be recognised that this process will take some time due to, matters of negotiation, realistic compliance periods to rectify building works for example. All correspondence will identify the officer dealing with the matter and give contact details. Officers will not tolerate abusive language or aggressive behaviour.
- **Targeting of enforcement action** - focusing enforcement action on the most serious risks and recognise that it is not possible to prioritise all issues of non-compliance or to take action against breaches causing no significant harm.
- **Consistency of enforcement approach** - consistency does not mean uniformity, however a similar approach will be taken in similar circumstances with the appropriate exercise of individual discretion and professional judgement.
- **Transparency of how enforcement operates and what can be expected** - where non-compliance has been identified, officers will explain what must be done to remedy the breach, clearly explain the reasoning behind their decision, give reasonable timescales for compliance and

provide clear instructions of what will happen if they do not comply. It must be realised that details of the investigation cannot be shared with any party until the case has concluded.

- **Accountability for our actions** - members of the public and businesses will know what to expect when an officer visits and how to raise any allegations they may have, and the council will report back on performance.

Enforcement action is discretionary

Once a breach of planning control has been identified, the extent of the breach must be assessed to establish what, if any, action should be taken to remedy the breach and whether it is considered expedient to do so. It is at the Council's discretion to use enforcement powers.

The Town and Country Planning Act 1990 Section 171B establishes three different time limits for enforcement, after which the change is considered immune from enforcement:

- Four years for operational development [Section 171B(1)];
- Four years for change of use to a single dwellinghouse [Section 171B(2)];
- Ten years for any other breach such as a material change of use.

These time limits as set in legislation guide our approach to managing and prioritising our work.

If it is likely that the unauthorised development would have been approved if planning permission had been initially applied for, formal enforcement action will not be undertaken. Taking enforcement action must be in the public interest and consequently, it will not be taken simply because a breach has occurred.

Expediency

In cases where it has been established that a breach of planning control has occurred at the initial stage, a Planning Officer will undertake an assessment of expediency to determine which next course of action should be taken. In accordance with section 172 of the 1990 Act 'expediency' is assessed with reference to national and local planning policies and to any other material considerations (e.g., amenity, design).

'Expediency' has no statutory definition but it has been interpreted in the High Court as:

'Expedience as a test suggests the balancing of the advantages and disadvantages of a course of action'.

The Practical Planning Guidance (PPG) issued by Government in 2019 provides examples where planning enforcement action may not be expedient at paragraph 011:

- *"there is a trivial or technical breach of control which causes no material harm or adverse impact on the amenity of the site or the surrounding area;*
- *development is acceptable on its planning merits and formal enforcement action would solely be to regularise the development;*
- *in their assessment, the local planning authority consider that an application is the appropriate way forward to regularise the situation, for example, where planning conditions may need to be imposed."*

An expediency test will usually involve the Planning Officer assessing the following:

- Whether the breach is in accordance with the policies of the Local Plan.
- Whether action would be proportionate with the breach to which it relates.

And in relation to 'harm':

- Whether permission would likely to have been granted, had a planning application been submitted before the development occurred
- The breach against any other material planning considerations
- Whether the breach unacceptably affects public amenity.
- Whether the breach unacceptably affects any existing land, use or buildings which merit protection in the public interest.
- Whether any action would be in the public interest.

What is harm?

Harm in this context relates only to planning harm. Harm that results from a breach in planning control could concern residential amenity or highway safety issues. Examples of harm could include noise nuisance, loss of daylight or privacy, or danger from increased traffic flows.

The following are NOT examples of harm:

- Loss of value to a neighbouring property.
- Competition to another business
- Loss of an individual's view or trespass onto someone else's land.

It may be possible to address issues such as these by way of civil action, although this is a matter for the individual to pursue and is not an area where the Council would be involved.

This means that the Council may not take formal enforcement action in all cases where a breach of planning control has been identified. It is part of the normal duties/responsibilities of the enforcement role for officers to ensure decisions not to pursue formal enforcement action can be properly justified having regard to the this Enforcement Plan and the relevant Local Plan. There is no right to appeal the Council decision not to take enforcement action. However, if someone is dissatisfied with the decision making process, they can proceed to follow the Council's Complaints Procedure.

Using the Enforcement Policy and our enforcement powers

Formal action

The Council has a range of formal powers under the Town and Country Planning Act 1990 that it can use to remedy breaches of planning control. The more common forms of enforcement action are:

- The service of a Planning Contravention Notice (PCN) - Section 171(c) enables the service of a notice requiring persons to provide information in relation to land or activities on land where a breach of planning control is suspected. This is usually carried out very early in an investigation where further information is required. Failure to respond or provision of inaccurate information is a criminal offence.

- The service of a Request for Information (RFI) - Section 330 enables a notice to be served requesting details to be provided of any owners, occupiers or any other persons with an interest in the land. This is usually served prior to a formal enforcement action being taken.
- The service of an Enforcement Notice - Section 172 enables the service of a notice which requires specific steps to be undertaken to remedy the breach of planning control.
- The service of a Breach of Condition Notice (BCN) - Section 187(a) enables the service of a notice to secure compliance with conditions imposed on a planning permission.
- The service of a Section 215 Notice - Section 215 of the Town and Country Planning Act 1990 (the Act) provides a local planning authority (LPA) with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. LPAs also have powers under Section 219 to undertake the clean-up works themselves and to recover the costs from the landowner.
- The service of a Stop Notice (SN) or a Temporary Stop Notice (TSN) - Section 183 and Section 171(e), enables the service of a notice requiring the cessation of unauthorised activities. A Stop Notice may only be served in conjunction with an Enforcement Notice referred to above. SN and TSN action are reserved for much more serious breaches that are causing serious harm to amenity.
- In addition to the above further action is available by way of the service of Injunctions, the taking of direct action to remedy a breach or to instigate prosecution proceedings for non-compliance where it is deemed necessary to do so. As above, this action would only be taken in very severe cases.

The Council will look to recover costs from an offender where evidence suggests offenders have profited from the illegal works, as a deterrent and to remedy the breach. The council may place a charge on the land to aid future recovery or seek confiscation under the Proceeds of Crime Act 2002.

Power or entry onto land and buildings

Section 196(a) of the Act 1990, the Planning (Listed Buildings and Conservation Area) Act 1990 and Part 8 of the Anti-Social Behaviour Order Act 2003 gives Enforcement Officers the power to enter land and/or premises at all reasonable hours in order to undertake his/her official duties. Wilful obstruction of a person exercising a right of entry is an offence. The above does not allow the admission to any building used as a dwelling house to be demanded as a right by virtue of the legislations unless twenty-four hours prior notice of the intended entry has been given to the occupier of the building. Failure to comply with the Council's request can lead to a request to the Courts for a warrant to enter.

What happens when we take formal enforcement action?

A formal Enforcement Notice will be served on the owner of the property along with any other party with a legal interest in the land or building in question. The Enforcement Notice will specify what action is required to remedy the breach and will give a period for compliance. The recipient of the Enforcement Notice has a minimum of 28 days to appeal against the notice to the Planning Inspectorate. Where an appeal is lodged, the council can take no further action until the appeal has been decided. It is not unusual for the appeal process to take several months.

The council will defend any appeal but if it is allowed (i.e. if the appellant wins), the council can take no further action. If it is dismissed however, the Enforcement Notice will take effect, although the Inspector can amend its requirements, including the period for compliance, for example.

It is a criminal offence not to comply with an Enforcement Notice once the compliance period has passed. If the notice is not complied with the Council will consider prosecution. However, such action does require evidence to prove the offence is being committed by a named individual or company 'beyond reasonable doubt'. Collecting this evidence can sometimes be a lengthy and time-consuming exercise and in some cases pre-trial delays may be unavoidable.

The Council will comply with the provisions of the Police and Criminal Evidence Act 1984 when interviewing persons suspected of a criminal offence and with the Criminal Procedures and Investigations Act 1996 and Section 222 of the Local Government Act 1972, when carrying out prosecutions.

How to report an alleged breach of planning control

In order that your enquiry can be dealt with as soon as possible it is important that you provide us with as much information as you can.

You can submit your enquiry via: Breach reporting Online form -

<https://www.redditchbc.gov.uk/planning-and-building-control/planning-enforcement/breach-reporting-online-form.aspx>

Advertisements may be removed, without notice, under powers granted by the Highways Act 1980. Unauthorised advertisements placed on the public highway or on Redditch Borough Council owned land are dealt with by the Environmental Services Support Unit. This team has instant powers of removal. This relates predominantly to advertisements attached to street furniture and highway features. It also includes A-boards on the public highway that are deemed to be causing a distraction or nuisance. Public highway is with reference to all public highway areas, including footways, verges, accesses and public areas that are on highway land.

[You can report an unauthorised advertisement here – bsu@bromsgroveandredditch.gov.uk](mailto:bsu@bromsgroveandredditch.gov.uk)

For enquiries relating to trees, please visit; [Tree Works contact details - redditchbc.gov.uk](https://www.redditchbc.gov.uk/tree-works)

What can you expect if you report an alleged breach of planning control?

Acknowledgement

You will receive an acknowledgement following the registration of your allegation of breach of planning control. This provides you with the name and contact details of the Officer who will be assigned to your enquiry. We will always keep your personal details confidential, unless required to disclose as part of court proceedings.

Site Inspection

In most cases the officer will visit the site following the dispatch of the acknowledgement, to obtain detailed factual information about the alleged breach and take photographs. Where a more serious breach has been alleged, such as works to Listed Buildings/buildings within a Conservation Area, the site will usually be visited as soon as possible.

How long is the process likely to take?

Dealing with enforcement cases can be a lengthy and complex process. The different types of enforcement cases vary considerably as does the time taken for their resolution. It is for this reason that it is not possible to give a standard time for dealing with enforcement cases in full. The assigned Officer will endeavour to provide you with updates when key events take place in a case, such as the serving of an Enforcement Notice or when an investigation is completed. In cases where there may

be a technical breach of planning control, but the harm caused is not sufficient to warrant formal action, the council will notify you of the reason for not taking formal action and close the case.

Anonymous complaints

Anonymous allegations of breaches of planning control will not usually be investigated. All informants are required to provide their full name, a postal address, telephone number and where possible an email address. They are also required to provide the full address of the address where the allegation of a breach of planning control is occurring. Fundamentally this approach aims to ensure that public resources are not spent unnecessarily investigating hoax or malicious allegations. This information is also essential as the Council may need to contact the informant prior to any site inspection being carried out to seek further information or clarification regarding the details of the alleged breach and to obtain feedback from the informant as the case progresses. All details provided by an informant will remain totally confidential, unless the information is required for use as evidence in court. If this does happen, the Council will make all reasonable efforts to check with the informant before disclosing any information.

What happens if an allegation is made against you?

If an allegation of breach of planning control is received that affects you, and we have your contact details, contact will be made to advise you of such. Typically, a site visit follows, and the purpose of this visit is to establish the facts of the case and whether there is any basis to the allegations made. The officer will, where necessary take measurements and photographs of the development or activity taking place. This site inspection may be undertaken without any prior notification.

If there is a breach of planning control you will be advised of the details of the breach and what steps need to be taken to either rectify the breach or regularise the situation. You may be served with a Planning Contravention Notice (PCN) which will ask further questions pertaining to the alleged unauthorised development. There is a legal requirement to respond to a PCN. You will be given a reasonable period of time (subject to the nature of the breach) to resolve any breach(es) of planning control. If compliance is not secured through negotiations or the submission of a retrospective planning application, formal action may be instigated.

If a formal notice is served and not complied with, the case may be pursued through to the Magistrates Court or higher court where necessary. Where prosecutions are pursued, in the more severe cases, the Council will consider the use of Confiscation Orders under the Proceeds of Crime Act 2002 to recoup the financial benefit gained from the breach of planning control.

Negotiations take place to find a solution

In accordance with Government guidance the priority is to try and resolve any breaches of planning control through negotiation. Only when such negotiations fail to secure a solution should formal action be considered. The Council will however try to avoid negotiations becoming protracted where there is a need to make the development acceptable or where there is a requirement for a particular use to cease.

Invite a retrospective application

The submission of a retrospective application may be appropriate where it is considered that there is a reasonable likelihood that planning permission may be granted in line with local and national planning policies or where a development may be made acceptable by way of the imposition of conditions. Minor or technical breaches of planning control may not be pursued if a retrospective application has been requested and not submitted or where it is not considered expedient to do so.

How will we prioritise your allegation of a breach of planning control?

In order to make the best use of the resources available to the Council it is important to prioritise the allegations received in accordance with the seriousness (harm) of the alleged breach. This will initially be decided by the Council following receipt of the allegation but may be subject to change following a site inspection or when further information comes to light.

Priority categories

To make the most effective use of resources, all incoming enforcement cases are prioritised when registered, based on information provided by the Informant, and an assessment of any planning history. This will determine the time frame for making an initial site visit and will be affected mainly by the assessment of the type and extent of the harm caused. During the course of the investigation, the priority classification may alter due to the information gained. There are four enforcement priorities:

Priority 1

Where irreversible harm is likely to be caused if the Council do not act immediately.

Example: Unauthorised works to Listed Buildings.

Priority 2

Development in the green belt

Priority 3

Where there is significant public concern or where there is (or is the potential for) significant harm to be caused to residential amenity in the surrounding area.

Example: Breaches of planning conditions specifically identified to meet expressed public concerns, such as hours of operation; unauthorised uses/activities which are causing significant harm.

Priority 4

Smaller scale infringements which do not result in significant, immediate, or irreversible harm.

Example: Single storey rear extensions and rear dormer windows, unauthorised building of walls/fences.

No further action will be taken for matters that do not constitute breaches of planning control such as:

- Where there is a perceived intention to breach planning controls, but no breach has occurred
- Internal works to a non-Listed Building.
- Boundary/ownership disputes.
- Party Wall Act issues.
- Opposition to business competition.
- Non-material planning considerations such as loss of property value or loss of view.
- Obstruction of a highway or public right of way (PROW). Report via: [Roads, pavements, verges and lighting | Worcestershire County Council](#)
- Parking of vehicles on the highway or on grass verges.

- Parking caravans on residential driveways or within the curtilage of domestic properties if they are incidental to the enjoyment of the property.
- Running a business from home where the residential use remains the primary use and there is no adverse impact on residential amenity.
- Land ownership disputes or trespass issues.
- Covenants imposed on property deeds.
- Any works that are deemed to be 'permitted development' under The Town and Country Planning (General Permitted Development) (England) Order 2015 and or substituted.
- Advertisements that are not subject to deemed or express consent requirements under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 and as such are excluded from direct control.
- Dangerous structures or other health and safety issues such as those that fall within the remit of the Health and Safety Executive (HSE). [Further information - Health and Safety at Work etc Act 1974 Section 3: Enforcement \(hse.gov.uk\)](#)
- High hedge disputes (evergreen hedges)
- Dangerous and defective structures are dealt with under the Building Act by Building Control officers. [Building Control \(NWBC\) contact details - redditchbc.gov.uk](#)
- Failure to comply with a Section 106 agreement.
- Derelict / Abandoned buildings and Fly posting info can be found here:

<https://www.redditchbc.gov.uk/my-place/empty-homes.aspx>

<https://www.redditchbc.gov.uk/my-place/street-cleaning/fly-posting.aspx>

Immunity from enforcement action and thus lawful

Section 171B of the 1990 Act restricts the Council's ability to take enforcement action after certain periods of time have elapsed. These time periods are dependent on the type of breach. In these instances, development without planning permission becomes immune from enforcement action.

- For building, engineering, mining or other operations, action cannot be taken after four years beginning with the date on which operations were substantially completed.
- For a change of use of a building to a single dwelling house, action cannot be taken after four years beginning with the date of the breach.
- For any other breach, action cannot be taken after ten years beginning with the date of the breach, including a continuous breach of planning conditions.
- It should be noted that there is no time limit in respect of Listed Buildings and in this regard enforcement action can be taken at any time.
- Time limits also do not apply when there is evidence of deliberate concealment.

Complaints about the service

If you are unhappy about the level of service you have received from the Planning Enforcement Team or how the process has been managed then you may firstly discuss your concerns with the

case officer. Additionally, you can take the matter further through the Councils Complaints Procedure. If you remain unhappy then you may write to the Local Government Ombudsman who may investigate your complaint. However, please note that the Local Government Ombudsman will only investigate to establish if the Council is guilty of maladministration. The Local Government Ombudsman does not have powers to make the Council take formal enforcement action when it has previously decided not to.

This is the link to the Council's complaints and comments service:

[Compliments and Complaints - redditchbc.gov.uk](https://www.redditchbc.gov.uk/compliments-and-complaints)

The website allows you to submit an online complaint or, alternatively, you can call:

Bromsgrove: 01527 64252

or write to: Walter Stranz Square, Redditch B98 8AH

If someone is not satisfied with the response they receive, they can take their complaint to the Local Government Ombudsman. The Ombudsmen is unlikely to consider a complaint unless it has already been fully investigated by the Council.

The Local Government Ombudsman can be contacted at:

Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH.

Local Government Ombudsman Website [Home - Local Government and Social Care Ombudsman](https://www.local.gov.uk)

Telephone: 0300 061 0614 (Monday to Friday 8.30am to 5pm)

IMPORTANT

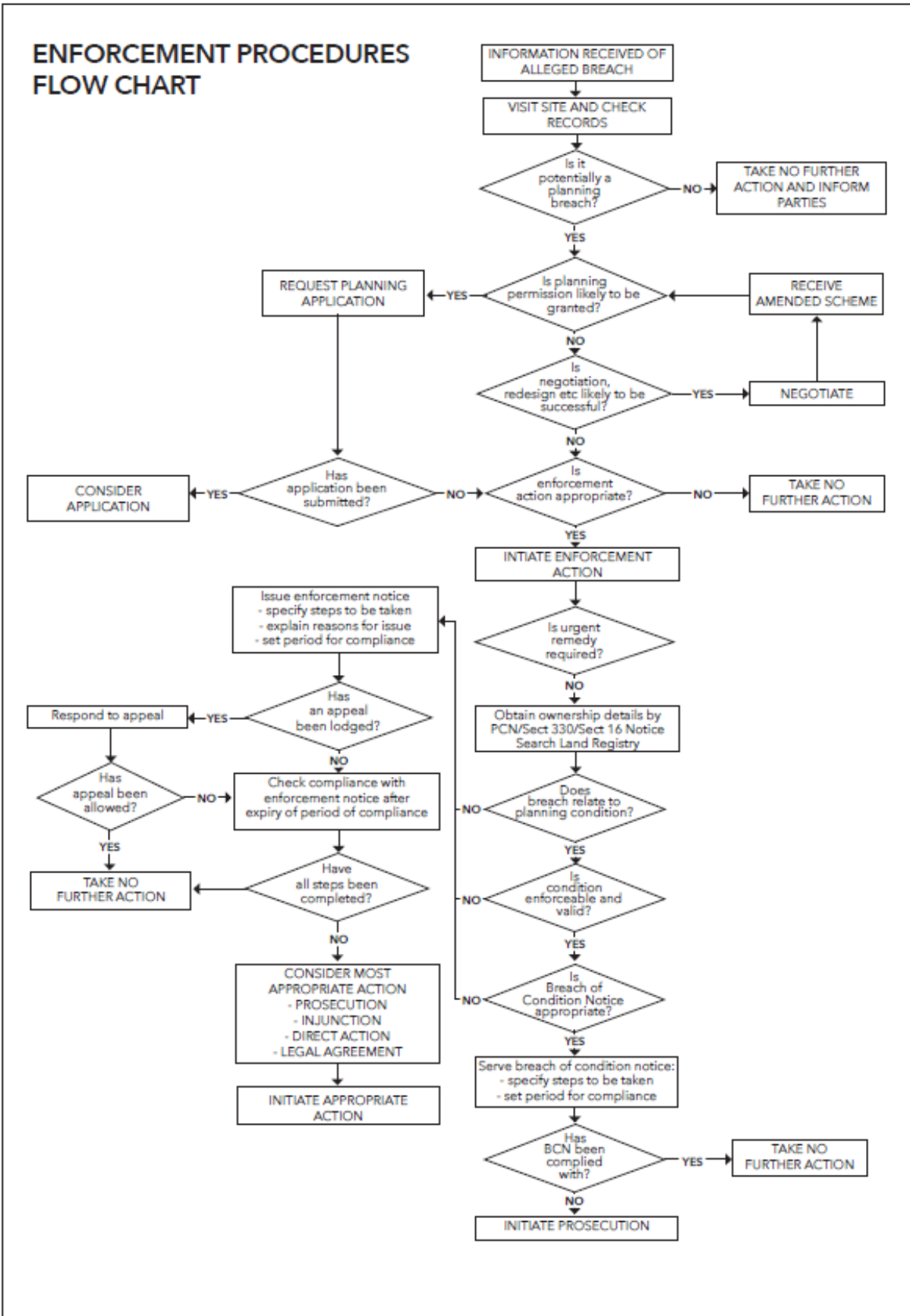
Planning permission and building regulations approval (building control) are different, being two separate areas of legislation of which you may require both, only one or none at all. This guide relates to planning legislation ONLY

If you are unsure whether you require building regulations approval, then you should contact:

North Worcestershire Building Control (NWBC), Parkside, Market Street, Bromsgrove, B61 8DA

b.control@bromsgroveandredditch.gov.uk

Telephone: 01527 881402



REDDITCH BOROUGH COUNCIL

Executive
2024

9th January

COUNCIL TAX BASE AND NON-DOMESTIC RATES YIELD

Relevant Portfolio Holder	Councillor Luke Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Aspiration, Work and Financial Independence
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Committee is asked to RECOMMEND that:-

- 1) The calculation of the council tax base for the whole and parts of the area for 2024/25 be approved and
- 2) In accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the figures calculated by Redditch Borough Council as its tax base for the whole area be 26,317.1 and for the parts of the area listed below be:

Parish of Feckenham	380.3
Rest of Redditch	25,936.8
Total for the Borough	26,317.1

2. BACKGROUND

- 2.1 The report sets out the details of the calculation of the tax base for council tax setting purposes. The calculation of the council tax base is required as part of the determination of the council tax for 2024/25.

3. OPERATIONAL ISSUES

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- 3.1 The council tax base is calculated based on information held by the authority on 30th November 2023. The base reflects the number of dwellings in each valuation band on that date, and those dwellings which are subject to exemptions, discounts, and reductions.
- 3.2 The information extracted on 30th November is then adjusted for the council's anticipated changes to the number of dwellings, and changes to discounts and exemptions. This figure is then adjusted to reflect the anticipated collection rates. An allowance of 2.00% has been made for non-collection of tax.
- 3.5 The council is required to set the council tax base each year, this forms part of the process of setting the following year budget.

4. FINANCIAL IMPLICATIONS

- 4.1 The calculation of the council tax base forms the basis of the calculation of council tax for the new financial year.
- 4.2 The council tax base is calculated using a prescribed formula to generate the equivalent number of band D dwellings in a district and accounts for the costs of council tax support provided to residents within the area.

5. LEGAL IMPLICATIONS

- 5.1 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 (as amended) set out the process for the calculation of the council tax base, for the whole or any part of the area for the following financial year.
- 5.2 The tax base information is required by Worcestershire County Council, West Mercia Police and Crime Commissioner, and Hereford Fire and Rescue Service to calculate and notify the district council of their precept requirements for the forthcoming tax year.
- 5.3 The legislation requires the billing authority to calculate the tax base for any "special areas" within its boundary. There are no such areas in the Bromsgrove District.

6. OTHER - IMPLICATIONS**Relevant Strategic Purpose**

- 6.1 The council tax reduction scheme supports residents in financial need and it is a requirement that the design of the scheme incentivises work.

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- 6.2 The scheme supports the strategic purpose of Aspiration, Work and Financial Independence through the provision of a council tax reduction to people on low income and people transitioning to work.
- 6.2 Uprating of income bands will ensure that low-income residents do not lose support through general inflationary increases to their income and will ensure that the scheme continue to incentivise employment.

Climate Change Implications

- 6.2 There are no climate change implications.

Equalities and Diversity Implications

- 6.3 There are no specific equalities and climate change implications.

7. RISK MANAGEMENT

- 7.1 None.

8. APPENDICES and BACKGROUND PAPERS

None

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Luke Court	
Lead Director / Head of Service	Bernard Ofori-Atta Head of Finance and Customer Services	
Financial Services	Bernard Ofori-Atta Paul Early	
Legal Services		

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REDDITCH BOROUGH COUNCIL**Executive**9th January 2024**COUNCIL SECTION 13A1(C) POLICY**

Relevant Portfolio Holder	Councillor Luke Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Aspiration, Work and Financial Independence
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Executive Committee RECOMMEND that: -

- a) The Section 13A(1)(C) policy be approved and adopted from 1st April 2024.**

2. BACKGROUND

- 2.1 The council has the power under section 13A(1)(C) of The Local Government Finance Act 1992 (LGFA '92) to reduce the amount of council tax that a person is liable to pay. The section 13A(1)(C) power may be exercised on a case-by-case basis or by determining a class of case in which the liability will be reduced.
- 2.2 The council, under an agreement between district councils and the county council, exercises the discretionary power on a case-by-case basis to provide a discount to Worcestershire County Council care leavers resident within the district.
- 2.3 The 13A(1)(C) power is also used to provide council tax discounts where, following a severe weather event, Government has determined that the flood recovery framework will be applied. Eligible residents impacted by flooding receive a 100% council tax discount for a minimum of three months and if they are unable to return to their home.

