



Executive Committee

Tue 12 Sep
2023
6.30 pm

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

REDDITCH BOROUGH COUNCIL

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GUIDANCE ON FACE-TO-FACE MEETINGS

Please note that this is a public meeting.

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

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Meeting attendees are encouraged not to attend the meeting if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

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Notes:

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



Executive

Tuesday, 12th September,
2023

6.30 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Matthew Dormer (Chair)	Luke Court
	Gemma Monaco (Vice-Chair)	Lucy Harrison
	Joe Baker	Bill Hartnett
	Joanne Beecham	Craig Warhurst
	Brandon Clayton	

1. Apologies

2. Declarations of Interest

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

3. Leader's Announcements

4. Minutes (Pages 5 - 22)

5. Future of Brick Arched Former Railway Bridge, Green Lane, Studley (Pages 23 - 34)

6. Financial Outturn Report 2022/23 (Pages 35 - 48)

7. Overview and Scrutiny Committee (Pages 49 - 62)

8. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.

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

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

10. Exclusion of the press and public

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

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

These paragraphs are as follows:

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

- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;

and may need to be considered as ‘exempt’.

11. Disposal of Long Leasehold Interest at 18-19 Woodfield Close, Abbeydale, Redditch (Pages 63 - 72)

12. Housing development proposal - Loxley Close, Church Hill (Pages 73 - 84)

13. The Town Hall Refurbishment - Final Decision (Pages 85 - 136)

14. Finance and Performance Monitoring Report - Quarter 1 2023/24 (Pages 137 - 192)



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Tuesday, 25th July, 2023

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

Officers:

Peter Carpenter, Kevin Dicks, Sue Hanley and Michelle Howell

Principal Democratic Services Officer:

Jess Bayley-Hill

14. APOLOGIES

An apology for absence was received on behalf of Councillor Joanne Beecham.

15. DECLARATIONS OF INTEREST

Members requested clarification as to whether those Members who owned businesses and who theoretically could submit bids in the Council's procurement process needed to declare an interest in respect of Minute Item No. 19 – Approvals to Spend Report. Officers advised that as the report did not relate to specific contracts, no conflicts of interest had been identified on this occasion.

16. LEADER'S ANNOUNCEMENTS

The Leader advised that at the latest meeting of the Overview and Scrutiny Committee held on 20th July 2023, Members had pre-scrutinised the Worcestershire Housing Strategy 2023 - 2040. The Committee had made a recommendation on the subject, which had been published in a supplementary pack for consideration at the Executive Committee meeting. Members were urged to consider the Overview and Scrutiny Committee's recommendation when discussing that item.

The Committee was also asked to note that during a meeting of the Budget Scrutiny Working Group that took place on 24th July 2023, Members had pre-scrutinised the Approval to Spend report. The

Chair

Budget Scrutiny Working Group had agreed a number of comments that they were keen for the Executive Committee to be made aware of when considering this item and those comments had been published in a second supplementary pack for the Executive Committee meeting.

17. WORCESTERSHIRE HOUSING STRATEGY 2040

The Chief Executive presented the Worcestershire Housing Strategy 2023 – 2040.

The Executive Committee was advised that the strategy had been commissioned by Worcestershire Leaders' Board in 2021 and had involved partner organisations working together. As part of the process, there had been a lot of consultation held with local stakeholders from the public, private and voluntary sectors. The strategy was designed to provide a good evidence basis for addressing housing issues at a local level. Redditch Borough Council, like other District Councils in Worcestershire, would develop a bespoke action plan for the Borough which would address specific local housing needs. Reference was made in the report to homelessness but Members were asked to note that a detailed Homelessness and Rough Sleeping Strategy had already been approved by Councils in Worcestershire, including Redditch Borough Council.

Following the presentation of the report, Members discussed the content of the strategy in detail and in doing so raised a number of points:

- The importance of housing to a range of issues impacting on residents, including health and well being and the local economy.
- The challenges in respect of housing provision locally, regionally and nationally and the action that could be taken by the Council in this context.
- The need for joined up thinking and for partner organisations to work together to ensure that good quality homes were available to meet the needs of local residents.
- The potential for the Council to learn from other district authorities when drafting the bespoke action plan for Redditch.
- The level of commitment from partner organisations to delivering the vision detailed in the Worcestershire Housing Strategy and the need for organisations to recognise the value of housing in terms of helping to take preventative action in respect of poor health and other factors that impacted on people's lives.

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- The impact of the cost of living crisis on the extent to which partner organisations would recognise the importance of housing to local communities.
- The levels of deprivation in Redditch compared to other parts of Worcestershire and the impact that poor quality housing could have on deprived communities.
- The role of Redditch Borough Council as a social housing provider and the demand locally for Council houses.
- The extent to which public consultation would be undertaken with respect to the Redditch action plan and the forms of consultation that might be utilised.
- The financial costs involved in retrofitting existing houses and the point at which it would be more cost effective to build new homes to replace existing buildings.
- The extent to which owner occupiers would be eligible to apply for grant funding to help with retrofitting their properties.
- The grant funding available from the Government for the decarbonisation of properties and the likely level of demand for this funding for properties in the Borough. Officers explained that bids would need to be submitted and there was likely to be a lot of demand for this funding in relation to social housing units.
- The role of the local MP for Redditch as Minister of State for Housing and Planning and forthcoming meetings between the MP and Council Officers to discuss the funding available for retrofitting properties.
- The extent to which bids for grant funding would be means tested.
- The availability of skilled tradespersons across the country to deliver the retrofitting work that would be required once grant funding had been allocated.
- The potential for Act on Energy to provide useful advice to the Council in respect of retrofitting properties moving forward.
- The need to educate residents in respect of how to best manage their homes in order to minimise the potential for problems to occur with issues such as damp.

During consideration of this item, reference was made to a recommendation on the subject of the Worcestershire Housing Strategy that had been made at a meeting of the Overview and Scrutiny Committee held on 20th July 2023. Members noted that this recommendation related specifically to the second recommendation in the report on the subject of the bespoke housing action plan for Redditch. The Committee had been keen to ensure that it was noted by the Executive Committee that the plans could be extended to other tenures and would not just apply in respect of the Council's housing stock. Officers had confirmed during the meeting that this would be addressed in the Redditch action plan.

Members commented that the recommendation referred to retrofitting for homeowners. Specific concerns were raised about the particular circumstances of owner occupiers and the potential for their needs to be addressed in the Redditch action plan. In this context, Members concurred that they would be happy to endorse the recommendation from the Overview and Scrutiny Committee subject to the reference to homeowners being updated to refer to owner occupiers.

The Committee was advised that the Overview and Scrutiny Committee had also considered making a recommendation on enhancing the Council's housing stock as quality homes. However, no recommendation had been made on this subject as Members had been advised that this would already be covered as part of work on the Housing Revenue Account (HRA) Capital Programme.

RECOMMENDED that

- 1) the Worcestershire Housing Strategy 2023 – 2040 be adopted;**
- 2) Officers be asked to develop a Borough Level Action Plan with consideration given to the proposals in this Strategy; and**
- 3) the Action Plan should include what support will be available for owner occupiers to retrofit their own property taking into account the Cost of Living Crisis.**

18. FINANCE RECOVERY PLAN - UPDATE

The Portfolio Holder for Finance and Enabling presented an update on the Finance Recovery Plan for the Executive Committee's consideration.

Members were informed that the purpose of the report was to set out the processes the Council had been following to rectify a deterioration in its financial position and processes due to the impact of the implementation of a new financial system in February 2021 during the Covid-19 pandemic. A finance recovery programme had been put in place from April 2022 to start to rectify the situation. This was reported through to the Executive Committee in September 2022.

The Financial Recovery Plan had built on comments from the external auditors, Grant Thornton, relating to the 2019/20 accounts, which were only approved in the autumn of 2021 and the

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subsequent issuing of the Section 24 recommendations to the Council on 31st October 2022 due to non-delivery of the 2020/21 Statement of Accounts. Comments on the 2019/20 accounts had highlighted issues on working papers, which were raised as a significant issue.