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- 2.4 Government has allocated funding to councils to provide support to households using the 13A(1)(C) powers. In the 2020/21 tax year local authorities were provided with funding to administer the Covid-19 hardship fund. The hardship fund gave council tax discounts of up to £150 to residents who were in receipt of council tax support. The council tax support fund, during the 2022/23 tax year, has provided funding for a £25 reduction to council tax support recipients. In addition, councils were asked to use their discretionary council tax support powers to ensure that sponsor payments under the homes for Ukraine scheme did not affect a sponsor's local council tax support entitlement.
- 2.5 The council's policy for the award of section 13A(1)(C) reductions has not been reviewed for several years; amendments to the policy will ensure that the delegation to provide discounts in-line with any future national schemes are in place and enable support to be provided speedily to any qualifying households.
- 2.7 The refusal to provide support under 13A(1)(C) can be appealed to the Valuation Tribunal. The policy will provide officers with a framework for making decisions on a case-by-case basis from households requesting discretionary support.

3. FINANCIAL IMPLICATIONS

- 3.1 The Collection Fund (Council Tax Reductions) (England) Directions 2013 require billing authorities to transfer the cost of 13A(1)(C) discounts from their general fund to the collection fund. The full costs of all 13A(1)(C) discounts are met by the billing authority.
- 3.2 An agreement with Worcestershire County Council is in place which ensures that the authority is reimbursed for the costs of care leaver reductions for WCC care leavers.
- 3.3 The costs of national schemes of support - such as the homes for Ukraine sponsor payment disregard, the flood recovery framework, and the hardship support fund – are met by central government through section 31 grants where the authority has administered support in accordance with Government guidance.
- 3.4 The policy will allow for better management of the costs of discretionary reductions by providing a structured basis for the assessment of applications.

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- 3.5 There is no current budget provision for the award of section 13A(1)(C) discounts, the costs of support excluding those schemes financed by central government or agreement with the county council has been minimal.

4. LEGAL IMPLICATIONS

- 4.1 The power to provided reductions to council tax is set out at section 13A(1)(C) of the Local Government Finance Act 1992. There is no specific case law or legal implications relating to the use of the discretionary power.
- 4.2 The local government ombudsman – in relation to council tax recovery policies – decided that the absence of a policy was maladministration. Review and revision of the policy provides assurance in the event of any appeals to the LGO in the administration of the discretionary reductions.

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

- 5.1 The use of discretionary reductions to council tax support the council's strategic purpose of Aspiration, Work and Financial Independence by allowing officers to make decisions to provide discretionary support to households.

Climate Change Implications

- 5.2 None

6. OTHER - IMPLICATIONS

- 6.1 None

Equalities and Diversity Implications

- 6.2 None

Operational Implications

- 6.3 None

7. RISK MANAGEMENT

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- 7.1 Please explain any risks and any mitigating action that will be taken to address those risks.

Risk	Mitigations
Financial Risk. The cost of discretionary reduction is met by the billing authority	The costs of discretionary reductions will be monitored monthly and reported to Head of Finance and Customer services.
Reputational Risk. The absence of policy could result in finding of maladministration or limit the council's ability to defend valuation tribunal appeals.	Approval of the policy will mitigate the risks and provided clear framework for the assessment of applications for support.

8. **APPENDICES and BACKGROUND PAPERS**

Appendix A: Council Tax Section 13A(1)(C) policy.

Background Paper - Worcestershire County Council care leavers concordat between the county council and districts.

Council Tax

Section 13A(1)(C) Discretionary Reduction Policy

Contents

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[Notification of Award](#)

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Introduction

Section 13A(1)(C) of The Local Government Finance Act 1992 provides billing authorities with the power to reduce the amount of council tax which a person is liable to pay by such amount as it sees fit. The power can be exercised on a case-by case basis or by determining a class of case in which liability is to be reduced.

The 13A(1)(C) power allows the council the discretion to aid taxpayers where the existing legislation does not provide a discount, exemption, or reduction; or where the council feels the existing level of discount or reduction is insufficient given the liable person's circumstances. The power can also be used to implement government policy intended to provide targeted support to council taxpayers.

The policy sets out the process by which a person can apply for discretionary support and the method of administering and determining applications for support.

Policy Objectives

The purpose of the policy is to set out how the council will use its discretionary power and to set out the factors that will be considered when making decisions.

The council will use the power to:

- Prevent homelessness.
- Support vulnerable residents to retain their place in the community.
- Help customers through personal crisis and difficult events.
- Improve financial independence through short-term relief.

Circumstances for award of relief

Worcestershire County Council Care Leavers

A discretionary reduction will be provided to care leavers under the age of 25 who were supported by Worcestershire County Council. The discount will be provided in-line with the care leavers concordant for the care leaver's sole or main residence.

The discretionary discount will be awarded where the care leaver is under the age of 25 and where Worcestershire County Council acted as corporate parent.

The care leaver will be required to claim local council tax support and the discretionary reduction will be considered after the award of LCTS and all other council tax discounts and reductions.

A qualifying care leaver who is the sole resident of a property will receive a 100% discount; where the care leaver is a joint-tenant or jointly liable for council tax they will receive a proportional discount, for example where there are two liable people the discount will be 50%.

Where a care leaver under the age of 25 takes residence with a parent or grandparent and there is a resultant loss of a single person discount then section 13A(1)(C) will be used to provide an equivalent discount.

The support for care leavers will be amended where there are changes to Worcestershire County Council care leavers concordant.

Flood Recovery Framework

In a severe weather event with significant wide area impacts the Government may provide central support to help communities and businesses return to normal. A key element of the flood recovery framework is the council tax discount scheme which provides support to people whose homes have been flooded and become unliveable.

Where the flood recovery framework has been activated Section 13A(1)(C) powers will be used to provide support to qualifying households. The discount will be provided in accordance with the rules set by central government.

Government Schemes of Support

The council will implement any Government funded discount schemes in-line with the guidance issued by central government. Where government schemes include an element of discretionary funding then the guidelines for allocation of discount to individual taxpayers will be determined by the Head of Finance and Customer Services in consultation with the relevant portfolio holder.

Other Cases

The council will consider a discretionary reduction where:

- The taxpayer has an outstanding council tax balance.
- There is evidence of extreme financial hardship.
- The other members of the household could not contribute towards the payment of the council tax.
- Action to recover the full council tax liability would result in extreme financial hardship.
- The taxpayer does not have access to assets or funds of any kind which could be used to meet their council tax liability.
- There are no alternative means of securing the payment of the council tax – either through securing the debt using methods such as a charging order; or reducing the balance through the application of discounts, exemptions, or other reductions.
- The taxpayer would be unable to make payments either through restructuring the payment of the council tax balance or restructuring their other debts.
- The taxpayer can demonstrate they have no available income to pay their council tax.

Relationship to Other Schemes of Relief

Section 13A(1)(C) reductions will be considered after applications for:

- Local Council Tax Support
- Council Tax Discount and Reductions
- Discretionary Housing Payments
- Exceptional Hardship and Essential Living Funds
- Discretionary Council Tax Support provided under Government funded schemes.

Application and Evidence

Taxpayers, or a person authorised to act on their behalf, will be required to apply for the discretionary reduction in writing and set out the circumstances on which the application is based. The application will be in addition to any application for local council tax support.

Where the initial application indicates that a discretionary reduction may be appropriate the council will request further evidence which may include, but is not limited to:

- Household composition and income and expenditure details for all members of the household.
- Evidence of all capital and assets of the taxpayer; to include evidence of mortgage balances and property value where property is owned by the applicant.
- Income and expenditure for the taxpayer for the period to which the application relates to the current date.
- Utility and household bills.

Amount of Award and Duration

The amount of reduction and the duration of the award are determined at the discretion of the council and will be made based on the evidence supplied and the circumstances of the claim.

The reduction will be calculated as a daily amount and the taxpayer will be notified of the award on the basis that their circumstances and eligibility will remain the same for the remainder of the tax year.

Where the reduction is being made for a period that will end before the end of the tax year then we will notify the customer of the end date and the reduction will be apportioned at this date.

The reduction will end in the following circumstances:

- The end of the tax year for which the reduction was made.
- Where the liable person changes or an additional resident joins the household.
- The council taxpayer enters any form of insolvency process.
- The council taxpayer's financial circumstances significantly alter.
- The liability for council tax ends.

When the reduction ends the amount of the discretionary award will be apportioned accordingly.

Backdating

Section 13A(1)(C) discount will, where applicable, be backdated to the start of the tax year in which the application is made.

Where a new liability has been created for a previous tax year then backdating will be considered if the application for discount is made within six-months of notification of liability being issued to the taxpayer.

Backdating for periods before the tax year in which the application is made, or for periods outside of the six-month window, will be considered where the taxpayer has demonstrated continual exceptional hardship from the period for which the application has been made to the date of application. Evidence will be required for the whole period.

Notification of Award

The council will notify the outcome of each application in writing. The notification will include the reason for the decision and advise the applicant of the appeals process.

Where a reduction has been granted the notification will include the reasons for the award, the period of the award and the date on which it will end. The notification will advise the taxpayer that they must inform the council of any changes in their circumstances that are relevant to the award.

Appeals

Appeals against the council's decision may be made in accordance with section 16 of the Local Government Finance Act 1992.

The taxpayer must first appeal in writing to the council outlining the reasons why they disagree with the decision to refuse relief. When the appeal has been received the council will reconsider the decision and notify the taxpayer in writing of the outcome of the appeal.

Where the taxpayer remains aggrieved then a further appeal can be made to the valuation tribunal. This appeal must be made within 2 months of the council's decision.

Where the council does not respond to an appeal within 2 months the taxpayer may appeal directly to the valuation tribunal.

Fraud

The Council is committed to protecting public funds and ensuring funds are awarded to the people who are rightfully eligible to them.

An applicant who tries to fraudulently claim a reduction in liability by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under The Fraud Act 2006.

Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to proceedings being instigated.

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**Executive
2024**9th January**COUNCIL TAX EMPTY HOMES DISCOUNTS AND PREMIUMS**

Relevant Portfolio Holder	Councillor Luke Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Finding Somewhere to Live
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

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

- 1) From 1st April 2024, under section 11B(1) of the local government finance act 1992, for long-term empty dwellings the discount under section 11(2)(a) will not apply and the additional council tax premium applied will be:

 - i) For a dwelling that has been unoccupied and substantially unfurnished for less than 5 years – 100% premium.**
 - ii) For a dwelling that has been unoccupied and substantially unfurnished for 5 years or more, but less than 10 years – 200% premium.**
 - iii) For a dwelling that has been unoccupied and substantially unfurnished for 10 years or more – 300% premium.****
- 2) The Head of Financial and Customer Services on a case-by-case basis may consider a reduction to the long-term empty premium under section 13A(1)(C) of the Local Government Finance Act 1992.**

2. BACKGROUND

- 2.1 Council Tax was introduced on 1st April 1993 and from this date until 1st April 2004 dwellings in England which were unoccupied were eligible for a council tax discount of 50%.**

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- 2.2 A series of amendments to council tax legislation, made since 2004, have given billing authorities the power to reduce or remove the discount for unoccupied dwellings and, in the case of long-term empty homes, to impose a council tax premium.
- 2.3 The Levelling Up and Regeneration Act 2023 has introduced further changes to the discount and premiums for unoccupied homes.
- 2.4 Section 11B of the LGFA '92 has been amended to reduce, from 2 years to 1 year, the period for which a dwelling must be vacant before it is classed as a long-term empty dwelling, and to introduce a requirement to consider guidance issued by the secretary of state before deciding to apply premiums.
- 2.5 Section 11C and 11D have been inserted into the LGFA '92 and give the billing authority powers to apply a premium of up to 100% for any dwellings that are furnished and have no residents. These dwellings would usually be second homes where the owner lives elsewhere and uses the property as holiday or occasional accommodation.
- 2.6 The council currently applies the full premium to all long-term empty homes. The decision to apply premiums was made on the basis that a dwelling would be subject to the premium if vacant for 2 years or more. The amendment to section 11B will mean that, from 1st April 2024 and the existing wording of the council's determination means that, the premium will be applied to all dwellings that have been vacant for 12 months or more.
- 2.7 Section 11B allows a determination to be made that:
- a) removes the unoccupied dwelling discount for long-term empty homes; and
 - b) specifies a premium by which the council tax will be increased.
- The premium can be set at up to the maximum level, but could be set at a lower level, or not applied.
- 2.8 The council needs to consider whether to apply the premium after a dwelling is vacant for 1 year, or to amend the determination to maintain the existing position and apply a premium after 2 years.
- 2.9 Long-Term Empty Premiums - Option 1
- To ensure that members have considered the effect of the change to the definition of long-term empty homes and that the application of a

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premium for dwellings vacant for one year or longer is the intention of the council a new determination is made.

The new determination removes the discount under section 11(2)(a) and applies premiums to all dwellings that have been vacant for one year or more.

2.10 Long-Term Empty Premiums Option 2

The council may, in order to retain the intention of the 2022 determination, decide that for long-term empty homes the discount under section 11(2)(a) will not apply and the following premiums will be applied:

- i) For dwellings vacant for 1 year or more, but for less than 2 years 0% premium.
- ii) For dwellings vacant for 2 years or more, but for less than 5 years 100% premium.
- iii) For dwellings vacant for 5 years or more, but for less than 10 years 200% premium.
- iv) For dwellings vacant for 10 years or more 300% premium.

2.11 The intention of the long-term empty home premium is to incentivise homeowners to bring properties back into use. The reduction in the time before which the premium can apply is intended to strengthen this incentive.

2.12 At the commencement of the 2022/23 tax year - the first year that the council applied the premium - 133 dwellings were subject to premium. The number of dwellings for which the premium is levied has now reduced to 61 dwellings.

2.13 The council is required to have regard to guidance issued by the secretary of state before deciding to apply premiums. The only guidance published to date is the May 2013 guidance on homes for sale or letting.

2.14 The council considered the 2013 guidance in full when the deciding to first apply premiums. There is no change to the view that the local housing market conditions indicate that there is no reason to exclude properties for sale or letting from the premium.

2.15 The Government has consulted on changes to secondary legislation which will exempt certain classes of dwelling from premiums. Properties on the market for sale or letting were included within the

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consultation. If it is appropriate for these premises to sit outside of the premium, then Government will legislate to reflect that position.

- 2.16 The council will retain the discretionary power under section 13A1(C) to reduce the council tax on a case-by-case basis. This power would include the ability to reduce any premium.
- 2.17 Having regard to the local housing market, the Government's ability to take a national decision to exempt homes for sale or letting from the premium, and the council's ability to use discretionary powers to reduce the premium in exceptional cases it is not necessary to place all homes that are being marketed for sale or let outside of the scope of the premium.
- 2.18 The recommendation is that, in line with the changes to the act and the intention to provide a stronger incentive to bring empty homes into use, the council applies premiums to all dwellings that have been empty for 12 months or more.
- 2.19 The changes at 11C and 11D of the LGFA '92 introduce a 100% premium for furnished homes where there is no resident. The homes are usually described as second homes; however, they include any home which, on a particular day, is left furnished and has no residents for example furnished rented accommodation where the tenant has moved out and the property has not been re-let.
- 2.20 The intention of the second home premium is to provide local authorities with a tool that can be used where disproportionate numbers of second homes impact on the vitality and viability of local communities. An example of the impact of second homes is where a large concentration of second homes results in a reduction in demand for local services such as schools, or GP surgeries resulting in the loss of these services for the remaining permanent residents.
- 2.21 Council Tax data shows that 98 homes within the council's area are classified as second homes – of these homes:
- 6 are properties owned by Redditch Borough Council.
 - 24 are properties owned by Worcestershire Hospital Trust.
 - 4 are held by the personal representatives of a deceased person and consultation indicates that Government will exempt these homes from premium.

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- 2.22 Any determination to apply a second-home premium must be made at least 12 months before the financial year in which the premium will take effect. The earliest that a premium can be applied is 1st April 2025. The council needs to consider whether to apply the premium from 1st April 2025.
- 2.23 Second-Home Premiums – Option 1
- Take no action and retain the existing position for second homes and apply zero discount. The application of premiums will be reviewed, and the council will retain the option to make a determination for years commencing on or after 1st April 2026.
- 2.24 Second-Home Premiums – Option 2
- The council determines that, under section 11C(1) the discount under section 11(2)(a) shall not apply and applies a premium of up to 100% to any furnished dwellings that have no residents.
- 2.25 There is no evidence that the existence of second homes is having a detrimental impact on the provision of facilities and services within the area.
- 2.26 The second home premium would be levied, during periods between occupation by tenants, that landlords are providing on a furnished basis. The application of second home premiums may disincentivise landlords from making such homes available.
- 2.27 In the absence of any evidence of a detrimental impact on the provision of services and having due to the potential impact on the availability of furnished rental homes, it is recommended that the second-home premium is not applied.

3. FINANCIAL IMPLICATIONS

- 4.1 Applying long-term empty home premiums increases the amount of council tax collected, though taxpayers will take steps to minimise their liability. The reduction in time that a property must be vacant before the premium applies will increase the council tax income to the authority.
- 4.2 Council Tax data shows that there are 98 second homes within the area. The imposition of a second-home premium on these homes would raise an additional council tax of approximately £171,000 of which £22,000 would be retained by the council, however, this figure is likely to reduce when Government confirms the premises that will be

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exempt from premiums. Taking the decision not to apply second home premiums reduces potential council tax income.

4. LEGAL IMPLICATIONS

4.1 The legislative framework for the application of council tax premiums is set out within the earlier sections of the report and the background papers listed.

4.2 The council is required by sections 11B(1D) and 11C(4) of the LGFA '92 to have regard to any guidance issued by the secretary of state before making a determination to apply a premium.

4.3 A determination to apply a premium can be challenged by judicial review under section 66 of the LGFA '92. In appeals to the Valuation Tribunal relating to the application of long-term empty premiums the president of the valuation tribunal. Professor Graham Zellick KC stated:

“Whether the determinations are unlawful either because of a failure to give consideration to the Government’s Guidance or other relevant considerations or because an unqualified determination is one no reasonable billing authority could make are quintessentially judicial review questions (even apart from section 66)”

4.4 The importance of considering Government guidance on the application of premiums should be noted and this report at 2.13 to 2.17 sets out why it is considered reasonable to apply premiums to all long-term empty homes.

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

5.1 The application of premiums will support the council’s strategic purpose “finding somewhere to live” by incentivising homeowners to bring empty homes back into use.

Climate Change Implications

None

6. OTHER - IMPLICATIONS

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6.1 None

Equalities and Diversity Implications

6.2 None

Operational Implications

6.3 None

7. RISK MANAGEMENT

7.1 Please explain any risks and any mitigating action that will be taken to address those risks.

Risk	Mitigations
Application of premiums to taxpayers who do not have sufficient income to meet their liability.	<p>The council's strategic housing team offers advice and support to residents on bringing empty homes back into use – returning a home to use places the dwelling outside of the premium.</p> <p>The council will consider the application of 13A (1) (C) reductions for taxpayers in-line with the relevant council policy.</p>
Taxpayers subject to premiums may be dissatisfied with the decision of the authority.	<p>Clear communications to be issued with Council Tax demand notices setting out the reasons for the changes.</p> <p>Establish links with internal Housing Strategy team to help to publicise methods by which empty homes can be brought back into use.</p>

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Risk	Mitigations
Customer facing staff are not prepared for changes to empty-home premiums	<p>Full briefing to be provided to all Revenues and Customer Services Officers setting out details of changes and framework for levying premiums.</p> <p>Briefing note to internal departments detailing changes and impacts of premiums.</p>
Manipulation of council tax system to avoid empty home premium	<p>To avoid the premiums homeowners may provide false information. Procedure notes and guidance for decision makers will be updated to include information on the steps that should be taken to verify changes to liability for long-term empty homes.</p> <p>Inspections and compliance reviews for empty homes to ensure that premiums are levied correctly.</p>
Increase in appeals and liability disputes.	<p>Guidance to be provided to decision makers and customer service advisors on the process for appeals and setting out appropriate responses to liability, discount and premium disputes.</p>

8. APPENDICES and BACKGROUND PAPERS

Report to Executive Committee 11th January 2022 – Council Tax Empty Homes, Discounts and Premiums.

[Agenda Document for Executive, 11/01/2022 18:30 \(redditchbc.gov.uk\)](https://www.redditchbc.gov.uk/agenda/2022/11/01/2022-11-01-18-30)

Council Tax Guidance for Properties for Sale or Letting
<https://www.gov.uk/government/publications/council-tax-empty-homes-premium>

Council Tax consultation – exemptions to empty home premiums
[Consultation on proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/council-tax-empty-homes-premiums)

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**Executive
2024**9th January**COUNCIL TAX REDUCTION SCHEME 2024-25**

Relevant Portfolio Holder	Councillor Luke Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Aspiration, Work and Financial Independence
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

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

- 1) The council tax reduction scheme is retained for 2024-25 tax year, subject to uprating of income bands by 6.7% as set out in the table at appendix a.**

2. BACKGROUND

- 2.1 The council is required by section 13A(2) of the Local Government Finance Act 1992 (LGFA '92) to make a council tax reduction (CTR) scheme specifying the reductions in council tax that will be provided to people who are in financial need, or to classes of people who are in general in financial need.
- 2.2 When a scheme has been made the council must, for each tax year, consider whether to revise or replace its scheme. If the council intends to revise or replace the scheme, then there is a requirement to undertake a formal consultation before making a new scheme.
- 2.3 The council introduced a new income banded scheme for working age applicants with effect from 1st April 2021. The rationale for the new scheme was to ensure that it was future proofed, and it reduced the administrative burden placed on the council by the introduction of universal credit.

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- 2.4 The council has amended the scheme in the years since April 2021 to adjust the level of support in-line with funding available; to amend income bands and tapers to adjust for the impact of inflation; and to aid administration by simplifying elements of the scheme.
- 2.5 The existing scheme includes a provision for the uprating of income bands by an inflation factor decided by the council. The scheme will usually be uprated by an inflation factor in-line with the increases to national welfare benefits announcing in the chancellor's autumn statement.
- 2.6 The autumn statement increased national welfare benefits by 6.7% and it is recommended that the income bands within the council's scheme are adjusted by this amount.

3. OPERATIONAL ISSUES

- 3.1 Retaining the existing scheme and uprating the income bands will have no additional operational implications.

4. FINANCIAL IMPLICATIONS

- 4.1 Changes to the income bands will impact the amount of council tax reduction provided to claimants. The change may result in an increase in the total cost of council tax reduction.
- 4.2 The intention of uprating to income bands is to protect claimants from the impact of inflation and to ensure that inflationary increases to universal credit or wages do not remove their eligibility for CTR.
- 4.2 Uprating is essential in order to ensure that support is provided to residents in financial need, and that ordinary increases in national benefits and wages do not remove eligibility for support.

5. LEGAL IMPLICATIONS

- 5.1 The council is required by paragraph 5 of Schedule 1A to the LGFA '92 to consider whether to revise or replace its CTR scheme. Where a council makes a revision or replacement there is a requirement to carry out a formal consultation which consists of three steps:
- a) consultation with major precepting authorities; and
 - b) publication of a draft scheme; and
 - c) consultation with persons who are likely to have an interest in the operation of the scheme.

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- 5.2 Where a revised scheme reduces or removes a reduction the new scheme must include such transitional provision as the council sees fit.
- 5.3 The existing scheme includes a provision to uprate income bands by the appropriate level of inflation in each tax year; therefore, changes that increase the income bands in each tax year can be carried out without consultation.
- 5.4 Changes to the scheme which reduce the income bands are not provided for within the existing scheme. Any changes that reduce the % discount provided under the scheme would constitute a revision to the scheme and would require full consultation and approval of full council.

6. OTHER - IMPLICATIONS**Relevant Strategic Purpose**

- 6.1 The council tax reduction scheme supports residents in financial need and it is a requirement that the design of the scheme incentivises work.
- 6.2 The scheme supports the strategic purpose of Aspiration, Work and Financial Independence through the provision of a council tax reduction to people on low income and people transitioning to work.
- 6.2 Uprating of income bands will ensure that low-income residents do not lose support through general inflationary increases to their income and will ensure that the scheme continue to incentivise employment.

Climate Change Implications

- 6.2 There are no climate change implications.

Equalities and Diversity Implications

- 6.3 When the existing income band based CTR scheme was introduced a full equalities impact assessment was completed. The uprating of income bands has no further equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 Please explain any risks and any mitigating action that will be taken to address those risks.