The Committee was informed that the Council continued to move forward with the rectification processes required in particular:

- The Corporate Peer Challenge took place in March 2023, which was a joint review with Bromsgrove District Council, and the associated action plans had been discussed at the Executive Committee meeting held on 13th June 2023. This included a “finance action plan”, to meet the Peer Challenge’s recommendations.
- Redditch Members, at a meeting of the Executive Committee held on 13th June 2023, approved the implementation of the recommendations of the Bromsgrove Audit Task Group whose objective was to carry out a root and branch review on how and why Bromsgrove District Council received Section 24 recommendations. This Task Group met in February 2023 and its findings were initially presented to the Redditch Audit, Governance and Standards Committee at a meeting held on 23rd March 2023.
- The Audit, Governance and Standards Committee, as a standing agenda item, reviewed progress against the audit recommendations, and national and local deadlines.

In terms of closure of the 2020/21 accounts, Members were advised of the following timeframes:

- Agreement of treatment of the take on balances would take place in early July 2023 as significantly more testing was required by the external auditors.
- Provision of the draft 2020/21 accounts to the external auditors (to begin the audit) would take place in July 2023. This was dependent on the external auditor’s confirmation that they had approved both Councils’ take-on balances work. The auditors were having issues in how they needed to test the transactional data due to their “normal” models not working on the authorities’ data.
- The 2020/21 audit was due to take place between July to September 2023 (although these were estimated timeframes).
- Sign off of the 2020/21 accounts was scheduled to occur by November 2023.
- Closure of the 2021/22 accounts was planned for sign off by May 2024.
- Closure of the 2022/23 accounts was planned to be signed off by November 2024.

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The Committee was asked to note that at the recent Local Government Association (LGA) Conference held in July 2023, it had been highlighted that over 500 Council audits relating to 2021/22 accounts and earlier were still to be completed by external auditors. This therefore remained a significant issue for the sector.

Subsequent to the publication of the agenda for the Executive Committee meeting, an updated paper had been issued in relation to how the Department of Levelling Up, Housing and Communities (DLUHC) planned to remedy this position. This would include imposed deadlines over a short period of time for delivery of reports. It would be the case that these deadlines might result in qualifications and disclaimers of opinion in the short-term for a number of local bodies. Officers believed that these steps were necessary to reset the system and to restore the assurance which was provided by timely annual audits. Further consultations and discussions were taking place over the summer recess to address this.

Of the key financial returns, in the previous two weeks, the Capital Outturn Reports for 2020/21 and 2021/22 had been submitted. The key returns that had still not been delivered were the Revenue and Capital Outturn forms for 2020/21 and 2021/22 and the VAT returns. Although the Government allowed these returns to be completed based on estimates, the level of uncertainty due to previous issues with the cash receipting part of the Council's finance system meant these could not be completed until the external auditors signed off the Council's take on balances and the Council provided the draft accounts to the auditors.

Members were also asked to note that over the second weekend in July 2023, the Council had moved to the latest version of the TechOne System 23A. This would provide improved functionality. As a consequence of this, a series of updated finance training sessions would be rolled out for staff. More financial compliance measures would come into effect soon and would be detailed in the Quarter 1 monitoring reports.

In terms of Council procurement Members were asked to note:

- The new 'No Compliance No Order' regime that had been live for a month by the date of the Executive Committee meeting. There were a few issues to resolve with the software but Officers anticipated that these would be resolved with the upgrade to the system.
- Many departments were proactively obtaining quotations for lower value works. A lot of the remaining issues for the

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Council were in respect of training issues that were in the process of being resolved.

- The number of contracts in place was growing regularly and Officers were confident that this process was having a positive effect. Officers were hoping to reach a position where the number of orders coming through was minimal.
- A spreadsheet was being collated for requests received that were not connected to any contracts and these would be discussed with teams going forward. Officers anticipated that eventually the number of orders coming through in this manner would be minimal.

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

- The progress that had been made in respect of addressing the Section 24 recommendations and the extent to which the Council was at risk of receiving further Section 24 notices. Officers clarified that as long as the Council continued to implement the Section 24 recommendations, no further notices were likely to be issued to the authority.
- The costs associated with the external audit of the Council's accounts. Members were informed that the external auditor's fee for auditing the accounts would increase because they would have to do more work than had been anticipated when the fee was set, due to the issues with the Council's finance system.
- The reasons for issues encountered by the Council in terms of staff turnover and recruiting new staff into the Finance Department. The Committee was advised that a number of experienced members of staff had retired during the Covid-19 pandemic. In addition, following changes to working practices during the pandemic with the increasing amount of home working, many experienced and qualified staff had been recruited to work in London. Staff employed by organisations based in the capital were eligible to receive London weighting on their wages, even if they did not live there, and authorities like Redditch Borough Council could not offer comparable remuneration.
- The difficulties experienced by other local authorities and external auditors when trying to recruit experienced and qualified staff, which were impacted by the same issues. Members were asked to note that organisations based in Birmingham also offered higher wages than authorities in Worcestershire and this similarly had an impact on the competitiveness of local Councils as recruiters.
- The arrangements in place for the recovery of debts to the Council and the level of debt recovery by the date of the meeting. Officers explained that like many Councils, the

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authority recovered Council Tax at a rate of 98 per cent. Business rates recovery levels had declined across the country, following the Covid-19 pandemic and were closer to a 96 per cent recovery rate.

- The need to rectify the suspense accounts in order for the Council to chase up all debts.
- The training that had been provided to 83 members of staff in respect of the Council's finance system and the costs involved in delivering this training. Members were advised that this training had been delivered by Council officers, rather than external trainers. Further training had been postponed to take place in August and September 2023, after the latest upgrade of the Council's finance software.
- The impact of inflation on the potential costs involved in delivering Council projects and the extent to which this was taken into account when the Council calculated costs. Officers clarified that contingency figures were often incorporated into calculations to enable the authority to cover any unforeseen costs. Often, extra costs would only become apparent when bids were submitted during the procurement process and where necessary Members would be asked to consider budget bids to cover additional costs.
- The delays that had been experienced in respect of the auditing of the Council's accounts and the potential for alternative external auditors to undertake this work in the future for the Council. Members were informed that Grant Thornton were due to undertake an audit of the Council's 2022/23 accounts. Bishop Fleming was due to subsequently take over as the Council's external auditors and would audit the 2023/24 accounts.
- The impact that use of a new finance system had had on the Council's procurement processes. Whilst there had been problems experienced with the new finance system, Members were advised that for the first time the Council could link procurement to specific contracts.

RESOLVED that

- 1) **progress made on the financial recovery be noted including:**
 - a) **delivery of the Statutory Accounts**
 - b) **delivery of Statutory Financial Returns**
 - c) **improvements in the Control Environment**
- 2) **the work still under way to move back to a best practice operation and the associated timetable for completion of this work be noted.**

19. APPROVALS TO SPEND REPORT

The Portfolio Holder for Finance and Enabling presented the Approvals to Spend report for the Executive Committee's consideration.

Members were informed that the report detailed the key implications of the new Procurement Bill, which needed to be enacted by 1st April 2024. The Bill introduced a requirement for greater transparency in terms of how Councils undertook their business. The Bill would reform the UK's public procurement regime, and aimed to make it quicker, simpler, more transparent and better able to meet the UK's needs while remaining compliant with international obligations. The legislation would introduce a new regime that was based on value for money, competition and objective criteria in decision-making. The legislation required Councils to more effectively open up public procurement to new entrants such as small businesses and social enterprises so that they could compete for and win more public contracts.

The Committee was assured that, whilst this might appear daunting, the recent work that the Council had already done to put measures in place meant that the majority of the requirements under the new legislation were already being addressed with a few changes required for transparency purposes. Measures already in place included:

- The No Compliance No Order procurement regime which had been implemented on the TechOne system on the 1st April 2023. With this, an order could not be raised unless it was linked to a contract or an identifiable procurement route.
- All new suppliers had to be approved by the procurement and payments teams.
- Monthly spending of over £500 was already published on the Council's website.
- The Council had an European Professional Card (EPC) card system for small expenditure.
- The authority's contracts register was available to Officers, Members and the public to view.
- The Procurement team was available for monthly meetings with Heads of Service and this ensured the procurement team had knowledge of what service departments were procuring and that they could check that there was compliance with the No Compliance No Order regime.
- Procurement training was provided to teams on request.
- Monthly accounts payable training was being delivered.
- There was a dedicated Procurement team page on the Council's website.