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Risk	Mitigations
Loss of support for residents in financial need.	Revision of income bands as provided for within the council's scheme will ensure that low-income residents are not phased out of the existing scheme through general inflationary increases in their income.
Increased financial costs of CTR scheme	<p>The scheme reduces the council tax collected by the authority. Increases in the level of income-bands can increase the amount of support provided to residents and the costs of the CTR scheme.</p> <p>Options for revision of the scheme will be modelled so that the costs of the scheme can be considered when increases to the income bands are agreed.</p>

8. **APPENDICES and BACKGROUND PAPERS**

Appendix A – Discount Band Table

Annexe A – Discount Band Table

Discount Band ▼	Discount	Single Person	Single Person with One Child	Single Person with two or more children	Couple	Couple with one child	Couple with two or more children
Income Band 1	100%	£0 to £123.00	£0 to £192.00	£0 to £262.00	£0 to £176.00	£0 to £246	£0 to £315.00
Income Band 2	80%	£123.01 to £150.00	£192.01 to £230.00	£262.01 to £299.00	£176.01 to £203.00	£246.01 to £283.00	£315.01 to £352.00
Income Band 3	55%	£150.01 to £176.00	£230.01 to £267.00	£299.01 to £336.00	£203.01 to £230.00	£283.01 to £320.00	£352.01 to £390.00
Income Band 4	30%	£176.01 to £203.00	£267.01 to £304.00	£336.01 to £374.00	£230.01 to £256.00	£320.01 to £358.00	£390.01 to £427.00
Nil award	0%	Over £203.00	Over £304.00	Over £374.00	Over £256.00	Over £358.00	Over £427.00

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REDDITCH BOROUGH COUNCILEXECUTIVE COMMITTEE9th January 2024HOUSING REVENUE ACCOUNT RENT SETTING 2024/25

Relevant Portfolio Holder	Councillor Craig Warhurst, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Peter Carpenter
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the proposed dwelling rent increase for 2024/25.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND to Council that:

- 1. the actual average rent increase for 2024/25 be set as 7%.**

3. KEY ISSUESFinancial Implications

- 3.1 The rent increase above is in line with the Government guideline on rent increase as described below.
- 3.2 On the 31st of August 2022, DLUHC published a consultation on a draft Direction to the Regulator of Social Housing about social housing rents in England. DLUHC was seeking views on whether a rent cap should be introduced, where it should be set and whether it should potentially cover one or two years.
- 3.3 In the autumn statement issued by the Chancellor on the 17th of November 2022, The government stated that it is capping the amount that social rents can increase by next year at 7% compared to circa.11.1% under current rules (CPI plus 1%).
- 3.4 The Chancellor delivered the 2023 autumn statement on 25th of November 2023 and no mention has been made of the 7% social rent cap extending for a second year. Therefore, the previous rent cap position of CPI plus 1% comes back into force which is 7.7% (6.7% plus 1%). It should be noted that the Chancellor has promised a 6.7% in universal credit and benefits from April 2024.

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- 3.5 For comparison purposes, the table below sets out the financial implications should Members wish to consider a 6.7% rent increase in line with the 6.7% universal credit increase from April 2024 in comparison to a 7% increase.

Loss of Rental income –**All other variables/assumptions remain the same**

	1	2	3	4	5	Total
	2024.25	2025.26	2026.27	2027.28	2028.29	5 Years
	Budget	Budget	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000	£'000
Rental income @ 7%	27,443	28,221	29,021	29,844	30,691	145,220
Rental income @ 6.7%	27,366	28,142	28,942	29,762	30,607	144,819
Loss of rental income	77	79	79	82	84	401

- 3.6 This analysis shows that for 2024/25 there would be a reduction of £77,000 in income compared to a 7% rent increase. Over 5 years this is equates to £401,000 less income.
- 3.7 For reference, other local Housing Authorities are looking to increase rents by the full 7.7%.
- 3.8 The committee is asked to recommend that the council increase the rent by 7% to enable the HRA to balance the budget for 2024/25.
- 3.9 For those tenants on Housing Benefit or Universal Credit, which is around 78% of our tenants, they will receive the full or partial payment of their rent.
- 3.10 During 2023/24, 19 new build properties were added to HRA stock, the rent for these properties were set at affordable levels but constrained at the Local Housing allowance rate.
- 3.11 This report will set rent for 5,559 properties of which 5,463 are charged at social rent and 96 at affordable rent. The average rent (48 week basis) for 2024/25 charged will be £104.37 and £161 for social and affordable rent properties respectively.
- 3.12 The Council has some dwellings with actual social rent charge below Target Rent (Formula Rent) levels. In line with the Government's rent standard for social rents, when these void properties are re-let, the rent will be set at the re-calculated target rent for a new tenant.

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- 3.13 As members are aware the system of housing revenue account subsidy ceased on the 31st of March 2012 and was replaced with a devolved system of council housing finance called self-financing. The proposal in the form of a financial settlement meant a redistribution of the 'national' housing debt. This resulted in the Council borrowing £98.9 million from the Public Works Loan Board.
- 3.14 Self-financing placed a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12 at £122.2 million, however, the debt cap has now been removed and officers are currently reviewing implications of this change on councils future social housing growth strategy.
- 3.15 The Direction on the Rent Standard 2019 issued by the Government in February 2019 confirmed that from 1 April 2020 weekly dwelling rents can be increased in line with CPI inflation (Consumer Price Index), plus 1% for the 5 year period through to 2024/25. This is the last year following the new rent standard guidance. The government has indicated that a revised rent structure will be put in place from 2024/25

2024/25

- 3.16 **For 2024/25, the actual average rent increase is recommended to be 7%. The average rent on a 52 week basis will be £96.35 or £104.37 on a 48 week basis. This compares to the average for 2023/24 on a 52 week basis of £89.90 and £97.39 on a 48 week basis.**
- 3.17 As a comparison, the following table sets out that the average local private rent and highlights that our social and affordable rents are still considerably lower than these levels.

**Average monthly private sector rent for a 2 bedroom property
(from 2020/2021 to 2022/2023 for Redditch)**

Period	Mean Redditch
2020/2021 (Biannual 1)	675
2020/2021 (Biannual 2)	694
2021/2022 (Biannual 1)	692
2021/2022 (Biannual 2)	695
2022/2023 (Biannual 1)	720

Source: Office for National Statistics

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Legal Implications

- 3.18 Section 21 of the Welfare and Reform Act 2016 required 'In relation to each relevant year, registered providers of social housing must secure that the amount of rent payable in respect of that relevant year by a tenant of their social housing in England is at least 1% less than the amount of rent that was payable by the tenant in respect of the preceding 12 months.' This has now come to an end, and on 4 October 2017, DCLG announced that "increases to social housing rents will be limited to CPI plus 1% for 5 years from 2020."
- 3.19 Consultation on the introduction of a rent cap for 2023/24 and 2024/25 took place between September and October 2022. In the 2022 autumn statement, the Chancellor of the Exchequer announced that the rent cap for social housing will be set at 7%. From 2024/25 onwards the rent caps will increase by CPI + 1%.

Service/Operational Implications

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

Customer/Equalities and Diversity Implications

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

4. RISK MANAGEMENT

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

5. APPENDICES

None

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****9th January 2024****MEDIUM TERM FINANCIAL PLAN 2024/5 TO 2026/7 – Tranche 1**

Relevant Portfolio Holder	Cllr. Luke Court, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Bernard Ofori-Atta
Report Author	Job Title: Head of Finance & Customer Services email: Bernard.ofori-atta@bromsgroveandredditch.gov.uk
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. SUMMARY OF PROPOSALS

- 1.1 The Council will set its budget in two Tranches this year as it did in the 2023/4 Medium Term Financial Plan (MTFP) process. The initial Tranche will be published in the Autumn with approval of options sought at Council in January, with a second Tranche to be considered in January once final settlement figures are known with final budget approval sought in February. Housing Revenue Account (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 Recommend to Council 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 2023/24-25/26 Medium Term Financial Plan (MTFP) agreed by Council in February 2023, to project an initial "gap" to be closed.
- 3 An initial Tranche of savings proposals, as set out in Sections 3.21 to 3.25 and the associated Savings Proposal Document in Appendix A, has been published on the 24th October and any feedback will be considered by Executive at this meeting on the 9th January prior to seeking approval at Council on the 29th January 2024.
- 4 That fees and charges are increased by 7% as part of these proposals.
- 5 Tranche 2 of this process will add further information such as the Local Government Settlement to give a final financial position for the Council.

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Council have already approved in November that:

1. That the Play Audit recommended capital works for 2023/4 as set out in 3.41 are approved and added to the Capital Programme.

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 small deficit amount from the 2023/24 MTFP.
- The present cost of living crisis.
- The fact that the Council is still to close its 2020/21 financial year and the ongoing cross sector issues in relation to Audit which are set out in the wider Finance Report.
- The movement of the Government to funding projects for specific outcomes and the movement of this from a bidding process to an "allocations" process.
- The time limited nature of these funds and the pressure this puts on other deliverables.
- Loss of key personnel, present vacancies rates, and staff retention – linked to the Workforce Strategy.
- Business Rates and Council Tax Income – and associated collection rates and reliefs linked to the "cost of living" crisis and C-19 grants working their way through our system.
- Inflation still not reducing as quickly as Government and Financial Market predictions.

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, for which approval will be sought 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.

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- Council Priorities
- Strategic Approach
- The Council's Base Assumptions including Inflation and Grants
- Fees and Charges update.
- Impact on Reserves and Balances.
- Capital Programme.
- Robustness Statement
- Consultation Details.

The Starting Position for the 2024/25 MTFP

- 3.3 The Council set a three year MTFP 2023/24 to 2025/26 in February 2023. The plan moved the Council to a sustainable budget position over the three year planning horizon and limited the support from reserves to achieve this to £378k over the initial two years.

REDDITCH BOROUGH COUNCIL

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	2023/24	2024/25	2025/26
	£000	£000	£000
Base Budget Position 22/23 MTFP			
Expenditure	10,290	10,428	10,661
Funding	-9,341	-9,595	-9,621
Net	949	833	1,040
Revised Gap	949	833	1,040
Pressures			
50% Funding for Climate Change Officer	30	30	30
Savings Options			
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)	-300	-300	0
10% Increase in Fees and Charges	-339	-340	-342
Council Tax Increase	0	-104	-104
Total Savings	-1,529	-1,849	-2,221
Revised Position	-580	-1,016	-1,181
Pressures			
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
Core Pressures	1,179	1,184	1,306
Updated Position	599	168	125
Utilities Inflation	1,140	1,140	1,140
Tranche 1 Final Draft Position	1,739	1,308	1,265
Draft Local Government Financial Settlement			
New Homes Bonus	-19		
Services Grant	-86		
Funding Guarantee	-493		
C Tax Base Reduction	130		
Business Rates/Investment Inc Rebaseline	-466	-250	-250
Future Years Settlements - assumption		-450	-450
Settlement Draft Amounts	-934	-700	-700
1% more on Councils Tax	-69	-69	-69
Conversion of 50% of Utilities to a Reserve	-570	-570	-570
Correction of Salary £1,925 amount	-200	-200	-200
Additional Pensions Savings	-221	-221	-221
Revised Deficit	-255	-452	-495
New Pressures (Known/Ongoing)			
Fleet Refurbishment	129	258	258
Apprenticeship Scheme	50	50	50
Data Analyst	25	25	25
Planning Enforcement	25	25	25
WRS Increase	47	61	74
Under Recovery of 22/23 Council Tax	190		
Increased pay award - so 2%	100	100	0
Total	566	519	432
Revised Draft Position	311	67	-63

Table 1 – Opening MTFP Position

The emerging national picture including expected Settlement Dates

- 3.4 Local Government is in uncharted territory. C-19 has changed significantly the way Councils and the people they serve work, or expect to be served, and this needs to be reflected in Service Plans and associated budgets.
- 3.5 The War in Ukraine has still not been resolved. This has led to Inflationary increases that initially reached levels not seen since that late 1980's although they are now starting to reduce. This has however had a significant impact on our customers and stakeholders and is now labelled a "cost of living" crisis.

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- 3.6 Councils have declared “Climate Emergencies” and have challenging carbon reduction targets to deliver by 2030, 2040 and 2050. 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.
- 3.7 As mentioned in the Risk section, the Government made 2 major announcements during the LGA Conference in July, both of which will significantly affect budgeting.
- The first of these was the launch of the Office for Local Government. They will look at Council data to assess performance and try to predict if Councils are getting into difficulty.
 - The second was a movement from a bidding process for Funds to that of an allocations method using data (however no increase in the funds being allocated/bid for). No further guidance has been issued since the original guidance from DLUHC in July 2023. However, it is now key that all Council returns are made thinking about this point and our records that are accessed by the Government are as up to date as possible.
- 3.8 There are a number of other significant factors in looking at the 24/5 budget which are linked to the Local Government Finance Market. Presently:
- There are a number of Local Authorities who have now issued S114 Statements, including the largest Council in the Country – Birmingham. Given the number of Council in financial distress there is a possibility that the Government might be far more prescriptive than in previous years in its funding allocations.
 - Redditch still have accounts unaudited from 2020/21 and will not have the cash receipting backlogs cleared until the end of this calendar year. As such, there is still a degree of uncertainty on the overall figures, until those years accounts have been finalised and audited.
 - That in the Local Government sector, there are circa 900 Audits from 2015/16 that are still outstanding. There is an issue with audit resources to deliver these audits, with generally only upper tier authorities being close to actual timescales due to the size of their budgets. In light of this, DLUHC are looking to implement deadlines for delivery which will possibly mean significant numbers of Councils, including possibly Redditch, who due to time constraints have not had audits complete might end up with qualified accounts.
- 3.9 It is understood that the Chancellors Autumn Statement will now not happen until the 22nd November. This means that it is likely the Provisional Local Government Settlement will not take place until the week before most Councils break up for Christmas. It is expected that this years Local

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****9th January 2024**

Government Settlement will be multi year but in reality, would be no longer than 2 years given the impending National Elections. 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:

- Initial Tranche 1 Options published – 24th October
- Executive discuss initial options – 31st October.
- Chancellors Statement – 22nd November
- Provisional Local Government Settlement – Late December
- Tranche 1 approved sought by Executive 9th January/Council 29th January
- Final Local Government Settlement – Mid January (at the earliest)
- Tranche 2 options ready – Late January
- Tranche 2 options presented to Executive – 6th February
- Full Budget approved by Council – 26th February

Timescales are estimated – however the issue is that there is little time for delivery of either Tranche 1 or Tranche 2.

Council Strategic Priorities

3.10 The Leader and Portfolio Holders with the support of the Corporate Management Team have reviewed the current priorities by undertaking two review sessions taking on board data from:

- Annual Community Survey 2022
- Community Priorities Survey
- Cost of Living survey
- Census
- [Office of National Statistics](#)
- Current priorities

3.11 Redditch Borough Council's current priorities are underpinned by a set of key themes. These are set out in the current Council Plan 2019 – 2023 [here](#) and in the Council Plan Addendum 2022/23. The 5 themes are:

- Run & grow a successful business.
- Finding somewhere to live.
- Aspiration, work & financial independence.
- Living independent, active & healthy lives.
- Communities which are safe, well-maintained, and green.

3.12 The council's vision, priorities and themes are connected using a 'green' thread:

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“To enrich the lives and aspirations of all our residents, businesses and visitors through the provision of efficiently run and high-quality services, ensuring that all in need receive appropriate help, support and opportunities”.

- 3.13 Along with demonstrating what are identified as the community and organisational priorities:

Community Priorities	Organisational Priorities
Economic Development & Regeneration	Financial Stability
Housing Growth	Sustainability
Skills	High Quality Services
Improved Health & Wellbeing	
Community Safety & Anti-Social Behaviour	

- 3.14 The council cannot deliver all priorities on its own. In some cases it can support, influence, or work collaboratively with other partner agencies to persuade them to take a particular course of action/undertake a particular project. Considerable support and input from partner organisations will be needed for priorities, to be successfully achieved.

- 3.15 Following consultation and taking other information on board, the Council's priorities are therefore proposed as:

- Housing
- Parks & Green Spaces
- Economy & Regeneration
- Community Safety

Strategic Approach

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

- An almost break even budget position from the 2023/24 MTFS.
- The requirement to fund the 23/4 pay award which is 5% higher than planned at an average value of 7%.
- Increases in Council Tax are limited at 2% or £5, which is significantly lower than the present rates of inflation.

- 3.17 The Council must move to financial sustainability over the time scale of the next MTFS and indeed was on course for this before the agreement of the 2023/4 pay award. Given the magnitude of the savings due to this it is not prudent to expect the movement to sustainability to happen by 2024/5. However, the level of reserves and balances presently held suggest that moving to sustainability by 2025/26 would be deliverable without a strain on resources for any emergency situation.

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3.18 As such, the strategy must be to move the Council to financial sustainability by the 2025/26 financial year. To get to this position there will be the need for investment, efficiencies and possibly the requirement to fund redundancy (both from reserves and balances). 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.

3.19 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:

- 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.

3.20 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

3.21 However, in any situation, the Council must move to sustainability by the 2025/26 financial year.

The Council's Base Assumptions including Inflation and Grants

3.22 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.

3.23 Tax Base and Corporate Financing underlying assumptions are as follows:

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- Council Tax – Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP and no increase in numbers of properties.
 - Business Rates Increases – business rates assume no growth in the base.
 - New Homes Bonus – It is assumed to be none in 24/5 onwards pending any change that might be announced in the Local Government settlement.
 - Services Grant - It is assumed that Central Government Grants are at similar levels to previous years (as was the case in 2023/4)
 - Pension Fund assumptions – takes account of the latest triennial valuation which was received in September 2022. A significant risk is that the next revaluation will be actioned in 2026 and as such the 2026/7 figure could well change pending the outcome of that exercise
- 3.24 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.
 - The Council has £2.4m of UK Shared Prosperity Fund to spend by April 2025. This is both revenue and capital in nature.
- 3.25 There are significant pressures mounting on the Council.
- The Q1 2023/4 monitoring sets out the issue on the pay award, which has been mitigated in 2023/4 by the use of the Utilities Reserve. However, the ongoing impact of this on our ongoing £11.5m employees budget at an average of 7% Increase is £805k a year. However, we have already accounted for a pay award of 2% reduces this amount to circa £575k a year to resolve.
 - It is also prudent to increase the Councils 2024/5 pay award impact from 2% to 3% given the significant increases that have been offered by the Employers during 2022/3 and 2023/4. The 2025/6 and 2026/7 pay awards are assumed to be 2%.
 - Although inflation is coming down, at this point of time it is also prudent to include a 5% budget for inflationary increases.
 - However, we have the following budgets that were included in the 2023/4 budget but have not been called on yet that could partially mitigate these pressures which include:

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- We are only using 60% of the utilities budget increases this frees up £228k a year
 - We have not called on the circa £260k of inflationary increases to contracts which was added to the base budget.
 - In addition, there is the £570k utilities reserve that will have no calls on it for 2024/5 and 2025/6.
 - We have included as an appendix the impact of a 7% increase in fees and charges – this amounts to an additional £238k. This increase is in line with the inflationary increases to salaries which are running at just over 7% and inflation which as of October 2023 was 6.8%. Looking at a sensitivity analysis around this figure (although the increases mean that the Council is just keeping pace with cost increases):
 - If this increase was below inflation at just to 4% this would lead to a savings/Income budget of £136k. However, at this level there would be an ongoing deficit of £102k that would never be recovered.
 - An 8% increase would lead to a savings/income budget of £272k.
 - It should be noted that another district in Worcestershire is looking to increase WRS fees and charges by just under 7%. Given that it is common practice to increase these fees and charges by the same across the County, the increases would be in line with these levels.
 - It is proposed that the Dial a Ride registration fees are reduced from £16.50 to £15, but journey fees increase by £1. Lifeline Alarm rates remain at present levels.
 - We have also assumed that inflation on fees and charges will be 2% in 2025/6. This amounts to an additional £69k in 2025/6 and £73k in 2026/7.
 - As part of the 23/4 MTFP, Departments had lists of possible savings areas. These are set out in Appendix B.
- 3.26 Overall, this baseline analysis, before recharge changes or specific departmental savings, results in an ongoing cost of circa £190k in year 3 of the MTFP, although this is before the application of service pressures.
- 3.27 It should be noted that the assumption on the Local Government Settlement for 24/5 and 25/6 is £148k less than the Council received in 23/4. This was a prudent position to take, however if the Council received the same amount in 2024/5 and 2025/6 as in 2023/4, and increased fees and charges by 2% in 2025/6 then 24/5 would be at a surplus position of circa £400k in the final 2 years of the MTFP period before departmental pressures.
- 3.28 Departmental pressures are summarised in the following table.

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Service Adjustments					
Reduction in Benefits Overpayments Target			200	200	200
Use of HVO Fuel by 100% of Fleet			20	20	20
Increase in HR Establishment			10	10	10
PRA Housing Licence Costs			15	15	15
Garden Waste Service			20	-27	-56
Interest Charges on Updated Capital Programme			82	102	121
MRP Increases on Capital Programme			22	140	153

Table 2 Departmental Pressures

- There is presently a target of £500k for the reclaiming of Benefit overpayments. We now have more accurate information and processes which mean that initial payments are more accurate and the need for recovery of overpayments has diminished. Over the past 2 years the Council has recovered under half of this amount (with many linked to Universal Credit payments) and so it is prudent to reduce this amount to £300k.
- The Government has still not provided guidance on Waste delivery. The Council has a diesel fleet which could use HVO fuel would reduced the Carbon footprint of the fleet and the Council significantly. With alternatives to Diesel (Electric and Hydrogen powered vehicles) being extremely expensive with vehicles 2 to 4 times more expensive than existing vehicles it would be prudent to ensure the fleet used HVO fuel, significantly reducing the Council's carbon footprint. However, HVO fuel at the moment is significantly more expensive than diesel and this would cost an additional £64k a year. The Councils Carbon pledge is to move to this position over time so a £20k increase in budget allows for, prices dependent a 30% use of this fuel and an estimated savings of 154 tonnes of greenhouse gases from the fleet.
- There is the new requirement for the monitoring of the Private Housing Sector. There is a capital bid of £30k for software to undertake this. The ongoing licensing costs are £15k a year.
- The present pilot scheme on planning enforcement being delivered by Worcester Regulatory Services was in the Tranche1 options. This has been removed pending a far more detailed report on Enforcement in Tranche 2.
- Councils have a discretionary duty to provide a Garden Waste service, for which a charge can be made to the resident. This proposal sets up a Redditch based service to build on service demand. The cost of the service to the resident would be £60 a year with a £20 initial setup cost.
- The Capital section sets out new items and changes to the Capital programme. These will be addressed in that section. However, there are ongoing additional revenue costs of those schemes that amount to £60k for interest charges and £119k for Minimum Revenue Provision requirements.

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- 3.29 These departmental changes result in an overall £353k pressure in the 2024/5 financial year reducing to a deficit of £93k and then £72k in the following 2 years. The whole revenue budget is summarised in the table on the following page.
- 3.30 To meet strategic priorities, the Council requires more funding. In reviewing the possible areas of savings set out in Appendix A, it was agreed that all need to be assessed as part of the 2024/5 MTFP process although the following three should be prioritised so that their impact could be possibly included in Tranche 2 of the budget:
- Recharges
 - Debt costs – given the slippage in the Capital Programme.
 - Business Rates Re-baselining.

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Redditch Position Statement				
	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000
Base Budget Position 22/23 MTFP				
Expenditure	10,290	10,428	10,661	10,661
Funding	-9,341	-9,595	-9,621	-9,621
Net	949	833	1,040	1,040
Revised Gap	949	833	1,040	1,040
Phase 1 Savings 2023/24 MTFP	-1,529	-1,849	-2,221	-2,221
Revised Position	-580	-1,016	-1,181	-1,181
Phase 1 Pressures 2023/24 MTFP	2,319	2,324	2,446	2,446
Phase 1 2023/24 MTFP Position	1,739	1,308	1,265	1,265
Local Government Settlement	-934	-700	-700	-700
Additional Savings (Phase 2)	-1060	-1060	-1060	-1060
Additional Pressures - Phase 2	566	519	432	432
Final 2023/24 MTFP Position	311	67	-63	-63
Known Changes				
23/4 Pay Award - 5% More than planned		575	575	575
Utilities Increases running at 60% - 40% Savings		-228	-228	-228
Existing Inflation Budget (unallocated)		-269	-274	-274
Inflation on Contracts - additional 5%		125	125	125
Additional 1% on 24/5 Pay Award - to 3%		100	100	100
Additional 2% pay Award for 2026/7				200
7% addition on Fees and charges		-238	-241	-243
Draft Opening Position 24/25	311	132	-6	192
Possible Adjustments				
Quarter 1 23/4 Overspend position	557			
Use of 23/4 Utilities Reserve	-557			
2% Council Tax 2025/6			-144	-144
2% Council Tax 2026/7				-147
Year 2 Fees and Charges Increase at 2%			-69	-70.5
Year 3 Fees and Charges Increase at 2%				-73.5
Government Grant at 23/4 Levels		-148	-148	-148
Draft Opening Position	311	-16	-367	-391
Service Adjustments				
Reduction in Benefits Overpayments Target		200	200	200
Use of HVO Fuel by 100% of Fleet		20	20	20
Increase in HR Establishment		10	10	10
PRA Housing Licence Costs		15	15	15
Garden Waste Service		20	-27	-56
Interest Charges on Updated Capital Programme		82	102	121
MRP Increases on Capital Programme		22	140	153
Revised Opening Position	311	353	93	72

Table 3 Revised MTFP Position**Fees and Charges update**

- 3.31 The section, looks at the impact of proposed Fees and Charges increases for the 2024/25 Financial year. These increases are shown in detail by service in the Fees and Charges Report which is shown as Appendix C. The table below highlights the possible increase of income if 7% was applied across the board. The 7% has been applied to Contributions and Fees and Charges budgets and not on SLA Income or lifeline, where charges are set statutorily, and charges across more than one area.