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Part 5 of the Council's Constitution detailed the Officer Scheme of Delegations. This scheme outlined the decisions that had been delegated to Officers by the Executive Committee and Council. The Council's Constitution clarified that key decisions with significant financial implications for the authority were Executive level decisions with a combined financial spend (either as a single item or for the length of the contract) of £50,000 or more. This included revenue, capital and Section 106 allocations.

There was a legal requirement for the Council to give notice of forthcoming key decisions and the authority did this by publishing items on the Executive Committee's Work Programme. Decisions due to be taken by the Executive Committee were actioned through a report presented for consideration at a meeting of the Committee. Decisions that were delegated to Officers were actioned via an Officer Decision Notice.

The Council's Procurement Pipeline, which was based on the contracts register, provided a forward look of potential contracting opportunities and highlighted when existing contracts were due to expire. The key task of the pipeline was to allow for the proper planning of procurement processes to ensure the Council maximised its contracting opportunities. The Council, when entering into framework contracts, relied on the governance processes of those frameworks to ensure that objectives such as "social value" were being delivered by prospective suppliers. However, feedback had been received from local businesses that Council procurement requirements acted as a barrier for them to bid for work directly. Consequently, the Council would investigate ways to encourage local suppliers to be able to bid for Council work directly. The Council would accelerate this process to ensure that Council funds were invested locally where possible, subject to the procurement process.

Members were asked to note that existing data from the contracts register revealed that the £50,000 threshold for key decisions covered many projects, particularly as lots of contracts lasted for multiple years. The Committee was advised that the majority of Councils had traditionally set the key decision limit at the EU procurement threshold level of £179,000. Locally, key decision thresholds had been set at £50,000 at Wyre Forest District Council and at £164,176 at Worcester City Council, prior to a change to the authority's governance structure. In the West Midlands region, Birmingham City Council had set their Capital expenditure threshold at £1 million and Revenue threshold at £500,000, with the threshold for Chief Officers being £200,000. Solihull Metropolitan Borough Council's threshold was £500,000 and City of Wolverhampton Council's threshold was £250,000. Some Councils did not publicise a threshold.

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The Committee was informed that, should Members decide to change the threshold for key decisions with significant financial implications, Members would not be required to make any changes to the Council's existing Officer Scheme of Delegations.

Members subsequently discussed the content of the report and the proposals detailed within the report in detail and in doing so questioned whether it was appropriate for the Council to compare its financial threshold for key decisions to large authorities like Birmingham City Council. It was acknowledged that Birmingham City Council was the largest authority in the country. However, Members were advised that many Councils had set their thresholds in previous years close to the EU procurement limit of £179,000 and therefore consideration of a much higher figure than £50,000 for key decisions with significant financial implications for the Council was a valid point for discussion.

During consideration of this item, reference was made to the Budget Scrutiny Working Group's discussions in respect of this report at a meeting held on 24th July 2023. The group had made a number of comments on the content of the report that Members had been keen to highlight for the consideration of the Executive Committee and these comments had been published in a supplementary pack for the meeting. Members subsequently discussed each of the group's points in turn:

1. *"Increasing thresholds. In principle, given inflation is galloping away there is a need for some increase in key decision financial threshold but increase from £50k to £200K feels high."*

Members discussed this comment and on the one hand, some Members suggested that an increase in the threshold from £50,000 to £200,000 was too high. The suggestion was made that, instead, the threshold could be increased in line with inflation to £60,000, particularly for contracts that would last for a single year. On the other hand, Members commented that the proposed increase had been discussed in detail with the Council's Interim Section 151 Officer and the Head of Finance and Customer Services who had provided expert advice. In addition, the key decision threshold did not appear to have changed since at least 2007, and in this time costs and the pressures on local government had changed, so it was suggested that a review was timely.