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Year	2024/25	2025/26	2026/27
Base Budget	3,404,000	3,404,000	3,404,000
7% Increase	238,000	241,000	242,000

Table 4 Fees and Charges Increases at 7%

- 3.32 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.

Impact on Reserves

- 3.33 The existing 23/24 MTFP saw general fund balances reduce by £315k over the three year period as the original plan moved the Council towards sustainability. In the 2023/4 budget, the Council was prudent and reviewed all its earmarked Reserves and reallocated a substantial amount to the General Fund and also a newly formed Utilities Reserve due to the significant pressure on budgets in that area. As we have moved into 2023/4 there have been pressures, although they have been due to staffing and the 2023/4 allocation of the Utilities Reserve has been used to mitigate these. Years 2 and 3 of this reserve are not required and have been transferred to the General Fund to bolster its position.
- 3.34 The projected 2024/5 to 2026/7 position, at Tranche 1, has £829k of pressures to mitigate. If alternatives are not found in Tranche 2 then the General Fund will be required to support this deficit. Presently the general Fund sits at a value of £3.196m (assuming that it is required to fund this shortfall) at the 31st March 2017. This sum is approximately 6.2% of gross expenditure and above the 5% benchmark quoted by the Government a being a minimum requirement. If Housing benefit payments, which are passported through the Council are ignored than this percentage rises to 10.2% of gross expenditure.
- 3.35 The analysis in Table 5 sets out the effects on Council General Fund and Earmarked Reserves. Full detail is set out in Appendix D

Reserves Position	2023/24	2024/25	2025/26	2026/27
General Fund Opening Position	2,686	2,575	3,362	3,268
General Fund Changes	-111	787	-93	-72
General Fund Closing Position	2,575	3,362	3,268	3,196
Earmarked Reserves	5,242	4,658	4,088	4,088

Table 5 Reserves Position

- In 2023/4
 - We start with £2.686m in the General Fund Reserve.
 - £200k will be moved into the it from the Rates Reserve
 - £311k was already being used to subsidise the base budget

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- This results in a closing 23/4 position of £2.575m
- In 2024/5
 - We start with £2.575m
 - We propose to transfer years 2 and 3 of the utilities reserve in as the view is that this is now not required - £1.140m.
 - There is a £353k deficit figure that will need funding.
 - This results in a closing 24/5 position of £3.362m
- In 2025/6
 - the opening position is £3.362m
 - The present draft budget is a deficit of £93k which will be transferred from the G/F.
 - This results in a closing 25/6 position of £3.268m

Capital Programme

- 3.36 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.
- 3.37 Present rationale is for any scheme not yet started (unless grant or S106 funded) to rebid for funds as part of the 2024/25 budget process. There will be the need to add items to the capital programme 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).
- 3.38 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
- 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.
- 3.39 Appendix E sets out the present capital programme as agreed at Council in February.
- 3.40 The table below highlights additional Capital Programme bids, and incorporates bids approved in the Quarter 1 financial monitoring for approval. The revenue budget takes account of these additional costs. Full descriptions are set out in the Savings Proposal document.

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Capital Programme Changes	2023/4	2024/5	2025/6	2026/7
	£000	£000	£000	£000
Lifeline		72		
PRS Housing ICT System		30		
Play Areas (Replacement of Surfaces)		10	10	7.5
AVCP - Parking Bays near Visitor Centre		12		
AVCP - Car Park Extension 25 Spaces		95		
Morton Stanley Park - Footpaths		16.5		
Ipsley Rd Cemetery (As per Q1 Monitoring)	-125	125		
Increased Buildings Maintenance Costs		150	150	150
Arrow Valley Park Visitor Centre Improvements		150	150	150
Fleet Costs (as per Q1 Monitoring)		585	26	
	-125	1245.5	336	307.5

Table 6 – Capital Programme Changes

3.41 The following table summarised the Play Area requirements

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Play Area Audit Outcomes	2023/24	2024/25
	£000	£000
MMP proposal consider MUGA for MS Park		100
MMP proposal new bins for MS Park		2
MMP proposal new benches for MS Park		3
MMP recommendation carry out an ecological survey MS Park		5
Requirement renew pathway section "loop adjacent woods MS	25	
MMP recommendation AVCP North improve surfacing and widen path along route between the Abbey ruins and the fishponds.		30
MMP recommendation AVCP Replace or repair broken bins, adopting a consistent style of bin across the site (in my opinion you do not need to change every bin to the same style, we try to zone so similar styles in an area. Taking a perfectly good bin out is a waste of money. Replace as required		5
Additional funds are required to carry out repairs to things such as rubber surfacing, gate replacemnt, worn spare parts etc which are currently risk rated to ensure the play areas are kept safe and the risk is not raise to medium or high which could result in play area closures.	100	
MMP recommendation AVCP South. Repair or replace car park surface at Icknield St Drive.	25	
MMP recommendation Overdale Park Install information board in the Orchard area to replace the temporary information sheets attached to the fruit trees and "sorry not for general use" notice OR display this information in the display cabinet at the Overdale Close entrance.	1	
MMP Overdale park recommendation Resurface paths where needed with self-binding gravel		10
MSP Cableways	43	
AVCP Pump Track	33	
Total	227	155

Table 7 Play Area Audit Requirements**An Initial Risk Assessment**

- 3.42 As set out the Strategic Approach and Robustness Statement sections we are budgeting in a time of extreme uncertainty.
- 3.43 As per the Risk Reports that are reported to both Executive and Audit, Governance and Standards and Committees these are:
- Resolution of the approved budget position.

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- 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.
- The next Pension fund re-valuation which will impact 2026/7 figures.

3.44 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

3.45 For Tranche 1, the opinion of the Interim Director of Finance is that the 2024/25 budget estimates contain considerable risk due to the level of uncertainty in the Council's operating environment, making it problematic to develop meaningful assumptions.

3.46 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.

3.47 The MTFP highlights that the current financial position is untenable without some form of intervention. Whilst a balanced budget for 2023/24 was approved with the use of reserves and balances in February 2023, the Council is currently forecasting a £0.3m overspend in 2023/24 due to the additional demands placed on it due to the provisional pay award, which in turn is utilising reserves balances to fund these pressures.

3.48 Given all the uncertainty which encapsulates this MTFP, the assumptions have been based on the best available information to the Council at this time.

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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

- 3.49 Tranche One is the first Phase of the 2024/25 budget process. The proposals are set out in Appendix C of 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	24 th October 2023
Budget Scrutiny Committee	30 th October 2023
Executive	31 st October 2023
Feedback Closing Date	4 th December 2023
Executive	9 th January 2023
Council	29 th January 2024

Table 8 Consultation Timetable

- 3.49 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

- 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.

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- 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.

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 – Possible Savings Areas
Appendix C – Fees and Charges by Service
Appendix D - Reserves
Appendix E – Existing Capital Programme

6. BACKGROUND PAPERS

None.

7. KEY

None

Appendix A

REDDITCH BOROUGH COUNCIL

Medium Term Financial Plan 2024/25

Tranche One

Savings Proposal Document

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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 2023/24 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.

Outcomes delivered include

Outcomes

Here are some outcomes that have recently been delivered by the councils, including operational service performance from the previous year and more.

Redditch

- Secured £15.6 million from the Towns Fund (via the Redditch Town Deal Board, on which the council is lead partner as the local planning authority) for major regeneration projects. 
- Awarded £2.5 million from the UK shared prosperity fund for a range of projects.
- Completed a boundary review that will change the electoral makeup of the borough from May 2024.
- Emptied 1.9m domestic bins.
- Made 70,000 garden waste collections.
- Answered 62,000 queries on bins and cleansing. 
- Spent £392,000 on schemes to prevent, and support people facing, homelessness.
- Determined 275 planning applications.
- Given 4,500 people telephone advice on benefits and 34,000 people online advice on their Council Tax.
- Advised 17,000 people online on the government's '£150 Council Tax rebate'.
- Updated 23,000 people's financial circumstances for benefits.
- Helped 9,000 people access the local housing register, Redditch Homes.
- Received change of use planning permission for a new cemetery for future burial provision, at land off Ipsley Church Lane.
- Implemented safe accommodation provision, in line with the Domestic Abuse Act 2021.
- Ran 40 consultation surveys, including over 400 community panellists.
- Expanded attendance at exercise classes for the elderly and vulnerable, including community transport there and back, from an original four people to 29 people, using Public Health funding. Feedback included that "it has helped my well-being, I enjoy the company, feel better for going, also wanted to thank Dial-A-Ride drivers who are all very kind and helpful." 
- Provided 23,000 Dial-A-Ride trips.
- Gave 5,000 Shopmobility services.
- Translated public info for 27 people in need, including into Ukrainian and Urdu.
- Supported 345 people through local health programmes.
- Welcomed 370 parents to Starting Well programmes.
- Ran over 270 events for families and children.
- Provided lots of fun events in the school holidays and more, plus celebrations for the Queen's Platinum Jubilee and Commonwealth Games Baton Relay. 
- Supported tenants of Community House to start relocating ahead of asset disposal.
- Invested in refurbished fixtures and facilities at council assets Pitcheroak Golf Club, Arrow Valley Visitor Centre, historic Forge Mill Needle Museum, the Bartleet Fountain, Plymouth Road Chapel, and others.

- Procured multiple large council housing works contracts under an extensive procurement programme, including aids and adaptations to better enable vulnerable tenants to live independently.
- Secured funding to develop an Asset Based Community Development approach and model to enhance youth work provision.
- Formed a new multi-agency Prevention and Enforcement Group for nuisance and anti-social behaviour. The group of council housing officers, specialist legal counsel, and the police co-ordinate case management, action plans, and responses to referred issues. Work is also underway to integrate physical and mental health services into the process.
- Replaced 700 old boilers in council properties with new, efficient boilers.
- Upgraded LED lighting, fire safety, and waste and recycling facilities in communal areas of many council flats.
- Reduced council property void turnaround times from 53 days to 23, to benefit people on the housing register and reduce rent losses.
- Achieved 100% gas safety audit compliance on council properties (as of December 2022).
- Insulated 33 more homes for better energy efficiency, using government funding.
- Oversaw the start of construction of 19 new council homes, the first new-build properties brought into the council's housing stock since the 1990s.
- Adopted a Leisure and Culture Strategy, an overarching 10-year strategy to deliver outcomes against strategic priorities comprised of Parks and Open spaces, Arts and Culture, and Playing Pitch strategies.
- Won a Royal Town Planning Institute 'play innovation' award for improvements to AVCP, in line with Local Plan.
- Won £85,000 from the Levelling Up fund for a new orchard, play equipment and wayfinding trail at AVCP (Green Flag award to be sought for AVCP in 2024).
- Added a new café and toilets to Morton Stanley Park.
- Won £855,000 from Arts Council England for a 'creative people and places' project in Redditch.



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 small deficit from the 2023/24 MTFP.
- The present cost of living crisis.
- Changes to how the Government fund services.
- The number of S114 Statements at Councils, including our nearest neighbour Birmingham, and the impact this will have in funding of the sector.

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 will be sought 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.

2024/25 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 29th January and the second with proposals being approved on the 26th February.

Tranche 1	
Consultation Start Date	24 th October 2023
Budget Scrutiny Committee	30 th October 2023
Executive	31 st October 2023
Consultation Closing Date	4 th December 2023
Executive	9 th January 2024
Council	29 th January 2024

Tranche 2	
Consultation Start Date	29 th January 2024
Budget Scrutiny Committee	5 th February 2024
Executive	6 th February 2024
Consultation Closing Date	25 th February 2024
Executive	26 th February 2024
Council	26 th February 2024

Redditch has the following Strategic Purposes:

- Run & grow a successful business.
- Finding somewhere to live.
- Aspiration, work & financial independence.
- Living independent, active & healthy lives.
- Communities which are safe, well-maintained, and green.

The Green Thread runs through the Council Plan

“To enrich the lives and aspirations of all our residents, businesses and visitors through the provision of efficiently run and high-quality services, ensuring that all in need receive appropriate help, support and opportunities”.

Following consultation, the Council's priorities are proposed as:

- Housing
- Parks & Green Spaces
- Economy & Regeneration
- Community Safety

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

Redditch Position Statement					
	2023/24	2024/25	2025/26	2026/27	
	£000	£000	£000	£000	£000
Base Budget Position 22/23 MTFP					
Expenditure	10,290	10,428	10,661	10,661	
Funding	-9,341	-9,595	-9,621	-9,621	
Net	949	833	1,040	1,040	
Revised Gap	949	833	1,040	1,040	
Phase 1 Savings 2023/24 MTFP	-1,529	-1,849	-2,221	-2,221	
Revised Position	-580	-1,016	-1,181	-1,181	
Phase 1 Pressures 2023/24 MTFP	2,319	2,324	2,446	2,446	
Phase 1 2023/24 MTFP Position	1,739	1,308	1,265	1,265	
Local Government Settlement	-934	-700	-700	-700	
Additional Savings (Phase 2)	-1060	-1060	-1060	-1060	
Additional Pressures - Phase 2	566	519	432	432	
Final 2023/24 MTFP Position	311	67	-63	-63	
Known Changes					
23/4 Pay Award - 5% More than planned		575	575	575	
Utilities Increases running at 60% - 40% Savings		-228	-228	-228	
Existing Inflation Budget (unallocated)		-269	-274	-274	
Inflation on Contracts - additional 5%		125	125	125	
Additional 1% on 24/5 Pay Award - to 3%		100	100	100	
Additional 2% pay Award for 2026/7				200	
7% addition on Fees and charges		-238	-241	-243	
Draft Opening Position 24/25	311	132	-6	192	
Possible Adjustments					
Quarter 1 23/4 Overspend position	557				
Use of 23/4 Utilities Reserve	-557				
2% Council Tax 2025/6			-144	-144	
2% Council Tax 2026/7				-147	
Year 2 Fees and Charges Increase at 2%			-69	-70.5	
Year 3 Fees and Charges Increase at 2%				-73.5	
Government Grant at 23/4 Levels		-148	-148	-148	
Draft Opening Position	311	-16	-367	-391	
Service Adjustments					
Reduction in Benefits Overpayments Target		200	200	200	
Use of HVD Fuel by 100% of Fleet		20	20	20	
Increase in HR Establishment		10	10	10	
PRA Housing Licence Costs		15	15	15	
Garden Waste Service		20	-27	-56	
Interest Charges on Updated Capital Programme		82	102	121	
MRP Increases on Capital Programme		22	140	153	
Revised Opening Position	311	353	93	72	

Savings/Funding Proposals

Use of the Utilities Budget

	2024/25	2025/26	2026/27
Existing Budget	570,000	570,000	570,000
Savings Proposal	-228,000	-228,000	-228,000
Revised Budget	342,000	342,000	342,000

The utilities budget was increased by 100%, and an additional 100% put in reserves, to mitigate increased fuel charges due to the Ukraine crises. Costs are being monitored and they have only increased by 60%. The remaining 40% of the budget is therefore no longer required and is a savings.

Use of Existing Inflation Budgets

	2024/25	2025/26	2026/27
Existing Budget	269,000	274,000	274,000
Savings Proposal	-269,000	-274,000	-274,000
Revised Budget	0	0	0

Like the Utilities budget, due to increased prices, a budget was put in the 2023/4 MTFP for increased inflation. There has been no call on this budget to date this year and as such it is a savings.

Increases to Fees and Charges

	2024/25	2025/26	2026/27
Existing Budget	-3,404,000	-3,404,000	-3,404,000
7% Increase 24/5	-238,000	-241,000	-242,000
2% Increase 25/6		-69,000	-70,500
2% Increase 26/7			-73,500
Revised Budget	-3,642,000	-3,714,000	-3,790,000

It is proposed that fees and charges increase by 7% in 2024/5 – This increase is in line with the inflationary increases to salaries which are running at just over 7% and inflation which as of October 2023 was 6.8%. It is proposed that the Dial a Ride registration fees are reduced from £16.50 to £15, but journey fees increase by £1. Lifeline Alarm rates remain at present levels. Increases for future years have been assumed at 2%.

Increases to the Council Tax Base

	2024/25	2025/26	2026/27
Existing Budget	-7,217,000	-7,217,000	-7,217,000
2% Increase in 2025/6		-144,000	-144,000
2% Increase in 2026/7			-147,000
Revised Budget	-7,217,000	-7,361,000	-7,508,000

Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP and no increase in numbers of properties. In reviewing base budgets, the full 1.99% was not applied to 2025/6 and it has also been applied to the new financial year on the MTFP.

Government Support Assumptions

	2024/25	2025/26	2026/27
Existing Budget			
Savings Proposal	-148,000	-148,000	-148,000
Revised Budget			

Our assumption on the Local Government Settlement in the 2023/4 MTFP is £148k less than the Council received in 23/4. The Council took a prudent approach at that stage. On reviewing settlements however, since the removal of the RSG, they have been consistent and therefore this sum has been brought in line with 2023/4 settlement levels.

Growth Proposals**2023/24 Pay Award**

	2024/25	2025/26	2026/27
Existing Budget	9,923,080	10,083,877	10,083,877
Growth Proposal	575,000	575,000	575,000
Revised Budget	10,498,080	10,658,877	10,658,877

The jointly negotiated employers pay award for 2023/4 is approximately 7%. The Council budgeted for a 2% increase and therefore this growth bid ensures the budget reflects the expected pay award.

Future Pay Awards

	2024/25	2025/26	2026/27
Existing Budget	10,498,080	10,658,877	10,658,877
1% on 24/5 pay budget	100,000	100,000	100,000
2% Pay Award in 2026/7	0	0	200,000
Revised Budget	10,598,080	10,758,877	10,958,877

As set out above, the Council budgets for a 2% Pay award. It is felt that it is prudent, given the large pay awards of the past 2 years, to increase this to 3% for 2024/5 before reducing the ongoing effect to 2% for future years.

Contract Inflation

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	125,000	125,000	125,000
Revised Budget	125,000	125,000	125,000

Although we have taken out the inflation budget, that has not been called on, from last years MTFP, we feel it is prudent to allow for inflationary increases in 2024/5.

Benefits Overpayments

	2024/25	2025/26	2026/27
Existing Budget	-500,000	-500,000	-500,000
Growth Proposal	200,000	200,000	200,000
Revised Budget	-300,000	-300,000	-300,000

There is presently a target of £500k for the reclaiming of Benefit overpayments. We now have more accurate information and processes which mean that initial payments are more accurate and the need for recovery of overpayments has diminished. Over the past 2 years the Council has recovered under half of this amount (with many linked to Universal Credit payments) and so it is prudent to reduce this amount to £300k.

Use of HVO Fuel

	2024/25	2025/26	2026/27
Existing Budget	174,424	174,424	174,424
Growth Proposal	20,000	20,000	20,000
Revised Budget	194,424	194,424	194,424

The Government has still not provided guidance on Waste delivery. The Council has a diesel fleet which could use HVO fuel which would reduce the Carbon footprint of

the fleet and the Council significantly. With alternatives to Diesel (Electric and Hydrogen powered vehicles) being extremely expensive with vehicles 2 to 4 times more expensive than existing vehicles it would be prudent to ensure the fleet used HVO fuel, significantly reducing the Council's carbon footprint. However, HVO fuel at the moment is significantly more expensive than diesel and this would cost an additional £64k a year. Moving fully to HVO fuel will save 90% of the 574 tonnes of greenhouse gases emitted by the fleet each year. The Council's Carbon pledge is to move to this position over time so a £20k increase in budget allows for, prices dependent a 30% use of this fuel and an estimated savings of 154 tonnes of greenhouse gases from the fleet.

Increase of Human Resources Establishment

	2024/25	2025/26	2026/27
Existing Budget	525,339	537,126	537,126
Growth Proposal	10,000	10,000	10,000
Revised Budget	535,339	547,127	547,126

The HR structure reports into one post. This funding added a second senior post to relieve pressure in this service area. This is a shared service and so costs are split with Bromsgrove.

Ongoing Licence Costs of Private Rental Housing System

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	15,000	15,000	15,000
Revised Budget	15,000	15,000	15,000

There is the new requirement for the monitoring of the Private Housing Sector. There is a capital bid of £30k for software to undertake this. The ongoing licensing costs are £15k a year.

Garden Waste Service

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	20,528	-26,742	-56,162
Revised Budget	20,528	-26,742	-56,162

Councils have a discretionary duty to provide a Garden Waste service, for which a charge can be made to the resident. This proposal sets up a Redditch based service to build on service demand. The cost of the service for a resident would be £60 a year with a £20 initial setup cost.

Increased MRP Costs due to Changes to the Capital Programme

	2024/25	2025/26	2026/27
Existing Budget	1,204,000	1,440,000	1,440,000
Growth Proposal	22,000	140,000	153,000
Revised Budget	1,226,000	1,580,000	1,593,000

The Capital section sets out changes to Capital Programme requirements. Minimum Revenue Provision (MRP) is required to offset the cost of Capital. For the IT changes, the lifetime is 5 years, for the remainder it is assumed to be 10 years. Play area work accounts for £38k of this ongoing cost.

Increased Interest Costs due to Changes to the Capital Programme

	2024/25	2025/26	2026/27
Existing Budget	1,069,415	623,000	623,000
Growth Proposal	82,000	102,000	121,000
Revised Budget	1,151,415	725,000	744,000

The Capital section sets out changes to Capital Programme requirements. As this will be debt funded, the interest charges for that debt need to be accounted for. For the IT changes, the lifetime is 5 years and attracts an interest charge of 5.27%, for the remainder it is assumed to be 10 years and attracts an interest charge of 5.37%. Interest costs are as per Public Works Loan Board Rates as at the 11th October. Play area work accounts for £20k of this additional cost.

Capital Programme Proposals

Summary Position

Capital Programme Changes	2023/4 £000	2024/5 £000	2025/6 £000	2026/7 £000
Lifeline		72		
PRS Housing ICT System		30		
Play Areas (Replacement of Surfaces)		10	10	7.5
AVCP - Parking Bays near Visitor Centre		12		
AVCP - Car Park Extension 25 Spaces		95		
Morton Stanley Park - Footpaths		16.5		
Ipsley Rd Cemetery (As per Q1 Monitoring)	-125	125		
Increased Buildings Maintenance Costs		150	150	150
Arrow Valley Park Visitor Centre Improvements		150	150	150
Fleet Costs (as per Q1 Monitoring)		585	26	
	-125	1245.5	336	307.5

Narrative

Lifeline

Lifeline Digital Service - The nationwide telephony upgrade is gathering pace. Digital phonelines require digital telecare equipment as analogue equipment on the digital network is prone to failure, thus leaving the vulnerable service users unable to call for assistance in a (often medical) emergency.

We are currently in year 4 (23/24) of a 5 year program. This is funding for final year.

PRS Housing Scheme

Provision of IT system to record service provision within the Private Sector housing function covering enforcement of property standards and houses in multiple occupation inspection and licensing.

The renters reform bill will place additional duties on local housing authorities in relation to property standards in it area. There are currently just over 10,000 PRS tenancies over the two authorities. The intension of the legislation will be to improve enforcement of standards and use the legislation provided and provide evidence of actions being undertaken and numbers of instances. Having the correct technology is critical to enable the Council to improve the running and delivery of the services, plan for the future, keep the services sustainable and ensuring that the services are customer focused. Currently cases are recorded on a excel spreadsheet and the manual HHSRS scoring takes a considerable amount of officer time.

Play Areas (Replacement of Surfaces)

Repair and replacement works on play area surfacing and equipment. Replacement of safer surfacing and ageing pieces of equipment even on a small play area generally cost at least £10000. With the current play budget, we can allocate that amount to perhaps 1 play area each year to improve it. other than that we have to rely on Section 106 funding to upgrade play areas

AVCP – Parking Bays near Visitor Centre

We would like to have additional parking bays at the main car park nearest to the visitor centre within Arrow Valley Park. These would be on existing grass areas adjacent the car park.

During the Covid period usage of the park has hugely increased. A new play area has been installed the offer at the visitor centre has improved and more people have had "staycations". This demand has not slowed throughout the period once restrictions were relaxed. Go to the Park was the message and people have and continue to do so. We experienced many occasions when cars were trying to park anywhere they could (grass verges etc) and large queues formed waiting for spaces

AVCP – Car Park Extension 25 Spaces

To extend the main car near to Arrow Valley visitor centre to accommodate approximately 25 more parking spaces. To add a power and water supply for events plus additional lighting.

the car parks nearest to the main access and visitor centre at Arrow Valley Park are frequently full on weekends, holiday periods and when the weather is good. There have often been cars parked on grass verges and others waiting for people to leave the park. The new play area and refurbishment of the visitor centre has attracted more visitors to the park. The new supermarket being built adjacent the front entrance will put additional pressure on that car park pushing more people to the main car park along the drive near to the centre.

Morton Stanley Park Footpaths

Additional pathway repairs in Morton Stanley Park.

The pathways within the park were in need of repair and refurbishment. With the S106 monies we had we were able to completely refurbish the 2 worst sections of path and do some patching work in other areas. We could not get all of the areas that required attention sorted. This additional money would allow us to complete and make the paths in the park safe for years to come.

Increased Buildings Maintenance Costs (non Town Hall)

Property Repairs and Maintenance budgets have been 250K since 2009. This increase covers Inflation and increasing costs for initiatives such as ensuring our buildings meet the energy efficiency standards in 2026.