- 2) *"Localism. Supporting local suppliers is important but the best way to do that is allocate extra points for local factors during an open and transparent procurement process."*

The need for the Council to have an open and transparent procurement process in place that complied with legislative requirements was discussed. Members commented that due process would remain in place. The Council would simply be giving consideration to bids from local contractors as part of this process and reference could be made to the potential social value as well as the possible benefits in terms of climate emissions associated with local suppliers. Further detail would be available in respect of the procurement process and the requirements arising from the Procurement Bill later in the year and this issue would be considered as part of that process.

- 3) *“There is a difference on reporting single year and multi year contracts. Perhaps there should be a consideration of a flexible reporting scale for one and multi year contracts. It is suggested that reporting thresholds for ACV be raised to £60K. For multi year contracts up to a threshold of £180K when receiving a change in controls.”*

Consideration was given to this comment and on the one hand, Members suggested that it would be understandable to set different thresholds for key decisions that had financial implications where the length of a contract varied between a single and multiple years. It was recognised that lengthier contracts were likely to cost more due to the length of time that they would apply and without a higher threshold in this instance the decision making and reporting process could become burdensome.

However, on the other hand, Members noted that they would continue to learn about contracts valued at between £50,000 and £199,999 as this would be reported in the quarterly financial and performance monitoring reports. The suggestion was also made that all Council contracts were important, regardless of the length of time for which they applied, and therefore distinguishing between different lengths of contract in applying financial thresholds for key decisions might not add value to the Council.

- 4) *“Any annual contract coming up for extension that is NOT on a procurement framework gets scrutinised by Councillors.”*

The Committee was asked to note that the quarterly finance and performance reports, as well as being presented for the consideration of the Executive Committee, would also be available for the Budget Scrutiny Working Group to scrutinise. The Budget Scrutiny Working Group and Overview and

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Scrutiny Committee could also ask to scrutinise matters at any time and Members commented that they valued the scrutiny process.

However, the suggestion was made that scrutiny of Council contracts should be conducted in such a way as to not cause delays to the procurement process. Officers clarified that information would be included in the quarterly finance and performance monitoring reports which would highlight contracts that were due to expire over the following months and this would ensure that Members were provided with notice on any contracts that could be scrutinised in advance of decisions being taken.

Following consideration of the comments made by the Budget Scrutiny Working Group, amendments were proposed by Councillor Joe Baker to the wording of the first recommendation in respect of this item. The amended recommendation was proposed as detailed below:

“On a quarterly basis an “Approval to Spend Report” will be provided to the Executive Committee which sets out the Council’s Procurement Pipeline for approval to be included on the Executive Committee’s Work Programme and an analysis of spending over the past four years.

- a) This report will also identify spending with suppliers over *£60,000 for a one-year contract and £200,000 for a contract lasting two or three years* to ensure this spending is converted to properly contracted expenditure.”

The amendment was proposed by Councillor Baker and seconded by Councillor Bill Hartnett.

In proposing the amendment, Councillor Baker expressed concerns that increasing the financial threshold for key decisions from £50,000 to £200,000 was too great an increase. The proposed thresholds, as detailed in the amendment, would help to address these concerns as well as the Budget Scrutiny Working Group’s concerns.

Members discussed the proposed amendment to the first recommendation and in doing so commented that the proposed changes, as originally worded, were based on advice from the Interim Section 151 Officer and concerns were raised about changing the threshold in an amendment without detailed discussions with relevant Officers. Furthermore, it was noted that the fourth recommendation detailed in the report would require all procurement valued at between £50,000 and £200,000 to be listed

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in future Approvals to Spend reports and therefore some Members questioned whether this amendment was necessary.

On being put to the vote, the amendment was lost.

Councillor Baker subsequently proposed the following amendment to the second recommendation in respect of this item:

“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 *with a fair scoring matrix put in place.*”

This amendment was proposed by Councillor Baker and seconded by Councillor Hartnett.

In proposing this amendment, Councillor Baker expressed concerns that the Executive Committee was making recommendations to Council on this subject without having first received a detailed analysis of the implications for the Council of the Procurement Bill. There would be a need to demonstrate that the Council was applying an appropriate and fair procurement system and the proposed fair scoring matrix would help to convey this point.