Arrow County Park Visitor Centre Improvements

These works will improve Café provision from the site, replace the external food cabins, provide additional external toilets, replacement of Jetty to allow future lake activities and landscaping to increase the " dining area". This will all increase income potential for Rubicon Leisure and improved customer experience for our residents and visitors..

In addition to this there are also the following Leisure Proposals following the Play Audits:

Play Area Audit Outcomes	2023/24 £000	2024/25 £000
MMP proposal consider MUGA for MS Park		100
MMP proposal new bins for MS Park		2
MMP proposal new benches for MS Park		3
MMP recommendation carry out an ecological survey MS Park		5
Requirement renew pathway section "loop adjacent woods MS	25	
MMP recommendation AVCP North improve surfacing and widen path along route between the Abbey ruins and the fishponds.		30
MMP recommendation AVCP Replace or repair broken bins, adopting a consistent style of bin across the site (in my opinion you do not need to change every bin to the same style, we try to zone so similar styles in an area. Taking a perfectly good bin out is a waste of money. Replace as required		5
Additional funds are required to carry out repairs to things such as rubber surfacing, gate replacement, worn spare parts etc which are currently risk rated to ensure the play areas are kept safe and the risk is not raise to medium or high which could result in play area closures.	100	
MMP recommendation AVCP South. Repair or replace car park surface at Icknield St Drive.	25	
MMP recommendation Overdale Park Install information board in the Orchard area to replace the temporary information sheets attached to the fruit trees and "sorry not for general use" notice OR display this information in the display cabinet at the Overdale Close entrance.	1	
MMP Overdale park recommendation Resurface paths where needed with self-binding gravel		10
MSP Cableways	43	
AVCP Pump Track	33	
Total	227	155

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 4th December 2023.

Hard copies can be requested by emailing the Finance Team at the Town Hall

The consultation will close on 4 December 2023 at 5pm. Executive will consider comments on Tuesday 5 December 2023 and Full Council will debate the Tranche One proposals on Wednesday 26 January 2024.

The consultation will ask the following questions:

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

2. Having read the tranche one proposals document, how much do you now feel you understand about why the council must make total savings of almost £0.883 million in 2024/25 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****9th January 2024****Appendix B – Possible Savings Areas**

- Rationalisation of the Back Office (and associated recharges).
- Equalities Budgets – ensure both Councils are delivering to the same magnitude.
- Government Grant Maximisation.
- The Approach to Leisure (Rubicon Management Fee).
- Agency work with the County Council.
- Review of the Location of the Councils Depots.
- Bed and Breakfast – Minimisation of these potential costs.
- The future Waste Operating model and implications for the Council.
- Ongoing Climate change issues.
- Service based changed led by legislation/demographics which will be discussed with relevant Heads of Service.
- Debt costs – given the slippage in the Capital Programme.
- Business Rates Re-baselining.

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REDDITCH BOROUGH COUNCIL

Increase 0.07

Business Transformation & Organisational Development

Rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	Increase 23/24	Charge 1st April 2023 £	Proposed Increase 24/5	Proposed Charge for 1st April 2024
<u>New & Existing Properties</u>								
Naming a Street	312.80	5.00%	15.60	328.40	10%	361.24	7%	386.50
Additional charge for each new premise on a street	130.00	5.00%	6.50	136.50	10%	150.15	7%	160.70
Naming and numbering of an individual premise	146.70	5.00%	7.30	154.00	10%	169.40	7%	181.30
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.00%	3.90	80.90	10%	88.99	7%	95.20
Confirmation of address to solicitor/conveyancer/ occupier or owner	36.40	5.00%	1.80	38.20	10%	42.02	7%	45.00
Additional charge including naming of building	72.30	48.45%	35.00	107.30	10%	118.03	7%	126.30

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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 £	Increase 23/24	Charge 1st April 2023 £	Proposed Increase 24/5	Proposed Charge for 1st April 2024
Photocopying per copy								
A4 (black & white)	0.30				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A4 (colour)	0.40				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A4 binding	Variable rate				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A4 plastic cover	Variable rate				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A3 (black & white)	0.40				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A3 (colour)	0.70				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A2 (black and white)	5.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A2 (colour)	5.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A1 (black and white)	7.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A1 (colour)	7.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A0 (black and white)	10.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
A0 (colour)	10.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Other Corporate Charges								
Copy P60	5.90	0.00%	0.00	5.90	10%	6.49	7%	6.90
Replacement ID badge	5.90	0.00%	0.00	5.90	10%	6.49	7%	6.90
Attachment of Earnings per deduction	1.10	0.00%	0.00	1.10	10%	1.21	7%	1.30
				0.00				
Venue hire additional services								
Feature on official social media & website	Please contact us £30-£100				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Place your promotional material in reception	10.00			Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Print your materials	Request a quote				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Full design & print services:								
Luxury roll-up banner - Flat rate	100.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	50.00			Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

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

Vinyl banner	50.00			request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	25.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Posters (10)	25.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote			Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Leaflets (500)	50.00				Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote				Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery
Your bespoke requirements	Request a quote	0.00%		Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

REDDITCH BOROUGH COUNCIL

Community Fees and Charges

Roundings to the nearest 10p.

COST CENTRES

Service Category	Charge 1st April 2021 £	VAT Treatment	% Change	Increase/decrease	Proposed charge from 2022 £	Increase 23/24	Charge 1st April 2023 £	Proposed Increase 24/5	Proposed Charge for 1st April 2024
Private Sector Housing									
House Fitness Inspections	127.00	Exempt	5.00%	6.40	133.40	10%	146.74	7%	157.00
Registration of housing in multiple occupation: per occupant	125.00	Exempt	5.00%	6.30	131.30	10%	144.43	7%	154.50
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%	40.48	7%	43.30
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + officer p/hr + 10% admin				Actual + officer p/hr + 10% admin	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Lifeline									
Installation Fee - New Charge (Private & HRA)	52.00	Exempt	0.00%	0.00	52.00	0%	52.00	7%	55.60
Lifeline (per week)	4.25	Exempt	4.71%	0.20	4.45	5%	4.70	7%	4.89
Alarms private user pre April 2004 x 52 weeks*	2.60	Exempt	0.00%	0.00	2.60	0%	2.60	0%	2.60
Replacement Pendant	Actual cost + 17% admin fee				Actual cost + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- Key Safe	Manufacturers cost + 17% admin fee				Manufacturers cost + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- GSM Alarm Hire	5.50	Exempt	0.00%	0.00	5.50	0%	5.50	0%	5.50
- GPS Tracker Hire	7.00	Exempt	5.00%	0.40	7.40	-25%	5.50	0%	5.50
- Daily Living Activity Equipment	7.00	Exempt	5.00%	0.40	7.40	0%	7.40	7%	7.90
*This is a lifetime set price and cannot be increased									
Hire Products (Linked to Lifeline and activated in the monitoring centre)									
Hire of smoke alarm per week	1.40	Exempt	5.00%	0.10	1.50	0%	1.65	7%	1.80
CO2 Detector per week	1.40	Exempt	5.00%	0.10	1.50	0%	1.65	7%	1.80
Bogus Caller Panic Button (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.65	7%	1.80
Flood Detector (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.65	7%	1.80
Falls Detector (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.65	7%	1.80
Additional pendant (per week)	1.40	Exempt	5.00%	0.10	1.50	0%	1.65	7%	1.80
Dial a Ride Service									
Minibus - single journey	4.00	Exempt	0.00%	0.00	4.00	35%	5.00	20%	6.00
Minibus - single journey with concessionary pass	3.00	Exempt	0.00%	0.00	3.00	35%	4.00	25%	5.00
Customers with a concessionary bus pass (per single medical journey)	4.00		0.00%	0.00	4.00	35%	5.00	20%	6.00
Customers without a concessionary bus pass (per single medical journey)	5.00		0.00%	0.00	5.00	35%	6.00	17%	7.00
Registration fee	15.00	Exempt	0.00%	0.00	15.00	35%	16.50	-9%	15.00
Promotional offer for customers who register with both dial a ride and shopmobility (with the new charges it would normally be £30.00 - £15.00 per service)	20.00		0.00%	0.00	20.00	10%	22.00	0%	22.00
Shopmobility									
Annual registration fee	15.00		0.00%	0.00	15.00	10%	16.50	7%	17.70
Daily Charge (Redditch resident)	3.50		0.00%	0.00	3.50	35%	4.50	7%	4.80
Daily Charge (Non Redditch resident)	5.00		0.00%	0.00	5.00	35%	6.00	7%	6.40
Daily Escort fee charge	2.50		0.00%	0.00	2.50	35%	6.00	7%	6.40
Daily Pay as you go charge (no registration fee)	6.50		0.00%	0.00	6.50	35%	7.50	7%	8.00
Manual Wheelchair (resident)	2.00		0.00%	0.00	2.00	35%	3.00	7%	3.20
Manual Wheelchair (non-resident)	3.00		0.00%	0.00	3.00	35%	4.00	7%	4.30
Wheelchair Hire - per day	5.00		0.00%	0.00	5.00	35%	6.00	7%	6.40
Wheelchair Hire - per week	20.00		0.00%	0.00	20.00	25%	25.00	7%	26.80
Wheelchair Hire - per month	70.00		0.00%	0.00	70.00	20%	80.00	7%	85.60

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REDDITCH BOROUGH COUNCIL

Environmental

0

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease £	Proposed charge from 2022 £	Increase 23/24	Charge 1st April 2023 £	Proposed Increase 24/5	Proposed Charge for 1st April 2024
Bulky Household Waste								
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted seperately.								
Bulky collection - per single unit*	9.00	5.56%	0.50	9.50	Full cost	Full Cost Recovery	Full cost	£9.50/Unit
*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	7%	58.90
Garden Waste Collection Service - new charge	46.00	0.00%	0.00	46.00	10%	50.60		60.00
Garden Waste Set up fee - new charge	20.00	0.00%	0.00	20.00	10%	22.00		20.00
Re-issue of service - new charge	40.00	0.00%	0.00	40.00	10%	44.00		50.00
MOT								
Class 4 (car)	Set by VOSA			Set by VOSA	Stat	Set by VOSA	Stat	Set by VOSA
Class 7 (van)	Set by VOSA			Set by VOSA	Stat	Set by VOSA	Stat	Set by VOSA
Class 5 vl (minibus)	Set by VOSA			Set by VOSA	Stat	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.								
Crematorium/Cemetery								
The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc								
Interment								
Full earth interment under 1 year (non resident only)	0.00	0.00%	0.00	0.00				
Full earth interment under 1 year (Redditch resident)	No Charge			No Charge				
Interment 1 year to 17 (inc) years (non resident only)	0.00	0.00%	0.00	0.00				
Interment 1 year to 17 years (inc) (Redditch Resident)	No Charge			No Charge				
Interment 18 years and over*								
Single Depth	649.00	5.00%	32.50	681.50	10%	749.65	7%	802.10
Double Depth	649.00	5.00%	32.50	681.50	10%	749.65	7%	802.10
Interment of cremated remains *	216.00	5.00%	10.80	226.80	10%	249.48	7%	266.90
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%	103.95	7%	111.20
Charges for Burials								
Exclusive Right of Burial for 75 years								
In adult size grave	1,634.00	5.00%	81.70	1,715.70	10%	1,887.27	7%	2,019.40
In babies grave	281.00	5.00%	14.10	295.10	10%	324.61	7%	347.30
In child's grave (4 x 2)	299.00	5.00%	15.00	314.00	10%	345.40	7%	369.60
In ashes grave	625.00	5.00%	31.30	656.30	10%	721.93	7%	772.50
Extending Rights in existing grave for 25 years								
In existing full earth grave	466.00	5.00%	23.30	489.30	10%	538.23	7%	575.90

In child's grave	99.00	5.00%	5.00	104.00	10%	114.40	7%	122.40
In ashes grave	182.00	5.00%	9.10	191.10	10%	210.21	7%	224.90
Assignment / Transfer of Exclusive Right	106.00	5.00%	5.30	111.30	10%	122.43	7%	131.00
Certified copy of entry in Register of Burials	23.00	5.00%	1.20	24.20	10%	26.62	7%	28.50
Disinterment of Remains - Cremated Remains	568.00	5.00%	28.40	596.40	10%	656.04	7%	702.00
Cemetery Memorials								
Memorial application administration fee	106.00	5.00%	5.30	111.30	10%	122.43	7%	131.00
Cremation related fees								
Direct Cremation 18+ years	434.00	5.00%	21.70	455.70	10%	501.27	7%	536.40
Cremation 17 years and under	No Fee			No Fee		No Fee		No Fee
Cremation 18+ years 09:00am and 09:30am	577.00	5.00%	28.90	605.90	10%	666.49	7%	713.10
Cremation 18+ years 10:15am onwards	746.00	5.00%	37.30	783.30	10%	861.63	7%	921.90
None Resident Cremation Fees								
Cremation 18+ years 9:00 am ans 09:30am	677.00	5.01%	33.90	710.90	10%	781.99	7%	836.70
Cremation 18+ years 10:30am onwards	846.00	5.00%	42.30	888.30	10%	977.13	7%	1,046.50
Scattering of ashes from other Crematoria	64.00	5.00%	3.20	67.20	10%	73.92	7%	79.10
Certified extract from Register of Cremations	23.00	5.00%	1.20	24.20	10%	26.62	7%	28.50
Replacement certificate of cremation	12.00	5.00%	0.60	12.60	10%	13.86	7%	14.80
Organist's fee	58.00	5.00%	2.90	60.90	10%	66.99	7%	71.70
Extra Service Time in Chapel	181.00	5.00%	9.10	190.10	10%	209.11	7%	223.70
Use of chapel for burial service of child 16 or under (not RBC Cemeteries)	251.00	5.00%	12.60	263.60	10%	289.96	7%	310.30
Use of Chapel for burial service (RBC Cemeteries)	181.00	5.00%	9.10	190.10	10%	209.11	7%	223.70
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%	666.49	7%	713.10
Use of Chapel for burial/ memorial service (not RBC Cemetery) 10:15am onwards	746.00	5.00%	37.30	783.30	10%	861.63	7%	921.90
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	84.00	5.00%	4.20	88.20	10%	97.02	7%	103.80
Late arrival at Crematorium (only if service runs into next time slot)	181.00	5.00%	9.10	190.10	10%	209.11	7%	223.70
Cremation of a body part where the original cremation was elsewhere -	168.00	5.00%	8.40	176.40	10%	194.04	7%	207.60
Caskets								
Wooden cremated remains casket	119.00	5.00%	6.00	125.00	10%	137.50	7%	147.10
Chapel music additional options								
Webcast of Chapel Service inc VAT	88.00	5.00%	4.40	92.40	10%	101.64	7%	108.80
Webcast Live & 28 Day view inc downloadable version inc VAT	50.00	5.00%	2.50	52.50	10%	57.75	7%	61.80
Keepsake copy of Webcast (DVD/USB) inc VAT	74.00	5.00%	3.70	77.70	10%	85.47	7%	91.50
Single Photo inc VAT	27.00	5.00%	1.40	28.40	10%	31.24	7%	33.40
Slideshow (up to 25 photos) inc VAT	75.00	5.00%	3.80	78.80	10%	86.68	7%	92.70
Pro Tribute (up to 25 photos set to music) inc VAT	99.00	5.00%	5.00	104.00	10%	114.40	7%	122.40
Family made video for checking inc VAT	24.00	5.00%	1.20	25.20	10%	27.72	7%	29.70
Keepsake copy of Pro Tribute (DVD/USB/Downloadable) inc VAT	30.00	5.00%	1.50	31.50	10%	34.65	7%	37.10
Additional physical copies (DVD/USB) inc VAT	44.00	5.00%	2.20	46.20	10%	50.82	7%	54.40
Each extra 25 photos inc VAT	38.00	5.00%	1.90	39.90	10%	43.89	7%	47.00
Extra work (such as adding videos to pro tribute) inc VAT	38.00	5.00%	1.90	39.90	10%	43.89	7%	47.00
Administration for first visual tribute in a service - new charge	24.00	0.00%	-24.00	0.00				
Administration for additional visual tributes in same service - new charge	12.00	0.00%	-12.00	0.00				
Visual tribute cost per photograph - new charge	3.00	0.00%	-3.00	0.00				
Visual tribute cost per minute of video - new charge	6.00	0.00%	-6.00	0.00				
Visual tribute(s) only provided on USB - new charge	30.00	0.00%	-30.00	0.00				
CD of Chapel Service	61.00	0.00%	-61.00	0.00				
Additional copies of CD of chapel service - new charge	38.00	0.00%	-38.00	0.00				
DVD of Chapel Service	74.00	0.00%	-74.00	0.00				
Additional copies of DVD of chapel service - new charge	44.00	0.00%	-44.00	0.00				
Visual tribute(s) added to DVD / USB recording of service - new charge	24.00	0.00%	-24.00	0.00				
Webcast of Chapel Service	88.00	0.00%	-88.00	0.00				
Memorials								
Book of Remembrance - Name + 1 line	94.00	5.00%	4.70	98.70	10%	108.57	7%	116.20
Each additional line in the Book	35.00	5.00%	1.80	36.80	10%	40.48	7%	43.30
Miniature Book of Remembrance - Name + 1 line	83.00	5.00%	4.20	87.20	10%	95.92	7%	102.60
Remembrance Card - Name + 1 line	41.00	5.00%	2.10	43.10	10%	47.41	7%	50.70
Additional lines in miniature and cards	29.00	5.00%	1.50	30.50	10%	33.55	7%	35.90
Crests - Floral depiction	59.00	5.00%	3.00	62.00	10%	68.20	7%	73.00
- Badge or other	71.00	5.00%	3.60	74.60	10%	82.06	7%	87.80
Bench with 10 year lease & top rail engraving (max 40 letters) -	880.00	35.00%	308.00	1,188.00	10%	1,306.80	7%	1,398.30
Bench with 10 year lease & standard silver plaque (max 60 letters) -	837.00	35.01%	293.00	1,130.00	10%	1,243.00	7%	1,330.00
Bench replacement plaque - £110.00	121.00	35.04%	42.40	163.40	10%	179.74	7%	192.30
Wall Plaques – Internal								

Indoor single (12" x 3") - 5 year lease	200.00	5.00%	10.00	210.00	10%	231.00	7%	247.20
Indoor single (12" x 3") - 10 year lease	318.00	5.00%	15.90	333.90	10%	367.29	7%	393.00
Indoor single (12" x 3") - 20 year lease	436.00	5.00%	21.80	457.80	10%	503.58	7%	538.80
Indoor double (12" x 6") - 5 year lease	318.00	5.00%	15.90	333.90	10%	367.29	7%	393.00
Indoor double (12" x 6") - 10 year lease	436.00	5.00%	21.80	457.80	10%	503.58	7%	538.80
Indoor double (12" x 6") - 20 year lease	554.00	5.00%	27.70	581.70	10%	639.87	7%	684.70
Outdoor Wall Plaques								
5 year lease	224.00	5.00%	11.20	235.20	10%	258.72	7%	276.80
10 year lease	342.00	5.00%	17.10	359.10	10%	395.01	7%	422.70
20 year lease	459.00	5.00%	23.00	482.00	10%	530.20	7%	567.30
Photo or motif	188.00	5.00%	9.40	197.40	10%	217.14	7%	232.30
Bird Bath Memorial								
5 year lease								
Size 1 - small	212.00	5.00%	10.60	222.60	10%	244.86	7%	262.00
Size 2	236.00	5.00%	11.80	247.80	10%	272.58	7%	291.70
Size 3	260.00	5.00%	13.00	273.00	10%	300.30	7%	321.30
Size 4	283.00	5.00%	14.20	297.20	10%	326.92	7%	349.80
Size 5 - large	307.00	5.00%	15.40	322.40	10%	354.64	7%	379.50
10 year lease								
Size 1 - small	330.00	5.00%	16.50	346.50	10%	381.15	7%	407.80
Size 2	354.00	5.00%	17.70	371.70	10%	408.87	7%	437.50
Size 3	378.00	5.00%	18.90	396.90	10%	436.59	7%	467.20
Size 4	401.00	5.00%	20.10	421.10	10%	463.21	7%	495.60
Size 5 - large	423.00	5.00%	21.20	444.20	10%	488.62	7%	522.80
20 year lease								
Size 1 - small	448.00	5.00%	22.40	470.40	10%	517.44	7%	553.70
Size 2	472.00	5.00%	23.60	495.60	10%	545.16	7%	583.30
Size 3	496.00	5.00%	24.80	520.80	10%	572.88	7%	613.00
Size 4	519.00	5.00%	26.00	545.00	10%	599.50	7%	641.50
Size 5 - large	543.00	5.00%	27.20	570.20	10%	627.22	7%	671.10
Motif	118.00	5.00%	5.90	123.90	10%	136.29	7%	145.80
Barbican Memorial								
Inscribed tablet including 3 year lease	262.00	5.00%	13.10	275.10	10%	302.61	7%	323.80
Standard Motif	105.00	5.00%	5.30	110.30	10%	121.33	7%	129.80
Photo of 1 person	126.00	5.00%	6.30	132.30	10%	145.53	7%	155.70
Photo of 2 people	199.00	5.00%	10.00	209.00	10%	229.90	7%	246.00
Photo of 3 people	257.00	5.00%	12.90	269.90	10%	296.89	7%	317.70
Other items are available but quoted individually								
Additional inscription on plaque	147.00	5.00%	7.40	154.40	10%	169.84	7%	181.70
Memorial Plaque extension fee 5 years ONLY - Withdrawn	148.00			Not Applicable				
Indoor Memorial Tree								
Standard Leaf - 3 year lease - new charge	69.00	5.00%	3.50	72.50	10%	79.75	7%	85.30
Additional Leaves - new charge	48.00	5.00%	2.40	50.40	10%	55.44	7%	59.30
Memorial Vaults								
Double Unit - 20 year lease including first interment and casket	1,324.00	5.00%	66.20	1,390.20	10%	1,529.22	7%	1,636.30
2nd interment of remains including casket	182.00	5.00%	9.10	191.10	10%	210.21	7%	224.90
Inscribed tablet upto 80 letters	148.00	5.00%	7.40	155.40	10%	170.94	7%	182.90
Additional Letters (per letter)	4.20	5.00%	0.20	4.40	10%	4.84	7%	5.20
Standard Motif	106.00	5.00%	5.30	111.30	10%	122.43	7%	131.00
Photo of 1 person	127.00	5.00%	6.40	133.40	10%	146.74	7%	157.00
Photo of 2 people	201.00	5.00%	10.10	211.10	10%	232.21	7%	248.50
Photo of 3 people	259.00	5.00%	13.00	272.00	10%	299.20	7%	320.10
Other items are available but will be quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
High Hedge Complaints	237.60	5.00%	11.90	249.50	10%	274.45	7%	293.70
Memorial Posts								
Memorial plaque - 3 year lease	254.00	5.00%	12.70	266.70	10%	293.37	7%	313.90
Motif	48.00	5.00%	2.40	50.40	10%	55.44	7%	59.30
Replacement Plaque	127.00	5.00%	6.40	133.40	10%	146.74	7%	157.00

Private Memorial Garden								
Including memorial - 20 year lease	1,694.00	5.00%	84.70	1,778.70	10%	1,956.57	7%	2,093.50
Purchase of memorial plaque (bronze)	191.00	5.00%	9.60	200.60	10%	220.66	7%	236.10
Road Closures	87.70	5.00%	4.40	92.10	10%	101.31	7%	108.40
Parking Fines PCN's On Street - statutory								
Set by Statute								
Certain Contraventions	70.00	0.00%	0.00	70.00	Stat	70.00	Stat	70.00
If paid within fourteen days	35.00	0.00%	0.00	35.00	Stat	35.00	Stat	35.00
Other Contraventions	50.00	0.00%	0.00	50.00	Stat	50.00	Stat	50.00
If paid within fourteen days	25.00	0.00%	0.00	25.00	Stat	25.00	Stat	25.00
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)								
Road Closures								
New Charge - £80 per Road closure plus VAT						80.00	7%	85.60

REDDITCH BOROUGH COUNCIL

Finance and Customer Services

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	increase/ decrease	Proposed charge from 2022 £	Increase 23/24	Charge 1st April 2023 £	Proposed Increase 24/5	Proposed Charge for 1st April 2024
Revenues								
Court Costs								
Council Tax								
Summons	55.90	0.00%	0.00	55.90	10%	61.49	7%	65.80
Liability Order	29.70	0.00%	0.00	29.70	10%	32.67	7%	35.00
Magistrates Court Fee	0.50	0.00%	0.00	0.50	10%	0.55	7%	0.60
NNDR								
Summons	55.90	0.00%	0.00	55.90	10%	61.49	7%	65.80
Liability Order	29.70	0.00%	0.00	29.70	10%	32.67	7%	35.00
Magistrates Court Fee	0.50	0.00%	0.00	0.50	10%	0.55	7%	0.60

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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	Increase 23/24	Charge 1st April 2023	Proposed Increase 24/5	Proposed Charge for 1st April 2024
	£		£	£		£		
Service Charges								
Three Storey Flats*	Full cost recovery'	0.00%	0.00	Full cost recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Woodrow Estate	Full cost recovery'	0.00%	0.00	Full cost recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Evesham Mews	Full cost recovery'	0.00%	0.00	Full cost recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Communal Blocks	Full cost recovery'	0.00%	0.00	Full cost recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Sheltered Scheme (VAT inclusive)								
Use of washing machines - per load	3.00	3.33%	0.10	3.10	10%	3.41	7%	3.60
Use of drying machines	2.30	4.35%	0.10	2.40	10%	2.64	7%	2.80
Use of guest bedrooms per night	30.00	5.00%	1.50	31.50	10%	34.65	7%	37.10
Use of communal lounge - per hour	15.00	5.00%	0.80	15.80	10%	17.38	7%	18.60
Bredon House, Mendip House and Malvern House								
Heating - Bedsit	9.40			Full cost recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Heating - 1 bedroom	10.70			Full cost recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Garage Rents								
Garages	9.70	5.00%	0.50	10.20	10%	11.22	7%	12.00
Car Ports	3.60	5.00%	0.20	3.80	10%	4.18	7%	4.50
Non Council Tenants plus VAT	above plus VAT			above plus VAT				
General Repairs								
Gain Entry or where a warrant is required	24.00	5.00%	1.20	25.20	10%	27.72	7%	29.70
Call out charge or make safe + the repair work undertaken	24.00	5.00%	1.20	25.20	10%	27.72	7%	29.70
Boarding up window or door - Small, Medium & Large	50.00	0.00%	0.00	50.00	10%	55.00	7%	58.90
Glazing								
Replace single glazed 6mm thick glass pane - Small, Medium & Large	82.00	5.00%	4.10	86.10	10%	94.71	7%	101.30
Replace 28mm double glazed unit - window or door (all sizes)	145.00	5.00%	7.30	152.30	10%	167.53	7%	179.30
Plumbing								
Unblock sinks, wash basin, bath or WC	32.00	5.00%	1.60	33.60	10%	36.96	7%	39.50
Replacing plugs and chains to baths, sinks and wash hand basins	16.00	5.00%	0.80	16.80	10%	18.48	7%	19.80
Replace wash hand basin- Inc. fixtures & fittings	145.00	5.00%	7.30	152.30	10%	167.53	7%	179.30
Replace WC pan & cistern - Inc. fixtures & fittings	145.00	5.00%	7.30	152.30	10%	167.53	7%	179.30
Replace bath - Inc. fixtures & fittings (not Inc. bath panel)	472.00	5.00%	23.60	495.60	10%	545.16	7%	583.30
Replace bath panel	67.00	5.00%	3.40	70.40	10%	77.44	7%	82.90
Replace stainless steel sink Inc. F&F	170.00	5.00%	8.50	178.50	10%	196.35	7%	210.10
Blocked drainage systems and soil stacks	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

Replace toilet seat	32.00	5.00%	1.60	33.60	10%	36.96	7%	39.50
Carpentry								
Replace keys and locks to doors, windows and garages if they are lost or stolen	60.00	5.00%	3.00	63.00	10%	69.30	7%	74.20
Replace lost or stolen key fobs	5.50	5.00%	0.30	5.80	10%	6.38	7%	6.80
Replace kitchen unit draw or door	73.00	5.00%	3.70	76.70	10%	84.37	7%	90.30
Replace cupboard latches and handles	30.00	5.00%	1.50	31.50	10%	34.65	7%	37.10
Repair kitchen unit draw or door	73.00	5.00%	3.70	76.70	10%	84.37	7%	90.30
Replace internal doors - none fire door 110/door	100.00	5.00%	5.00	105.00	10%	115.50	7%	123.60
Replace external doors (UVPC) - None Fire Door	735.00	5.00%	36.80	771.80	10%	848.98	7%	908.40
Replace Wooden door - Fire door Inc. Intumescent strips	515.00	5.00%	25.80	540.80	10%	594.88	7%	636.50
Replace door handles and latches (internal doors only)	51.00	5.00%	2.60	53.60	10%	58.96	7%	63.10
Electrics								
Replace florescent light fitting and tubes/starters	47.00	5.00%	2.40	49.40	10%	54.34	7%	58.10
Re-fix or renew electrical accessories - switch, sockets, pendant	52.00	5.00%	2.60	54.60	10%	60.06	7%	64.30
Replace damaged/broken 240v smoke alarm + new test certificate	92.00	5.00%	4.60	96.60	10%	106.26	7%	113.70
Disconnect/remove illegal wiring & electrical accessories & reinstate wiring + Tests	410.00	5.00%	20.50	430.50	10%	473.55	7%	506.70
Carry out electrical test certificate	123.00	5.00%	6.20	129.20	10%	142.12	7%	152.10
Gas								
Turning gas on following capping	52.00	5.00%	2.60	54.60	10%	60.06	7%	64.30
Rehang radiator	81.00	5.00%	4.10	85.10	10%	93.61	7%	100.20
Replace TRV thermostat	36.00	5.00%	1.80	37.80	10%	41.58	7%	44.50
Building								
Repair Plastering	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Repair of walls/patio's	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Environmental								
Garden maintenance	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Garden rubbish removal - small	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Garden rubbish removal - large (skip load/van load)	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Bulky Waste removal - per single unit	8.50	5.00%	0.40	8.90	10%	9.79	7%	10.50
Loft clearances	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Property Clean - Easy Clean	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Property Clean - Deep clean	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Pest control TBC	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
External								
Fencing (other than privacy panels)	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Gate and shed latches, bolts and catches	By Quotation			By Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Replacement Key Fobs (each)	5.50	5.00%	0.30	5.80	10%	6.38	7%	6.80
St Davids House Luncheon Club								
Residents	4.80	4.17%	0.20	5.00	10%	5.50	7%	5.90
Non Residents	5.70	5.26%	0.30	6.00	10%	6.60	7%	7.10

Christmas Day Dinner/New Years Day Dinner	11.20	7.14%	0.80	12.00	10%	13.20	7%	14.10
Christmas Day Dinner/New Years Day Dinner (Guest)	20.00	0.00%	1.00	21.00	10%	23.10	7%	24.70
Home Support Service								
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%	9.79	7%	10.50
Weekly Individual Support visiting service - per hour	16.90	5.00%	0.80	17.70	10%	19.47	7%	20.80
Tenants' Support - St David's House/Queen's Cottages								
Full Charge	41.50	5.00%	2.10	43.60	10%	47.96	7%	51.30
Service Charges								
St David's House	30.60	5.00%	1.50	32.10	10%	35.31	7%	37.80
Queen's Cottages	30.60	5.00%	1.50	32.10	10%	35.31	7%	37.80
St David's House								
Heating charge - per week	9.50	5.00%	0.50	10.00	10%	11.00	7%	11.80
Water charge - per week	4.80	5.00%	0.20	5.00	10%	5.50	7%	5.90
Laundry Charge - per load	7.10	5.00%	0.40	7.50	10%	8.25	7%	8.80
Guest Bedroom per night	25.00	5.00%	1.30	26.30	10%	28.93	7%	31.00
Guest Bedroom per night (benefit eligibility)	15.80	5.00%	0.80	16.60	10%	18.26	7%	19.50
Hire of activity room per session	10.00	5.00%	0.50	10.50	10%	11.55	7%	12.40
Extra Care costs (private funders) WCC charge plus 10%	WCC charge + 10%			WCC charge + 10%				
Landlords References								
Landlords References	61.00	5.00%	3.10	64.10	10%	70.51	7%	75.40

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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	Increase 23/24	Charge 1st April 2023	Proposed Increase 24/5	Proposed Charge for 1st April 2024
	£		£	£		£		
Legal Costs								
Legal work - General hourly rate	146.80	6.00%	8.80	155.60	10%	171.16	7%	183.10
Legal Consent - Admin Fee	26.10	6.00%	1.60	27.70	10%	30.47	7%	32.60
Mortgage Redemption Fee	69.60	6.00%	4.20	73.80	10%	81.18	7%	86.90
Second Mortgage questionnaire	47.80	6.00%	2.90	50.70	10%	55.77	7%	59.70
Surrender of Garage Lease	79.50	6.00%	4.80	84.30	10%	92.73	7%	99.20
Discount questionnaire	36.30	6.00%	2.20	38.50	10%	42.35	7%	45.30
Leasehold Questionnaire	83.80	6.00%	5.00	88.80	10%	97.68	7%	104.50
Notice of Postponement during Right to Buy	26.40	6.00%	1.60	28.00	10%	30.80	7%	33.00
Notice of Postponement post Right to Buy	36.30	6.00%	2.20	38.50	10%	42.35	7%	45.30
Re-mortgage	62.20	6.00%	3.70	65.90	10%	72.49	7%	77.60
Consent for alterations to former Council house/flat	161.20	6.00%	9.70	170.90	10%	187.99	7%	201.10
Retrospective Consent for alterations to former Council house/flat	201.60	6.00%	12.10	213.70	10%	235.07	7%	251.50
Garden licence - initial administration fee (plus annual fee)	249.80	6.00%	15.00	264.80	10%	291.28	7%	311.70
WayLeave Agreement	374.70	6.00%	22.50	397.20	10%	436.92	7%	467.50
Deed of Grant/Easement	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Licence to Assign	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Rent Deposit Deed	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Authorised Guarantee Agreement	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Licence for Alterations	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Licence to Sub-let	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Deed of Variation	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Grant of Lease	531.10	6.00%	31.90	563.00	10%	619.30	7%	662.70
* Extended Lease	531.10	6.00%	31.90	563.00	10%	619.30	7%	662.70
* Deed of Surrender	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
* Please note that each document shall be charged for separately, except where one transaction involves more than two documents, in which case fees will be capped at £765.00								
Tenancy at Will	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
Renewal of Lease	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
Minor land sales - legal fees upto the value of £1,000	515.70	6.00%	30.90	546.60	10%	601.26	7%	643.30
Major land sales - legal fees £10,000+ - 2.75% of the purchase price, with a minimum charge of £500	Fixed fee			Fixed fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Major land sales - legal fees £50,000+ - 2.75% of the purchase price, with a minimum charge of £750	Fixed fee			Fixed fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Deed of release of covenant - 1% of the release consideration with a minimum of £750	Fixed fee			Fixed fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Footpath Diversion Orders	2,165.50	6.00%	129.90	2,295.40	10%	2,524.94	7%	2,701.70
Freehold reversions - admin fee	392.70	6.00%	23.60	416.30	10%	457.93	7%	490.00
Copy of lease (up to 25 pages)								
Copies of RTB service charges (up to last three years)								
Extra copies of valuation - S.125 Notice								
Section 106								
Private Owner	529.50	6.00%	31.80	561.30	10%	617.43	7%	660.70
Each additional unit added (up to a maximum of £1,500) *	71.10	6.00%	4.30	75.40	10%	82.94	7%	88.70
100% Affordable housing schemes	984.10	6.00%	59.00	1,043.10	10%	1,147.41	7%	1,227.70

Deed of Variation **	374.00	6.00%	22.40	396.40	10%	436.04	7%	466.60
Fee for agreeing a unilateral undertaking	374.00	6.00%	22.40	396.40	10%	436.04	7%	466.60
LOCAL LAND CHARGES								
Search Type								
Official Certificate of Search (LLC1) only	29.20			Not Applicable				
CON29R Enquiries of Local Authority (2016)								
- Residential	111.60		0.00	111.60	10%	122.76	7%	131.40
- Commercial	156.30		0.00	156.30	10%	171.93	7%	184.00
Standard Search Fee: LLC1 and CON 29R combined								
- Residential	138.40			Not Applicable				
- Commercial	184.40			Not Applicable				
CON 29O Optional enquiries of Local Authority (2007)								
(Questions 5,6,8,9,11,15) per question	13.50	5.00%	0.70	14.20	10%	15.62	7%	16.70
(Questions 7,10,12,13,14,16-21) per question	6.80	5.00%	0.30	7.10	10%	7.81	7%	8.40
(Question 22)	30.00	0.00%	0.00	30.00	10%	33.00	7%	35.30
(Question 4)	15.10		0.00	15.10	10%	16.61	7%	17.80
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	5.00%	2.60	55.30	10%	60.83	7%	65.10
Each additional parcel of land (LLC1 and CON29R)	24.70	5.00%	1.20	25.90	10%	28.49	7%	30.50
Expedited (within 48 hrs)	33.70	5.00%	1.70	35.40	10%	38.94	7%	41.70
Committee Room 1:								
4 hour minimum - Standard	58.52	5.00%	2.90	61.45	10%	67.60	7%	72.30
Concession 25	43.91	5.00%	2.20	46.11	10%	50.72	7%	54.30
Concession 50	29.26	5.00%	1.50	30.72	10%	33.79	7%	36.20
Concession 75	14.66	5.00%	0.70	15.39	10%	16.93	7%	18.10
8 hour minimum - daytime and/or evening	77.28	5.00%	3.90	81.14	10%	89.25	7%	95.50
Concession 25	57.94	5.00%	2.90	60.84	10%	66.92	7%	71.60
Concession 50	38.66	5.00%	1.90	40.59	10%	44.65	7%	47.80
Concession 75	19.33	5.00%	1.00	20.30	10%	22.33	7%	23.90
CIVIC SUITE COMMERCIAL CHARGES								
Committee Room 2/3:								
4 hour minimum - daytime	118.14	4.37%	5.20	123.30	10%	135.63	7%	145.10
Concession 25	88.62	4.27%	3.80	92.40	10%	101.64	7%	108.80
Concession 50	59.10	4.23%	2.50	61.60	10%	67.76	7%	72.50
Concession 75	29.52	4.34%	1.30	30.80	10%	33.88	7%	36.30
8 hour minimum - daytime and/or evening	167.63	4.40%	7.40	175.00	10%	192.50	7%	206.00
Concession 25	125.70	4.14%	5.20	130.90	10%	143.99	7%	154.10
Concession 50	83.78	4.44%	3.70	87.50	10%	96.25	7%	103.00
Concession 75	41.92	4.25%	1.80	43.70	10%	48.07	7%	51.40
Council Chamber:								
4 hour minimum - daytime	162.74	4.34%	7.10	169.80	10%	186.78	7%	199.90
Concession 25	122.04	4.06%	5.00	127.00	10%	139.70	7%	149.50
Concession 50	81.35	4.36%	3.60	84.90	10%	93.39	7%	99.90
Concession 75	40.70	4.18%	1.70	42.40	10%	46.64	7%	49.90
8 hour minimum - daytime and/or evening	265.86	4.19%	11.10	277.00	10%	304.70	7%	326.00
Concession 25	199.41	4.31%	8.60	208.00	10%	228.80	7%	244.80
Concession 50	132.96	4.17%	5.50	138.50	10%	152.35	7%	163.00
Concession 75	66.45	4.29%	2.80	69.30	10%	76.23	7%	81.60
Full Civic Suite: Monday to Saturday (including servery)								
4 hour minimum - daytime	265.86	4.19%	11.10	277.00	10%	304.70	7%	326.00
Concession 25	199.41	4.31%	8.60	208.00	10%	228.80	7%	244.80
Concession 50	132.96	4.17%	5.50	138.50	10%	152.35	7%	163.00
Concession 75	66.45	4.29%	2.80	69.30	10%	76.23	7%	81.60

8 hour minimum - daytime and/or evening		4.32%						
Concession 25	482.66		20.80	503.50	10%	553.85	7%	592.60
Concession 50	362.00	4.14%	15.00	377.00	10%	414.70	7%	443.70
Concession 75	241.33	4.21%	10.20	251.50	10%	276.65	7%	296.00
Concession 75	120.67	4.25%	5.10	125.80	10%	138.38	7%	148.10
Full Civic Suite: Sunday - exceptional (including servery)								
4 hour minimum - daytime	302.23	4.23%	12.80	315.00	10%	346.50	7%	370.80
Concession 25	226.70	4.32%	9.80	236.50	10%	260.15	7%	278.40
Concession 50	151.11	4.29%	6.50	157.60	10%	173.36	7%	185.50
Concession 75	75.58	4.26%	3.20	78.80	10%	86.68	7%	92.70
8 hour minimum - daytime and/or evening	549.88	4.20%	23.10	573.00	10%	630.30	7%	674.40
Concession 25	412.44	4.26%	17.60	430.00	10%	473.00	7%	506.10
Concession 50	274.94	4.20%	11.60	286.50	10%	315.15	7%	337.20
Concession 75	137.50	4.36%	6.00	143.50	10%	157.85	7%	168.90
CIVIC SUITE COMMERCIAL CHARGES								
Equipment Hire								
OHP/Screen	23.82	4.32%	1.00	24.85	10%	27.34	7%	29.20
TV/Video	23.82	4.32%	1.00	24.85	10%	27.34	7%	29.20
Conferencing Sound System	23.82	4.32%	1.00	24.85	10%	27.34	7%	29.20
Flipchart stand								
4 hour minimum - daytime	7.91	4.30%	0.30	8.25	10%	9.08	7%	9.70
8 hour minimum - daytime and/or evening	9.03	4.10%	0.40	9.40	10%	10.34	7%	11.10
Other Fees								
Security	250.51	4.19%	10.50	261.00	10%	287.10	7%	307.20
Retainer								
CIVIC SUITE - REFRESHMENT CHARGES								
Teas and Coffees	1.12	7.14%	0.10	1.20	10%	1.32	7%	1.40
Commercial - per cup								
Learning online								
Personal Development								
Unemployed								
Maths *	FREE			FREE				
English *	FREE			FREE				
*Must demonstrate a need after initial assessment.								
Employed								
Maths *	FREE			FREE				
English *	FREE			FREE				
*Must demonstrate a need after initial assessment.								
IA Eligibility								
IA Not Eligible **	350.00	0.00%	0.00	350.00	10%	385.00	7%	412.00
*Must demonstrate a need after initial assessment.	350.00	0.00%	0.00	350.00	10%	385.00	7%	412.00
**When the IA shows you are working above Level 2 and therefore not eligible for government funding but wish to gain a recognised qualification.								
[Full course includes OCR registration, online materials, offline resources, practice papers, tests & certification]								
Computer Courses								
Full Awards [Full course includes BCS registration, online materials, offline resources, practice papers, tests & certification]								
Unemployed								
BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	300.00	10%	330.00	7%	353.10
BCS Level 2 (ECDL Extra) 4 units	360.00	0.00%	0.00	360.00	10%	396.00	7%	423.70
Employed								

BCS IT Level 1 (ECDL) (3 units)	300.00	0.00%	0.00	300.00	10%	330.00	7%	353.10
BCS Level 2 (ECDL Extra) 4 units	360.00	0.00%	0.00	360.00	10%	396.00	7%	423.70
Testing only option [Testing only option includes BCS Registration, 4 tests and certification]								
Unemployed								
Tests only	n/a			n/a				
Practice papers & tests only	n/a			n/a				
Resits	n/a			n/a				
Unemployed - no benefits not seeking work								
Tests only	200.00	0.00%	0.00	200.00	10%	220.00	7%	235.40
Practice papers & tests only	240.00	0.00%	0.00	240.00	10%	264.00	7%	282.50
Resits	30.00	0.00%	0.00	30.00	10%	33.00	7%	35.30
Employed - Less than 16 hours								
Tests only	n/a			n/a				
Practice papers & tests only	n/a			n/a				
Resits	n/a			n/a				
Employed								
Tests only	200.00	0.00%	0.00	200.00	10%	220.00	7%	235.40
Practice papers & tests only	240.00	0.00%	0.00	240.00	10%	264.00	7%	282.50
Resits	30.00	0.00%	0.00	30.00	10%	33.00	7%	35.30
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	7%	94.20
Spreadsheets	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
Presentations (PowerPoint)	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
Improving productivity	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
Employed								
Word Processing	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
Spreadsheets	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
Presentations (PowerPoint)	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
Improving productivity	80.00	0.00%	0.00	80.00	10%	88.00	7%	94.20
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	7%	58.90
Practice papers & tests only	60.00	0.00%	0.00	60.00	10%	66.00	7%	70.60
Resits	30.00	0.00%	0.00	30.00	10%	33.00	7%	35.30
Employed								
Tests only	50.00	0.00%	0.00	50.00	10%	55.00	7%	58.90
Practice papers & tests only	60.00	0.00%	0.00	60.00	10%	66.00	7%	70.60
Resits	30.00	0.00%	0.00	30.00	10%	33.00	7%	35.30

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	72.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Minor Land Sales Full Application	387.35	27.02%	104.70	492.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Advertising - Estimated Fee	657.30	0.00%	-657.30	0.00				
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	NEW			360.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Surveyors Fees - Estimated Fee	528.25	0.00%	-528.30	0.00				
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	NEW			90.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

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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 £	Increase 23/24	Charge 1st April 2023 £	Proposed Increase 24/5	Proposed Charge for 1st April 2024
TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING 1,2,3 or More Properties:								
Application	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)								
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Garage Conversion to habitable room	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	375.00	0.00%	0.00	375.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	450.00	0.00%	0.00	450.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Extension project Consolidated to just the Table B heading (delete)	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional All other extensions Consolidated to just the Table B heading (delete)	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Loft Conversions Consolidated to just the Table B heading (delete)	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Detached garage over Consolidated to just the Table B heading (delete)	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Electrical works by non-qualified electrician	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Renovation of thermal element	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Installing steel beam(s) within an existing house	225.00	0.00%	0.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	270.00	0.00%	0.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	270.00	0.00%	0.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Window replacment	225.00	0.00%	0.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	270.00	0.00%	0.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	270.00	0.00%	0.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Installing a new boiler or wood burner etc.	440.00	0.00%	0.00	440.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Application	530.00	0.00%	0.00	530.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation	530.00	0.00%	0.00	530.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
TABLE C: All Other works - Alterations and new build								
£0 +	Please Contact Us			Please Contact Us				
<p>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</p> <p>These charges have been set on the following basis:</p> <ol style="list-style-type: none"> 1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months 2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges. <p>Building Control – Supplementary Charges</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 of Completion. 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 homes are not compliant. Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.</p>								
ARCHIVED APPLICATIONS								
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	Full cost	Full Cost Recovery
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	Full cost	Full Cost Recovery
WITHDRAWN APPLICATIONS								

Process request	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
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	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	Full cost	Full Cost Recovery
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	Full cost	Full Cost Recovery
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	Full cost	Full Cost Recovery
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	Full cost	Full Cost Recovery
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS								
Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances.	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Optional Consultancy Services	Please Contact Us			Please Contact Us				

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

DEVELOPMENT MANAGEMENT

Pre Application Fee

Residential Development/ Development Site Area/Proposed Gross Floor Area

Householder Development

- 1* Dwelling
- 2 - 4 Dwellings
- 5 - 9 Dwellings
- 10 - 49 Dwellings
- 50 - 99 Dwellings
- 100 - 199 Dwellings
- 200+ Dwellings

Non-residential development (floor space)

Floor area is measured externally

- Less than 500sqm
- 500 - 999sqm
- 1000 - 1999sqm
- 2000 - 4999sqm
- 5000 - 9999sqm
- 10,000sqm or greater

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

- Less than 0.5ha
- 0.5 - 0.99ha
- 1 - 1.25ha
- 1.26 - 2ha
- 2ha or greater

Householder Development	103.00	5.83%	6.00	109.00				
					10%	119.90	7%	128.30
1* Dwelling	222.00	5.41%	12.00	234.00	10%	257.40	7%	275.40
2 - 4 Dwellings	333.00	5.11%	17.00	350.00	10%	385.00	7%	412.00
5 - 9 Dwellings	666.00	5.11%	34.00	700.00	10%	770.00	7%	823.90
10 - 49 Dwellings	1,333.00	5.03%	67.00	1,400.00	10%	1,540.00	7%	1,647.80
50 - 99 Dwellings	2,443.00	5.03%	123.00	2,566.00	10%	2,822.60	7%	3,020.20
100 - 199 Dwellings	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00	7%	4,119.50
200+ Dwellings	4,443.00	5.00%	222.00	4,665.00	10%	5,131.50	7%	5,490.70
* 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	7%	381.30
500 - 999sqm	556.00	5.04%	28.00	584.00	10%	642.40	7%	687.40
1000 - 1999sqm	1,111.00	5.04%	56.00	1,167.00	10%	1,283.70	7%	1,373.60
2000 - 4999sqm	2,221.00	5.00%	111.00	2,332.00	10%	2,565.20	7%	2,744.80
5000 - 9999sqm	2,777.00	5.01%	139.00	2,916.00	10%	3,207.60	7%	3,432.10
10,000sqm or greater	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00	7%	4,119.50
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	7%	413.10
0.5 - 0.99ha	666.00	5.11%	34.00	700.00	10%	770.00	7%	823.90
1 - 1.25ha	1,111.00	5.04%	56.00	1,167.00	10%	1,283.70	7%	1,373.60
1.26 - 2ha	2,221.00	5.00%	111.00	2,332.00	10%	2,565.20	7%	2,744.80
2ha or greater	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00	7%	4,119.50