In seconding the amendment, Councillor Hartnett commented that there needed to be a fair scoring system in place. The proposal was being made in a context where Members had not yet been provided with detail in respect of the Procurement Bill and this approach was considered to be prudent in this context.

The proposed amendment to the second recommendation was subsequently discussed. Questions were raised about the timing of this proposal, given that officers would be reviewing the implications of the Procurement Bill for the Council and reporting to Members on this matter in due course. In addition, concerns were raised that by specifying the scoring process, the Council might agree to arrangements that might subsequently need to be changed again once the full implications of the Procurement Bill had been clarified. Members commented that the Council would always comply with procurement rules and would apply a fair system.

Following these discussions, Councillor Baker commented that he would propose amending the wording further to the following:

- 1) 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 *with a scoring matrix put in place.*”

On being put to the vote the amendment was lost.

RECOMMENDED that

- 1) on a quarterly basis an “Approval to Spend Report” will be provided to the Executive Committee which sets out the Council’s Procurement Pipeline for approval to be included on the Executive Committee’s Work Programme plan and an analysis of spending over the past four years
 - a) this report will also identify spending with suppliers over the £200,000 limit to ensure this spending is converted to properly contracted expenditure;
- 2) 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;
- 3) the Key Decision threshold be raised to £200,000.
- 4) the “Approval to Spend Report” report also provides a list of all procurement between £50,000 and £200,000, which the Executive Committee can request further detail and subject to additional scrutiny where they see fit; and
- 5) items from the initial pipeline report at the appropriate Key Decision level are added to the Executive Committee’s Work Programme.

20. TREASURY OUTTURN REPORT 22/23

The Portfolio Holder for Finance and Enabling presented the Treasury Outturn Report 2022/23 and in doing so explained that the report presented the draft outturn position on the Council’s Capital and Treasury Management Strategies, including all prudential indicators. There was the requirement for progress in respect of this matter to be reported through the Executive Committee to Council.

The 2021 Prudential Code included a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council, covering capital expenditure and financing, treasury management and non-treasury investments. The authority’s Capital Strategy, complying with the Chartered Institute of Public Finance and Accountancy’s (CIPFA’s) requirement, was approved by full Council on 27th June 2022.

On 31st March 2023, the authority had a position of net borrowing of £93.3 million arising from revenue and capital income and

expenditure. The underlying need to borrow for capital purposes was measured by the Capital Financing Requirement (CFR), while usable reserves and working capital were the underlying resources available for investment. The Council was making returns in the region of 4 per cent for the balances it was investing in the short-term (working capital). In terms of the Council's borrowing position, the majority of the authority's long-term debt was not due for repayment for at least 15 years. Members were asked to note that as detailed in the report, the Council was complying with its prudential indicators.

During consideration of this item, Members commented that the report referenced a £5 million bank loan to the HRA and questions were raised about the reasons for this loan and the timeframes in which it would need to be repaid. Officers explained that the loan was for the HRA capital programme and it was agreed that further information on this subject would be provided to Members after the meeting.

RECOMMENDED that

Council note the Treasury Outturn position for 2022/23.

21. 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 Overview and Scrutiny Committee meeting held on Thursday 8th June 2023 be noted.

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

There were no referrals for consideration on this occasion.

23. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday 13th June 2023 be approved as a true and correct record and signed by the Chair.

24. ESTABLISHMENT OF A PROGRAMME OFFICE

The Portfolio Holder for Finance and Enabling presented the report in respect of the establishment of a programme office and in doing so explained that the report helped to implement proposals agreed at the previous meeting of the Executive Committee. The report detailed how a programme office would be set up at the Council and the role of key personnel in relation to managing the Council's projects.

Following the presentation of the report, Members discussed the work of the project office and questioned which projects would be managed by the new project officers. The Committee was informed that the programme officers would be required to project manage a range of existing projects as well as new projects in the future. Whilst there would be some financial implications in respect of recruiting new staff to manage this process, Officers clarified that it was anticipated that this work would help to reduce financial costs associated with project management in the long-term.