Variation/removal of conditions and engineering operations (flat fee)	205.00	5.37%	11.00	216.00	10%	0.00	7%	0.00
					10%	237.60	7%	254.20
Recovering Costs for seeking specialist advice in connection with Planning proposals	Full recovery cost			Full recovery cost	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
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	7%	368.40
Pre-commencement trigger - PER OBLIGATION	103.00	5.83%	6.00	109.00	10%	119.90	7%	128.30
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	5.19%	8.00	162.00	10%	178.20	7%	190.70
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	5.69%	7.00	130.00	10%	143.00	7%	153.00
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	7%	222.50
Pre-commencement trigger - PER OBLIGATION	62.00	6.45%	4.00	66.00	10%	72.60	7%	77.70
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	5.43%	5.00	97.00	10%	106.70	7%	114.20
Ongoing Monitoring of large sites	410.00	5.12%	21.00	431.00	10%	0.00	7%	0.00
					10%	474.10	7%	507.30
Fee Concessions								
Business Centres								
Secretarial								
- minimum charge	12.00	5.00%	0.60	12.60	10%	13.86	7%	14.80
- charge per hour	14.40	5.00%	0.70	15.10	10%	16.61	7%	17.80
Postal Address Facility - per month								
	47.00	0.00%	0.00	47.00	10%	51.70	7%	55.30
Telephone Divert:								
Normal - per quarter	120.20	0.00%	0.00	120.20	10%	132.22	7%	141.50
Gold - per quarter	227.30	0.00%	0.00	227.30	10%	250.03	7%	267.50
Photocopying:								
A4 single side	0.12	8.33%	0.01	0.13	10%	0.14	7%	0.20
A4 double side	0.24	8.33%	0.02	0.26	10%	0.29	7%	0.30
A3 single side	0.30	6.67%	0.02	0.32	10%	0.35	7%	0.40
A3 double side	0.30	113.33%	0.30	0.60	10%	0.66	7%	0.70
Photocopying:								
A4 single side - non tenants	0.20	5.00%	0.00	0.20	10%	0.22	7%	0.20
Conference Room (per hour):								
Greenlands Tenants	12.10	4.96%	0.60	12.70	10%	13.97	7%	14.90
Greenlands Non Tenants	24.00	5.00%	1.20	25.20	10%	27.72	7%	29.70
Heming Rd (monthly charge) :								
Unit 1	288.60	5.00%	0.00	288.60	10%	317.46	7%	339.70
Unit 2	493.80	4.96%	0.00	493.80	10%	543.18	7%	581.20
Units 3-6	410.40	5.00%	0.00	410.40	10%	451.44	7%	483.00
Unit 7	435.40	5.00%	0.00	435.40	10%	478.94	7%	512.50
Units 8-19	278.10	5.00%	0.00	278.10	10%	305.91	7%	327.30
Units 20-28	410.40	5.00%	0.00	410.40	10%	451.44	7%	483.00
Unit 29a	128.40	5.00%	0.00	128.40	10%	141.24	7%	151.10
Unit 29c	196.10	5.00%	0.00	196.10	10%	215.71	7%	230.80
Unit 29b	222.00	5.00%	0.00	222.00	10%	244.20	7%	261.30
Greenlands (monthly charge) :								
Unit 1 Ground Floor Suited Office	994.40	0.00%	0.00	994.40	10%	1,093.84	7%	1,170.40
Unit 2 First Office	287.40	0.00%	0.00	287.40	10%	316.14	7%	338.30
Unit 3 Ground Floor Office	1,272.40	0.00%	0.00	1,272.40	10%	1,399.64	7%	1,497.60
Unit 4 Ground Floor Office	1,017.90	0.00%	0.00	1,017.90	10%	1,119.69	7%	1,198.10
Unit 5 First Floor Office	278.00	0.00%	0.00	278.00	10%	305.80	7%	327.20
Unit 6 First Floor Office	294.40	0.00%	0.00	294.40	10%	323.84	7%	346.50
Unit 7 Ground Floor Office	701.90	0.00%	0.00	701.90	10%	772.09	7%	826.10
Unit 8 Ground Floor Office	690.20	0.00%	0.00	690.20	10%	759.22	7%	812.40
Unit 9 Ground Floor Office	1,270.30	0.00%	0.00	1,270.30	10%	1,397.33	7%	1,495.10
Unit 10 First Office	353.30	0.00%	0.00	353.30	10%	388.63	7%	415.80
Units 11 & 12 First Floor Office	313.30	0.00%	0.00	313.30	10%	344.63	7%	368.80
Unit 13 Ground Floor Office	400.40	0.00%	0.00	400.40	10%	440.44	7%	471.30
Unit 14 First Floor Office	765.50	0.00%	0.00	765.50	10%	842.05	7%	901.00
Unit 15 First Floor Office	765.50	0.00%	0.00	765.50	10%	842.05	7%	901.00

Unit 16 First Floor Office	683.10	0.00%	0.00	683.10	10%	751.41	7%	804.00
Unit 17 First Floor Office	383.90	0.00%	0.00	383.90	10%	422.29	7%	451.90
Unit 18 First Floor Office	383.90	0.00%	0.00	383.90	10%	422.29	7%	451.90
Unit 19 First Floor Office	581.80	0.00%	0.00	581.80	10%	639.98	7%	684.80
Unit 20 First Floor Office	567.70	0.00%	0.00	567.70	10%	624.47	7%	668.20
Unit 21 First Floor Office	1,283.10	0.00%	0.00	1,283.10	10%	1,411.41	7%	1,510.20
Units 22 & 23 First Floor Office	275.60	0.00%	0.00	275.60	10%	303.16	7%	324.40
Unit 24 First Floor Office	294.40	0.00%	0.00	294.40	10%	323.84	7%	346.50
Unit 25 First Floor Office	308.60	0.00%	0.00	308.60	10%	339.46	7%	363.20
Unit 26 First Floor Office	381.60	0.00%	0.00	381.60	10%	419.76	7%	449.10
Unit 27 First Floor Office	254.40	0.00%	0.00	254.40	10%	279.84	7%	299.40
Unit 28 First Floor Office	713.70	0.00%	0.00	713.70	10%	785.07	7%	840.00
Unit 29 First Floor Office	685.50	0.00%	0.00	685.50	10%	754.05	7%	806.80
Unit 30 First Floor Office	1,263.90	0.00%	0.00	1,263.90	10%	1,390.29	7%	1,487.60
Unit 31 First Office	351.00	0.00%	0.00	351.00	10%	386.10	7%	413.10
Unit 32 First Floor Suited Office	1,024.60	0.00%	0.00	1,024.60	10%	1,127.06	7%	1,206.00
Unit 33 First Office	360.40	0.00%	0.00	360.40	10%	396.44	7%	424.20
FOOTBALL								
SENIOR 11 a side with changing								
Match for multiple teams booking together eg a local league	55.00	5.00%	3.00	58.00	10%	63.80	7%	68.30
Match for a season long booking for a single club	75.00	0.00%	0.00	75.00	10%	82.50	7%	88.30
Match for a one off booking	100.00	0.00%	0.00	100.00	10%	110.00	7%	117.70
SENIOR 11 a side without changing								
Match games	40.00	6.25%	2.50	42.50	10%	46.75	7%	50.00
JUNIOR 9 or 11 a side with changing								
Match games	30.00	6.67%	2.00	32.00	10%	35.20	7%	37.70
per season (x 12 games)	360.00	6.67%	24.00	384.00	10%	422.40	7%	452.00
JUNIOR 9 or 11 a side without changing								
Match games	22.50	6.67%	1.50	24.00	10%	26.40	7%	28.20
per season (x 12 games)	270.00	6.67%	18.00	288.00	10%	316.80	7%	339.00
MINI FOOTBALL 5 or 7 a side								
Match games	16.50	6.06%	1.00	17.50	10%	19.25	7%	20.60
per season (x 12 games)	198.00	6.06%	12.00	210.00	10%	231.00	7%	247.20
Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place.								
After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.	10.00	0.00%	0.00	10.00	10%	11.00	7%	11.80
SPORTS DEVELOPMENT CHARGES								
Adult fitness Sessions	3.50		0.20	3.70	10%	4.07	7%	4.40
Community exercise class	3.50		0.20	3.70	10%	4.07	7%	4.40
Health & Well Being Sessions	3.50		0.20	3.70	10%	4.07	7%	4.40
Curriculum Cost	30.00	0.00%	-30.00	0.00				
Schools Hire – lunchtime / after school sessions	30.00	0.00%	-30.00	0.00				
Inclusive Activities	3.30	6.06%	0.20	3.50	10%	3.85	7%	4.10
PSI Falls Prevention	3.50	5.71%	0.20	3.70	10%	4.07	7%	4.40
Activity Referral	17.00	0.00%	0.00	17.00	10%	18.70	7%	20.00
Junior Sports Sessions	4.00	5.00%	0.20	4.20	10%	4.62	7%	4.90
Couch 2 5k - new charge	1.00	0.00%	0.00	1.00	10%	1.10	7%	1.20
Allotment Charges								
Small (>177m2)								
Standard	29.28	5.00%	1.50	30.74	10%	33.81	7%	36.20
Concession 25%	21.97	5.00%	1.10	23.07	10%	25.38	7%	27.20
Concession 50%	14.64	5.00%	0.70	15.37	10%	16.91	7%	18.10
Additional water charge	23.77	5.00%	1.20	24.96	10%	27.46	7%	29.40
Medium (>177<254m2)								
Standard	50.35	5.00%	2.50	52.87	10%	58.16	7%	62.20
Concession 25%	37.76	5.00%	1.90	39.65	10%	43.62	7%	46.70
Concession 50%	25.17	5.00%	1.30	26.43	10%	29.07	7%	31.10
Additional water charge	26.59	5.00%	1.30	27.92	10%	30.71	7%	32.90
Large (<254m2)								
Standard	73.74	5.00%	3.70	77.43	10%	85.17	7%	91.10
Concession 25%	55.30	5.00%	2.80	58.07	10%	63.88	7%	68.30
Concession 50%	36.87	5.00%	1.80	38.71	10%	42.58	7%	45.60
Additional water charge	28.16	5.00%	1.40	29.57	10%	32.53	7%	34.80

Water charge is only applicable where water is present, and billed to Redditch Borough Council.

Events, Open and Civic Spaces Hire

£250 - £1500 Bond Payable

Events

Commercial Rates

Small Attendance = 0 to 99

Per half day	155.00	3.23%	5.00	160.00	10%	176.00	7%	188.30
Per Day	282.00	2.84%	8.00	290.00	10%	319.00	7%	341.30

Medium Attendance = 100 to 499

Per half day	220.00	2.27%	5.00	225.00	10%	247.50	7%	264.80
Per Day	378.00	1.85%	7.00	385.00	10%	423.50	7%	453.10

Large Attendance = 500 to 1999

Per half day	280.00	3.57%	10.00	290.00	10%	319.00	7%	341.30
Per Day	472.00	2.75%	13.00	485.00	10%	533.50	7%	570.80

Community Rates

Small Attendance = 0 to 99

Per half day	65.00	1.54%	1.00	66.00	10%	72.60	7%	77.70
Per Day	106.00	1.42%	1.50	107.50	10%	118.25	7%	126.50

Medium Attendance = 100 to 499

Per half day	80.00	1.25%	1.00	81.00	10%	89.10	7%	95.30
Per Day	134.50	1.12%	1.50	136.00	10%	149.60	7%	160.10

Large Attendance = 500 to 1999

Per half day	95.00	1.05%	1.00	96.00	10%	105.60	7%	113.00
Per Day	166.00	0.60%	1.00	167.00	10%	183.70	7%	196.60

Charities / Not For Profit Organisations

Small Attendance = 0 to 99

Per half day	45.00	0.00%	0.00	45.00	10%	49.50	7%	53.00
Per Day	74.00	0.00%	0.00	74.00	10%	81.40	7%	87.10

Medium Attendance = 100 to 499

Per half day	54.00	0.00%	0.00	54.00	10%	59.40	7%	63.60
Per Day	89.50	0.00%	0.00	89.50	10%	98.45	7%	105.30

Large Attendance = 500 to 1999

Per half day	65.00	0.00%	0.00	65.00	10%	71.50	7%	76.50
Per Day	118.30	0.00%	0.00	118.30	10%	130.13	7%	139.20

Fairs & Circuses Min of 3 day Hire

	440.20	2.23%	9.80	450.00	10%	495.00	7%	529.70
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Additional Costs for Outdoor Event Space:

- Ø Set up and Clearance charged @ 50% of applicable rate (bond)
- Ø Any event in excess of 1999 attendees is STN

Event - Officer Support for event (per hour)

50.00 per hour

Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

Power and Water Supply Additional Charges

Negotiation

Outdoor Fitness Session

Commercial Rates (Per Day)

Summer Fee (Apr to Sept) One day maximum usage per week	400.45	3.63%	14.60	415.00	10%	456.50	7%	488.50
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	3.08%	20.00	670.00	10%	737.00	7%	788.60
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	3.57%	25.00	725.00	10%	797.50	7%	853.30

Winter Fee (Oct to Mar) One day maximum usage per week

Winter Fee (Oct to Mar) One day maximum usage per week	200.00	3.50%	7.00	207.00	10%	227.70	7%	243.60
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	3.75%	15.00	415.00	10%	456.50	7%	488.50
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	3.33%	20.00	620.00	10%	682.00	7%	729.70

Annual Fee One day maximum usage per week

Annual Fee One day maximum usage per week	520.00	3.85%	20.00	540.00	10%	594.00	7%	635.60
Annual Fee Two days maximum usage per week	850.00	3.53%	30.00	880.00	10%	968.00	7%	1,035.80
Annual Fee Three days maximum usage per week	1,000.00	5.00%	50.00	1,050.00	10%	1,155.00	7%	1,235.90

Community Rates (Per Day)

Summer Fee (Apr to Sept) One day maximum usage per week	200.00	2.50%	5.00	205.00	10%	225.50	7%	241.30
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	2.33%	7.00	307.00	10%	337.70	7%	361.30
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	2.86%	10.00	360.00	10%	396.00	7%	423.70

Winter Fee (Oct to Mar) One day maximum usage per week

Winter Fee (Oct to Mar) One day maximum usage per week	80.00	2.50%	2.00	82.00	10%	90.20	7%	96.50
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	2.50%	5.00	205.00	10%	225.50	7%	241.30
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	2.33%	7.00	307.00	10%	337.70	7%	361.30

Annual Fee One day maximum usage per week

Annual Fee One day maximum usage per week	250.00	2.00%	5.00	255.00	10%	280.50	7%	300.10
Annual Fee Two days maximum usage per week	450.00	2.22%	10.00	460.00	10%	506.00	7%	541.40
Annual Fee Three days maximum usage per week	500.00	2.40%	12.00	512.00	10%	563.20	7%	602.60

Trial fee (1 day per week - MAX 4 week trial)

Trial fee (1 day per week - MAX 4 week trial)	100.00	5.00%	5.00	105.00	10%	115.50	7%	123.60
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The Bird Box - NEW CHARGE									
Use of Power connection	1.60	6.25%	0.10	1.70	10%	1.87	7%	2.00	
Additional Costs for Outdoor Fitness Space:									
1 Set up and Clearance charged @ 50% of applicable rate									
Outdoor Open Space/ Civic Space Event Hire									
Small Attendance = 0-100									
Commercial Rates	51.50	4.85%	2.50	54.00	10%	59.40	7%	63.60	
Concession 50	25.00	2.00%	0.50	25.50	10%	28.05	7%	30.00	
Concession 75	12.50	0.00%	0.00	12.50	10%	13.75	7%	14.70	
Medium 101- 499									
Commercial Rates	103.00	4.85%	5.00	108.00	10%	118.80	7%	127.10	
Concession 50	50.00	2.00%	1.00	51.00	10%	56.10	7%	60.00	
Concession 75	25.00	0.00%	0.00	25.00	10%	27.50	7%	29.40	
Large 500+									
Commercial Rates	154.50	2.91%	4.50	159.00	10%	174.90	7%	187.10	
Concession 50	75.00	2.00%	1.50	76.50	10%	84.15	7%	90.00	
Concession 75	37.50	0.00%	0.00	37.50	10%	41.25	7%	44.10	
Band Stand									
Criteria and eligibility guidance notes attached in events toolkit									
Bandstand Hire T/centre									
Commercial Rates per day	Price on application			Price on application		Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Community Rates per day	27.60	0.00%	0.00	27.60	10%	30.36	7%	32.50	
Charities / Not for Profit Organisations per day	27.60	0.00%	0.00	27.60	10%	30.36	7%	32.50	
Parks and Open Spaces Fitness Hire (eg Bootcamps)									
Summer Fee (Apr to Sept) One day maximum usage per week									
Commercial	420.00	0.00%	0.00	420.00	10%	462.00	7%	494.30	
Concession 25	315.00	0.00%	0.00	315.00	10%	346.50	7%	370.80	
Concession 50	210.00	0.00%	0.00	210.00	10%	231.00	7%	247.20	
Summer Fee (Apr to Sept) Two days maximum usage per week									
Commercial	682.50	0.00%	0.00	682.50	10%	750.75	7%	803.30	
Concession 25	511.50	0.00%	0.00	511.50	10%	562.65	7%	602.00	
Concession 50	341.25	0.00%	0.00	341.25	10%	375.38	7%	401.70	
Summer Fee (Apr to Sept) Three days maximum usage per week									
Commercial	735.00	0.00%	0.00	735.00	10%	808.50	7%	865.10	
Concession 25	551.25	0.00%	0.00	551.25	10%	606.38	7%	648.80	
Concession 50	367.50	0.00%	0.00	367.50	10%	404.25	7%	432.50	
Winter Fee (Oct to Mar) One day maximum usage per week									
Commercial	210.00	0.00%	0.00	210.00	10%	231.00	7%	247.20	
Concession 25	157.50	0.00%	0.00	157.50	10%	173.25	7%	185.40	
Concession 50	105.00	0.00%	0.00	105.00	10%	115.50	7%	123.60	
Winter Fee (Oct to Mar) Two days maximum usage per week									
Commercial	420.00	0.00%	0.00	420.00	10%	462.00	7%	494.30	
Concession 25	315.00	0.00%	0.00	315.00	10%	346.50	7%	370.80	
Concession 50	210.00	0.00%	0.00	210.00	10%	231.00	7%	247.20	
Winter Fee (Oct to Mar) Three days maximum usage per week									
Commercial	630.00	0.00%	0.00	630.00	10%	693.00	7%	741.50	
Concession 25	472.50	0.00%	0.00	472.50	10%	519.75	7%	556.10	
Concession 50	315.00	0.00%	0.00	315.00	10%	346.50	7%	370.80	
Annual Fee One day maximum usage per week									
Commercial	546.00	0.00%	0.00	546.00	10%	600.60	7%	642.60	
Concession 25	409.50	0.00%	0.00	409.50	10%	450.45	7%	482.00	
Concession 50	273.00	0.00%	0.00	273.00	10%	300.30	7%	321.30	
Annual Fee Two days maximum usage per week									
Commercial	892.50	0.00%	0.00	892.50	10%	981.75	7%	1,050.50	
Concession 25	669.40	0.00%	0.00	669.40	10%	736.34	7%	787.90	
Concession 50	446.25	0.00%	0.00	446.25	10%	490.88	7%	525.20	
Annual Fee Three days maximum usage per week									
Commercial	1,050.00	0.00%	0.00	1,050.00	10%	1,155.00	7%	1,235.90	
Concession 25	787.50	0.00%	0.00	787.50	10%	866.25	7%	926.90	
Concession 50	525.00	0.00%	0.00	525.00	10%	577.50	7%	617.90	

Undercover Market (Street trading licence required) - **New Charge**
- Trading hours to be agreed by Events team.
Electricity (per hour)

1.60

0.00%

0.00

1.60

10%

1.76

7%

1.90

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REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

9th January 2024

Appendix D – Reserves Position

	Balance at 31/3/21 £000	Transfers In 2021/22	Transfers out 2021/22	Balance at 31/3/22	Transfers In 2022/23	Transfers out 2022/23	Re-baseline 2022/23	Balance at 31/3/23	Transfers in 2023/24	Transfers out 2023/24	Balance at 31/3/24	Transfers in 2024/25	Transfers out 2024/25	Balance at 31/3/25	Transfers in 2025/26	Transfers out 2025/26	Balance at 31/3/26
General Fund	1,889	180		2,069		(967)	1,584	2,686	200	(311)	2,575	1,140	(353)	3,362		(93)	3,269
General Fund Earmarked Reserves:																	
Business Rate grants	0			0				0			0			0			0
Business Rates Retention Scheme	2,832			2,832			(1,500)	1,332	(200)		1,132			1,132			1,132
Support for Commercialism	0			0				0			0			0			0
Community Development	74			74				74			74			74			74
Community Safety	232			232				232			232			232			232
Corporate Services	149			149		(150)		(1)			(1)			(1)			(1)
Customer Services	93			93			(93)	0			0			0			0
Economic Growth	330			330				330			330			330			330
Electoral Services	49			49				49			49			49			49
Environmental Vehicles	29			29				29		(15)	14		(14)	0			0
Equalities	0			0				0			0			0			0
Equipment replacement	25			25			(25)	0			0			0			0
Financial Services	87			87				87			87			87			87
General Risk reserve	45			45			(45)	0			0			0			0
Housing Benefit Implementation	270			270			(130)	140			140			140			140
Housing Support	978			978				978			978			978			978
Land Charges	9			9				9			9			9			9
Land Drainage	129			129				129			129			129			129
Leisure	0			0				0			0			0			0
Mercury Emissions	0			0				0			0			0			0
Parks & Open spaces	8			8				8			8			8			8
Planning Services	516			516				516			516			516			516
Public Donations - Shop mobility	0			0				0			0			0			0
Sports Development	9			9				9			9			9			9
Town Centre	7			7				7			7			7			7
Warmer Homes	16			16				16			16			16			16
Transformational Growth	100			100				100			100			100			100
Pensions	200			200			(200)	0			0			0			0
Regeneration Income	273			273				273			273			273			273
Utilities Reserve							1,710	1,710		(570)	1,140	(1,140)		0			0
Covid-19 (General)	580	496	(135)	941			(941)	0			0			0			0
Covid-19 Sales Fees and Charges	0	100		100			(100)	0			0			0			0
Covid-19 (Collection Fund)	4,433		(1,478)	2,955		(1,478)		1,478		(1,478)	0			0			0
Total General Fund	11,473	596	(1,613)	10,456	0	(1,628)	(1,324)	7,504	(200)	(2,063)	5,242	(1,140)	(14)	4,088	0	0	4,088
HRA																	

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

9th January 2024

Appendix E – Existing Capital Programme

Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	22/23 Spend Q1 £	2024/25 Total £	2025/26 Total £
Large Schemes												
Towns Fund		17,587,000										
- Innovation Centre		8,000,000		Planning, Regeneration & Leisure Services		500,000	71,000	429,000	2,500,000		4,000,000	1,000,000
- Innovation Centre		1,948,000		Planning, Regeneration & Leisure Services				0				1,948,000
- Library		4,200,000		Planning, Regeneration & Leisure Services		500,000	90,611	409,389	2,000,000	0	1,700,000	
- Public Realm		3,000,000		Planning, Regeneration & Leisure Services		500,000	-796,500	1,296,500	1,500,000	234,119	1,000,000	
- Public Realm		439,000		Planning, Regeneration & Leisure Services				0			439,000	
								0				
Town Hall Redevelopment		5,200,000		Legal, Democratic and Property Services		400,000	210,822	189,178	3,000,000	202,528	1,800,000	
								0				
UK Shared Prosperity Fund		2,522,050						0				
- Capital Element				Planning, Regeneration & Leisure Services		108,500		108,500				
- Revenue Element				Planning, Regeneration & Leisure Services		195,147		195,147				
- Remainder (to be allocated)				Planning, Regeneration & Leisure Services		20,000		20,000	607,294		1,591,109	
								0				
								0				
Schemes Agreed to Continue in Tranche 1												
Car Park Maintenance				Environmental Services	0	25,000	3,055	21,945	150,000		150,000	150,000
Footpaths					0			0	75,000		75,000	75,000
Disabled Facilities Grant	21/22	839,000	4	Community & Housing GF Services	765,000	839,000	850,979	-11,979	839,000		839,000	0
Energy & Efficiency Installs.	21/22	110,000	1	Community & Housing GF Services	19,000	110,000	305	109,695	0		0	0
GF Asbestos	2020/21	40,000	3	Finance & Customer Services	82,000	40,000	1,770	38,230	0	412	0	0
Improved Parking Scheme (includes locality funding)				Environmental Services	-5,000	400,000	0	400,000	0		0	0
Camera Replacement programme				Planning, Regeneration & Leisure Services	0	0		0	0		0	0
Improvement to Morton Stanley Open Space				Planning, Regeneration & Leisure Services	24,000	0	256	-256	0		0	0
Improvement to Morton Stanley -Play Area for toddler and junior play				Planning, Regeneration & Leisure Services	35,000	0		0	0		0	0

REDDITCH BOROUGH COUNCIL

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9th January 2024

Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	22/23 Spend Q1 £	2024/25 Total £	2025/26 Total £
Improvements at Business Centres				Planning, Regeneration & Leisure Services	88,000	0	17,861	-17,861	0		0	0
Localilty Capital Projects - Woodrow Footpath Work				Environmental Services	3,000	0	0	0	0		0	0
Morton Stanley Play, Sport and Open Space Improvements (General)				Planning, Regeneration & Leisure Services	217,000	0	40,022	-40,022	0	4,198	0	0
New Finance Enterprise	2019/20	455,000	1	Finance & Customer Services	233,000	0	228,991	-228,991	0	2,787	0	0
Public Building	2019/20	250,000	4	Finance & Customer Services	266,000	250,000	336,260	-86,260	250,000	20,241	250,000	250,000
Fleet Replacement new line	New				275,000	450,000	12,750	437,250	843,000		3,848,000	1,204,000
Removal of 5 weirs through Arrow Valley Park			0	Planning, Regeneration & Leisure Services	3,000	20,000	93,143	-73,143	414,000		0	0
Sports Contributions to support improvements to Outdoor facilities at Terry			0	Planning, Regeneration & Leisure Services	19,000	0	6,781	-6,781	0		0	0
Wheelie Bin purchase			0	Environmental Services	88,000	85,000	53,579	31,421	100,000	11,500	100,000	100,000
New Digital Service	2020/21	86,450	0	Community & Housing GF Services	19,000	50,502	149,270	-98,768	50,502	0	0	0
Environmental Services Computer System	2020/21	38,200	1	Environmental Services	84,000	0	80,793	-80,793	0	11,851	0	0
Café and Infrastructure Morton Stanley Park	2020/21	100,000	1	Planning, Regeneration & Leisure Services	49,000	0	61,464	-61,464	0		0	0
Localilty Capital Projects - Capital Landscape Improvement			0	Environmental Services	8,000	0	0	0	0		0	0
Salix	20/21	250,000	1	Legal, Democratic and Property Services	1,111,111	0	431,367	-431,367	0		0	0
Improvement Holly trees childrens centre	2020/21	15,000	0	Community & Housing GF Services	9,000	0	0	0	0		0	0
Passing bay at main access AVCP	2020/21	6,000	1	Planning, Regeneration & Leisure Services	6,000	0	0	0	0		0	0
Greener Homes	20/21	150,000	2	Community & Housing GF Services	-81,000	0	-69,444	69,444	0	0	0	0
Bomford Hill Pathway					32,000		31,272	-31,272				

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

9th January 2024

Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	22/23 Spend Q1 £	2024/25 Total £	2025/26 Total £
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP				Planning, Regeneration & Leisure Services	0	0		0	0		0	0
Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North				Planning, Regeneration & Leisure Services	0	0		0	0		0	0
HMO Grants	21/22	25,000	4	Community & Housing GF Services	0	25,000		25,000	25,000	13,500	25,000	25,000
Home Repairs Assistance	21/22	40,000	4	Community & Housing GF Services	0	40,000		40,000	40,000		40,000	40,000
Improvement to original Pump Track at AVCP				Planning, Regeneration & Leisure Services	0	0		0	0		0	0
Replacing 3 fuel pumps and upgrading tank monitoring equipment				Environmental Services	0	0		0	0		0	0
Fleet Management Computer System	2020/21	16,600	1	Environmental Services	0	0		0	0		0	0
Cisco Network Update	22/23		3	Business Transformation and Organsitional Development	0	53,561	53,090	471	5,463		0	47,339
Server Replacement Est(Exact known Q2 2022)	22/24		4	Business Transformation and Organsitional Development	0	83,250	0	83,250	2,000	78,451	177,500	18,500
Laptop Refresh	22/25		4	Business Transformation and Organsitional Development	0	5,000	4,961	39	25,000	3,693	150,000	5,000
Ipsley Church Lane Cemeteey	22/23	195,000	1	Environmental Services	0	195,000		195,000	125,000		0	0
Provide the Crossgate Depot site with a new and Compliant Deisel Fuel	22/23	56,000	1	Environmental Services	0	56,000		56,000	0		0	0
Widen access road to Arrow Valley Country park	2021/22	25,000	1	Planning, Regeneration & Leisure Services	0	25,000	366	24,634	0		0	0
Forge Mill and Bordelsey Open Space Improvements	22/23	18,684	1	Planning, Regeneration & Leisure Services	0	18,684	15,787	2,897	0	38	0	0
Arrow Valley Entrance Improvements 18/10149	22/23	10,000	1	Planning, Regeneration & Leisure Services	0	10,000		10,000	0		0	0

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

9th January 2024

Description	Approved budget date	Original approved Budget	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	22/23 Spend Q1 £	2024/25 Total £	2025/26 Total £
MUGA at Greenlands Sports Pitches.	22/23	137,649	1	Planning, Regeneration & Leisure Services	0	137,649	0	137,649	0	0	0	0
Play Area (£26,777.32) and POS (£6055.22) improvements at Birchfield Road/Headleass Cross Rec Ground. 2014/31/FUL	22/23	32,833	1	Planning, Regeneration & Leisure Services	0	32,833	0	32,833	0	0	0	0
Play Area (£26,079.84) and POS (£5,191.82) improvements at Batchley and Brockhill Park.	22/23	32,379	1	Planning, Regeneration & Leisure Services	0	32,379	0	32,379	0	0	0	0
Play Area improvements at Birchfield Road/Headless Cross Rec Ground. 17/00737/FUL	22/23	7,575	1	Planning, Regeneration & Leisure Services	0	7,575	0	7,575	0	0	0	0
Play area (£34,583.39), Open space (£12,001.36) and Sport (£8,516) improvements at Mayfields Park. 21/00021/FUL	22/23	55,101	1	Planning, Regeneration & Leisure Services	0	55,101	53,379	1,722	0	550	0	0
Play Area and POS improvements at Winyates. 2016/290/FUL	22/23	40,449	1	Planning, Regeneration & Leisure Services	0	40,449	49,749	-9,300	0	0	0	0
Arrow Valley Country Park - Play, Open Space and Sports Improvements.				Planning, Regeneration & Leisure Services	-1,000	0	2,269	-2,269	0	0	0	0
Arrow Valley Country Park - Play, Open Space and Sports Improvements.				Planning, Regeneration & Leisure Services	0	0	0	0	0	0	0	0
Improvement to Sports Pitches infrastructure in Morton Stanley Park				Planning, Regeneration & Leisure Services	0	0	51,666	-51,666	0	0	0	0
Investment into Health and Fitness Facilities				Planning, Regeneration & Leisure Services	0	0	0	0	0	0	0	0
Upgrade hardwired lifeline schemes				Community & Housing GF Services	0	0	0	0	0	0	0	0
Locality Capital Projects - Garage Condition Survey (Housing)				Environmental Services	0	0	0	0	0	0	0	0
Digital Screens	2020/21	15,000	1	Planning, Regeneration & Leisure	0	0	0	0	0	0	0	0
Fire compartmentation works in Corporate	22/23	100,000	1	Legal, Democratic and Property Services	0	120,000	0	120,000	100,000	0	0	0
Total		218,000			3,348,111	5,430,629	2,137,674	3,292,955	12,651,259	583,868	16,184,609	4,862,839

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Executive Committee
20239th January**Planning & Environmental Enforcement Business Case**

Relevant Portfolio Holder	Lucy Harrison/ Brandon Clayton/ Matthew Dormer
Portfolio Holder Consulted	No
Relevant Head of Service	Simon Wilkes, Guy Revans, Ruth Bamford
Report Author	Job Title: Head of Planning, Regeneration and Leisure Services Contact: Ruth Bamford email: r.bamford@bromsgroveandredditch.gov.uk
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Communities that 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.	
This report contains exempt information as defined in Paragraph 4 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. RECOMMENDATIONS**The Executive Committee is asked to RECOMMEND that:-**

- 1) The Business case be pursued with the intention to bring together the enforcement functions within Environmental Services and Planning and associated current budget (as identified in Table 6 of Appendix 1) within the Shared Regulatory Service provided by WRS.**
- 2) That an additional £23,400 annually be agreed to fund the service to meet the level of demand in Planning Enforcement.**
- 3) That an additional £15,260 be agreed to fund 1.6 FTE additional (Grade 6) resource to support the work in tackling the backlog of Planning Enforcement cases each year for the next two years only.**
- 4) That an additional £7,537.50 be agreed to fund 0.25 FTE additional (Grade 4) resource for the customer service resource element of fly-tipping, littering and enviro-crime.**

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- 5) That an additional £21,650 be agreed to fund 0.5 FTE additional (Grade 6) resource to support the work on enforcement of fly-tipping, littering and enviro-crime.

2. BACKGROUND

- 2.1 A business case [Appendix 1] was prepared to consider the benefit in bringing together enforcement functions from Bromsgrove and Redditch Council services with those already within WRS to deliver a quality service to all customers. The intention was to identify where service delivery could be improved through prioritisation, standardisation and resilience.
- 2.2 Weaknesses were identified in the current delivery model and the business case explores possible alternatives.
- 2.3 This report was previously listed for the October Executive and was deferred for an opportunity for liaison with Bromsgrove District Council and to consider the budget implications alongside other demands.

3. OPERATIONAL ISSUES

- 3.1 The Business Case provides an overview of the enforcement activity across all services of Bromsgrove and Redditch Councils, including shared services. Planning, Environmental Services and Housing are the obvious areas with enforcement functions to consider. The difficulties in maintaining a viable enforcement service for each subject area is discussed and identifies that knowledge, skills and wider supporting mechanisms are in general difficult to provide for isolated teams or individuals.
- 3.2 With reference to the relevant priorities of the Councils, the objectives of the business case are to target enforcement using an intelligence led approach with proportionate use of resources and improved service standards. Recognising the risk to the authorities in getting enforcement wrong, both reputationally and financially the business case seeks to deliver a strong service with efficiencies.
- 3.3 Critical success factors have been developed from the objectives to encourage non-offending behaviours, delivery of successful enforcement, a consistent level of service, optimisation of resources and financial efficiency. Four plausible scenarios are considered further: continuing with the existing arrangements; grouping the enforcement roles into one team within the Councils; or alternatively grouping them within WRS; and a fourth scenario with associated call handling also grouped together in WRS. This last option would enable full triaging, together with the ability to resolve at 'first point of contact' and was

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20239th January

identified as the best following the cost benefit assessment and risk analysis.

- 3.4 The commercial case goes on to identify how the mechanisms of governance could be delivered through the WRS Joint Board, service standards set out in the Statement of Partner Requirements and how the WRS performance indicators could be enhanced to include enforcement activity as a key component.
- 3.5 As this business case involves only two of the WRS partner authorities it is important to minimise cross subsidisation by the wider WRS budget and how that will be achieved is set out in the financial case which also sets out how the wider benefits of utilising WRS support structures could still be realised. It is important to recognise that the business case assumes that both Redditch and Bromsgrove Councils would endorse the approach.
- 3.6 The service areas of 'enviro-crime' and planning enforcement have also been considered in relation to resource allocation. There is a disparity between the current 'allocated' budget for planning enforcement compared with the actual spend on delivery of the service due to backlogs of case work and increased demand and public expectations. This is discussed further in the business case but represents an annual £23,400 shortfall in salary budget (for Redditch) and is set out as an option to invest in the service to meet the current demand as recommendation 2.
- 3.7 Additionally in Environmental Services the customer service element of the service is split amongst numerous roles and cannot easily be extracted from the current service budget. An additional investment would be required to enable the key triaging element to be included in this business case.
- 3.8 The business case benefits as is presented assumes a level of resource to be transferred to WRS includes that required to meet the current level of Planning Enforcement demand (recommendation 2) and an investment in customer service resource (recommendation 4) which cannot easily be transferred to realise the benefits and level of service expected.
- 3.9 Also considered in detail within the business case, for planning enforcement there is a back log of cases which is causing additional delays. The backlog has been caused by barriers to investigation of cases during the last few years but also by the weaknesses identified. Currently there is a caseload of 254 open enforcement cases (across Redditch and Bromsgrove) with 24% waiting for the initial site visit. The

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combined Redditch and Bromsgrove budgeted resource of roughly 3 FTE would not be able to manage this case load, and the currently employed resource of 5.5 FTE is making progress with the cases but understandably there is frustration raised by residents at the delays in the investigation process. An additional resource option is provided as recommendation 3.

- 3.10 Recommendation 3 includes the annual costs associated with an additional 2 officers for a fixed term of two years to reduce the backlog and delays in investigation experienced by residents.
- 3.11 The 'enviro-crimes' of fly-tipping, littering and dog fouling are recognised as key concerns for the Council which are supported by the Strategic Purposes (Communities which are safe, well maintained and green) but also by the Council Priorities of reducing crime and disorder and high-quality services. As such, it is recognised that an emphasis on proactive engagement and promotion of responsible behaviours is essential to compliment the enforcement deterrent. Consequently, an option to provide additional resource to support this work is provided as recommendation 5.
- 3.12 For Enviro-crime work any increase in funding would enable an enhanced proactive approach to be taken to influence behaviour through targeted communication and publicity following tactical and strategic assessment to identify nominals, patterns and trends which would benefit from such an approach. This could be 'boots and posters on the ground' to provide a visual presence in an area with particular littering issues or a proactive digital monitoring campaign to identify possible offenders who are likely to be fly-tipping, as examples.

4. FINANCIAL IMPLICATIONS

- 4.1 The business case considers the financial implications of the proposal and includes consideration to fund additional enhancements.
- 4.2 The current salary budget for the enforcement roles covered by the business case in Redditch Borough Council is £83,987.50 plus supporting costs (training and supplies). This is included within recommendation 1.
- 4.3 The actual salary spend for the enforcement roles covered by the business case in Redditch Borough Council is £107,387.50 plus supporting costs (training and supplies). The business case viability is based on this level of salary budget. Recommendation 2 if agreed would fund this level of service.

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4.4 Recommendation 3 includes costs to fund 2 additional full-time equivalents to resolve the backlog of planning enforcement cases over a two-year period.

4.5 Recommendation 4 includes costs to fund an additional full-time equivalent to provide an increased level of activity on enviro-crime enforcement.

5. LEGAL IMPLICATIONS

5.1 There are no significant legal implications other than the ability to provide a consistent and intelligence led approach to tackling enforcement matters by a dedicated trained team.

6. OTHER - IMPLICATIONS**Relevant Strategic Purpose**

6.1 The proposed action supports the Council's strategic purpose of 'Communities which are safe, well-maintained and green' by providing a service that uses intelligence to prioritise proactive engagement and enforcement where the most significant harm is likely or has been identified in a proportionate and effective way. An effective enforcement function should act as a deterrent to reduce crime and disorder.

Climate Change Implications

6.2 The proposal doesn't have any specific climate change impact.

Equalities and Diversity Implications

6.3 There are no anticipated equalities implications to the proposal.

7. RISK MANAGEMENT

7.1 Recognising the risk to the authority in getting enforcement wrong, both reputationally and financially the business case seeks to deliver a strong service with efficiencies and this report provides options to increase the budget to reduce the harm and reputational damage caused by delayed enforcement.

7.2 The Business case includes a risk assessment of the short-listed options in Table 4.

8. APPENDICES and BACKGROUND PAPERS

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Appendix 1 – Strategic Outline Business Case: Shared Regulatory Enforcement Service [Exempt item]

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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REDDITCH BOROUGH COUNCIL**Executive Committee**9th January

2024

Report title: Disposal of land at former Upper Norgrove House, Church Road, Webheath, Redditch

Relevant Portfolio Holder	Councillor M. Dormer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton – Head of Legal, Democratic and Property Services Pete Carpenter – Executive Director of Finance and Resources
Report Author	Job Title: Head of Legal, Democratic and Property Services Contact email:c.felton@bromsgroveandredditch.gov.uk
Wards Affected	West
Ward Councillor(s) consulted	Yes – The ward councillors both serve on the Executive Committee
Relevant Strategic Purpose(s)	Finding Somewhere to Live
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that:-

- 1) The Council disposes of the above site to Bloor Homes Ltd on the basis of the offer received as described in Appendix 1 to this report.**
- 2) Authority be delegated to the Head of Legal Democratic and Property Services and the Section 151 Officer to implement the disposal**

2. BACKGROUND

- 2.1 The site was allocated for housing in the Redditch Borough Council Local Plan adopted on 30 January 2017 and to deliver 400 - 600 houses within the Plan period to 2030.

In 2019 there was a further report to update Members on proposals for the development of the Council's site at Upper Norgrove House. This

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20249th January

sought approval for the proposed development of the site in partnership with adjacent landowners, who have expressed interest in developing their sites with the Council and also sought delegated authority to enter into partnership agreements with them to implement the proposal as approved.

Subsequently a report was taken to Executive Committee on 13th July 2021, which recommended that the surplus land at the former Upper Norgrove House be disposed of on the open market and that negotiations should commence to consider a joint disposal/development with the neighbouring landowner.

However, the neighbouring landowner was subsequently unwilling to enter into a joint marketing scheme with the Council and, as the Council had formally declared the site surplus, an exercise was undertaken to market the Council's land as a standalone development opportunity.

- 2.3 Accordingly the Council has undertaken two marketing exercises with independent agents to ensure that best value for the land can be achieved. Offers for the site were received in November 2023 via agents Thomas Lister, details of which are included in Appendix 1 (Invitation to Tender – Review of Bids Received) and it is recommended that the Council proceeds with the offer from Bloor Homes Ltd which is unconditional except for planning and is not dependent entering into a deal with the neighbouring landowner.

3. FINANCIAL IMPLICATIONS

- 3.1 It should be noted that advice has been obtained from independent agents in order to ensure that the Council can secure best value for money. Further information about this can be found in Appendix 1.
- 3.2 Members are asked to note that any proceeds from the sale will be a capital receipt. This capital receipt will have a General Fund and HRA element. The General Fund element will be allocated to an earmarked reserve which will be used for funding capital changes taking place to the Town Hall. The use of the capital receipt in this way is referenced in the Town Hall Hub report paragraph 4.2 in October 2022.

4. LEGAL IMPLICATIONS

- 4.1 The terms of sale have been validated by independent agents Thomas Lister to ensure that the Council meets its requirements under the provisions of Section 123 of the Local Government Act 1972 not to

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dispose of land for a consideration less than can be reasonably obtained.

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

- 5.1 The proposals detailed in this report support the strategic purpose Finding Somewhere to Live, as there is the potential in the long-term that the proposed action will result in much needed housing development within the Borough.

Climate Change Implications

- 5.2 None as a direct result of this report

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

- 6.1 None as a direct result of this report

Operational Implications

- 6.2 None have been identified.

7. RISK MANAGEMENT

- 7.1 Members will be aware that this site has been vacant for some considerable time and that the Local Plan identifies it as being an appropriate development site for the provisions of housing.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Invitation to Tender – Review of Bids Received dated 17.11.23 (This advice is exempt as it relates to the financial or business affairs of any particular person (including the authority holding that information)).

Background Papers:

Upper Norgrove House – Initial Options Appraisal – report to the Executive Committee considered at a meeting held on 23rd July 2008.

Upper Norgrove Site, Webheath – Development of Land – report to the Executive Committee considered at a meeting held on 11th June 2019.

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Upper Norgrove Site, Webheath – Report to Executive Committee
dated 13th July 2021.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Licensing Committee

Monday, 27th November,
2023

MINUTES

Present:

Councillor Karen Ashley (Chair), and Councillors Salman Akbar, Joe Baker, Juliet Barker Smith, Sharon Harvey, Chris Holz, Joanna Kane, Emma Marshall and Jane Spilsbury

Also Present:

Councillor Imran Altaf

Officers:

Vanessa Brown, Mamta Patel and Dave Etheridge

Democratic Services Officers:

Gavin Day

22. CONSIDERATION OF RESPONSES TO PUBLICATION OF PUBLIC NOTICE OF PROPOSAL TO DESIGNATE STREETS FOR THE PURPOSE OF CONTROLLING STREET TRADING IN REDDITCH

The Principal Licensing Officer, Worcester Regulatory Services (WRS), presented the report to Members. The purpose of the report was to ask Members to review the consultation responses and to recommend that the resolutions be passed at full council.

Members considered the designation of streets at the Licencing Committee in July. During that Committee Members agreed to designate all current and future streets as consent streets. However, Members had concern with the 6 highways within the Borough and decided to designate those highways as prohibited streets for the purposes of street trading applications.

Subject to the aforementioned changes, Members agreed to publish the public notice. Officers detailed that the notices were published, however, no responses were submitted in support or objection. Officers further detailed that it was not usual to have very few or no responses to notices of this nature, the notice did not affect a great deal of people, therefore, there would be little interest.

Chair

Licensing Committee

Monday, 27th November, 2023

The Principal Licensing Officer detailed the draft resolution as detailed on page 41 of the Public Reports pack.

Draft Resolution

Redditch Borough Council resolves, with effect from 1st September 2024:

- To rescind all existing designations of streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982
- To designate the following streets as prohibited streets – Alvechurch Highway, Alcester Highway, Bromsgrove Highway, Coventry Highway, Redditch Ringway and Warwick Highway
- To designate all other streets in the District (as existing at the time of the making of the resolution and in the future) as consent streets.

On being put to a vote it was

RECOMMENDED to Council that

- 1. the draft resolution detailed in the Pre-amble above be agreed.**
- 2. should the draft resolution be passed, Officers be authorised to publish notice that the resolution has been passed in accordance with the requirements of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.**

The Meeting commenced at 7.00 pm
and closed at 9.14 pm

REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE****27th November 2023****STREET TRADING – DESIGNATION OF STREETS**

Relevant Portfolio Holder	Councillor L Harrison
Portfolio Holder Consulted	No
Relevant Head of Service	Simon Wilkes – Head of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Licensing Committee has previously authorised officers to carry out the necessary process to advertise the Council's intention to pass resolutions to amend the current designation of streets for the purposes of controlling street trading in the Borough.
- 1.2 Members are now asked to recommend to Council that the resolutions required to make these amendments are passed.

2. RECOMMENDATIONS

- 2.1 That Members **RECOMMEND TO COUNCIL** that the draft resolution shown at Appendix 2 be passed.
- 2.2 That Members **RECOMMEND TO COUNCIL** that, should the draft resolution shown at Appendix 2 be passed, officers be authorised to publish notice that the resolution has been passed in accordance with the requirements of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

3. KEY ISSUES**Financial Implications**

- 3.1 The costs associated with publishing the required notices will be met from existing budgets held by Worcestershire Regulatory Services.

Legal Implications

- 3.2 Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 defines street trading as the selling or exposing or offering for sale of any article (including a living thing) in a street.
- 3.3 Schedule 4 also defines street as including:
- (a) any road, footway, beach or other area to which the public have access without payment; and
 - (b) a service area as defined in section 329 of the Highways Act 1980,
- 3.4 Paragraph 2 of Schedule 4 states that a district council may by resolution designate any street in their district as—
- (a) a prohibited street;
 - (b) a licence street; or
 - (c) a consent street.
- 3.5 “Prohibited street” means a street in which street trading is prohibited.
- 3.6 “Licence street” means a street in which street trading is prohibited without a licence granted by the district council.
- 3.7 “Consent street” means a street in which street trading is prohibited without the consent of the district council.

Service / Operational Implications

- 3.8 Council's usually control street trading so that they can decide where to allow street trading and can properly manage the environmental and safety implications that the street trading creates. Controlling street trading also allows Councils to manage the impact street trading has on the local economy.
- 3.9 The control of street trading can also be of benefit to traders who can obtain greater security over their "pitch" if they are the only person who has the Council's consent to trade there.
- 3.10 The Council has adopted a Street Trading Policy which took effect on 1st September 2018. Chapter 2 of the Policy sets out which streets have been designated as consent streets and which have been designated as prohibited streets. A copy of the Council's current Street Trading Policy can be seen at **Appendix 1**.
- 3.11 Under the current designations there are a number of named "prohibited streets" with all other streets in the Borough being designated by the Council as "consent streets."
- 3.12 On 17th July 2023, the Licensing Committee considered a report in which officers recommended that the Council should take the required steps to change its current designation of streets so that all streets in the Borough were designated as "consent streets" and that "prohibited streets" are removed.
- 3.13 The rationale behind this suggestion was that such a change would allow every application to be considered on its merits and would enable street trading to be permitted in what are currently the prohibited streets, where it was felt appropriate to allow it. This could be for example to facilitate a short-term community event or other similar event where the ability to allow street trading would enhance the event and provide a benefit to the wider community.
- 3.14 However after consideration of the report and debate, Members ultimately felt that some prohibited streets needed to be retained.

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3.15 Therefore Members resolved to authorise officers to publish notice of the Council's intention to pass resolutions which would take effect on 1st September 2024 and would rescind all existing designations of streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and designate all streets in the Borough (as existing at the time of the making of the resolution and in the future) as consent streets, with the exception of the following streets which are to be designated as prohibited streets:

- Alvechurch Highway
- Alcester Highway
- Bromsgrove Highway
- Coventry Highway
- Redditch Ringway
- Warwick Highway

3.16 Officers were also authorised to serve a copy of the notice on the Chief Officer of Police and the highway authority for the area.

3.17 A public notice advertising the Council's intentions was published in the Redditch Advertiser on 27th September 2023.

3.18 A copy of the public notice has also been served on the Chief Officer of Police and the highway authority for the area, Worcestershire County Council.

3.19 No representations or objections in relation to the Council's intentions have been received since the public notice was published and sent to the Chief Officer of Police and the highway authority.

3.20 The remaining steps that need to be taken in order to change the street trading designations would be for Council to pass a resolution to designate the streets. This resolution must state when it will take effect.

3.21 After any resolution is passed it is then necessary to publish two further public notices to advertise the making of the resolution. The first such public notice must be published at least 28 days before the resolution takes effect.

3.22 As no representations or objections in relation to the Council's intentions have been received, Members are now asked to recommend to Council that the draft resolution shown at **Appendix 2** be passed.

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4. RISK MANAGEMENT

4.1 None

5. APPENDICES

Appendix 1 – Current Street Trading Policy

Appendix 2 – Draft Resolution

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