Consideration was given to the staff who could be recruited into the new posts and questions were raised about the reporting lines for these staff members. The Committee was informed that there were up to 20 members of staff employed by Redditch Borough and Bromsgrove District Councils who had a Prince2 Project Management qualification and they might be interested in applying for the positions. There was also the possibility that the lower graded post could be linked to an apprenticeship opportunity, which was a suggestion that had been raised by the Overview and Scrutiny Committee. The staff would be based in the Business Transformation and Organisational Development department, which was already responsible for taking a lead on co-ordinating the delivery of Council projects. Officers confirmed that it was possible that the work of the programme office could lead to a reduction in the Council's need to use external consultants for specific work in the long-term.

Reference was made to the need for Councillors to be updated on the work of the programme office and Members questioned how this would be managed. Officers explained that information on the work of the programme office and progress with the implementation of projects would be included in the quarterly finance and performance monitoring reports, that were presented for the consideration of the Executive Committee during the year.

In concluding their discussions in respect of this matter, Members questioned whether the officers employed to manage the programme office would be required to attend programme board meetings for all of the Council's projects. The Committee was

Executive Committee

Tuesday, 25th July, 2023

advised that Officers employed in this service would be expected to attend board meetings. This would be necessary as many of the projects that were delivered by the Council had implications for other Council projects and there therefore needed to be strategic oversight of their co-ordination. In addition, the officers would be helping to manage scarce resources at the Council and would need to ensure that the work that was undertaken was timetabled appropriately.

RESOLVED that

- 4) formal reporting of all projects be undertaken on a monthly basis by Officers and this information be fed into the Quarterly Finance and Performance Reports for Members; and**
- 5) a compliance structure be put in place to ensure delivery of projects and management of the multiple interdependencies across projects. This includes:**
 - a. a council programme office be established to provide oversight and validation of the delivery of projects across the organisation; and**
 - b. the roles of a programme manager and a programme officer be established to provide support for the delivery of this oversight, especially for ICT and Organisational Change projects across the organisation.**

The Meeting commenced at 6.31 pm
and closed at 8.23 pm

Executive Committee

12 September 2023

FUTURE OF BRICK ARCHED FORMER RAILWAY BRIDGE, GREEN LANE, STUDLEY

Relevant Portfolio Holder	Councillor Brandon Clayton
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans - Head of Environmental and Housing Property Services
Report Author	Job Title: Engineering Team Leader Contact email: pete.liddington@bromsgroveandredditch.gov.uk Contact Tel: 534108
Wards Affected	Greenlands
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Communities which are safe, well maintained and green
Key Decision	

1. RECOMMENDATIONS

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

- 1) The 2023/24 Capital Programme is reduced by £113k to provide a total budget of £80k, for undertaking remedial works to the bridge structure as highlighted by the Principal Inspection; and
- 2) A budget of £5k for Warwickshire County Council to undertake Principal Inspections on a six-year cycle commencing 2029/30, and a General Inspection on a two-year cycle, commencing 2025/26, be included in the Medium-Term Financial Plan for future years, as shown below.

2025/26 - £5k	General Inspection
2027/28 - £5k	General Inspection
2029/30 - £5k	Principal Inspection
2031/32 - £5k	General Inspection
2033/34 - £5k	General Inspection
2035/36 - £5k	Principal Inspection
2037/38 - £5k	General Inspection
2039/40 - £5k	General Inspection

2. BACKGROUND

- 2.1 In the 1960s, the former Redditch Development Corporation, as part of their infrastructure needs for the New Town, wanted to purchase the former goods railway line that ran into Redditch from Evesham. Their

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interest was limited to the section that fell within the Borough boundary but were cajoled by the Railway Company to having to also purchase the section within Studley. With this land unfortunately came the brick arched bridge structure that spans Green Lane.

- 2.2 These assets were eventually transferred to this Council from the then New Towns Commission, but alas, being located outside of the Borough, little attention was paid to them. However, some years ago, large sections of the brick soffit to the bridge structure suddenly displaced themselves, and were deposited on the carriageway below, luckily no vehicles or pedestrians were involved. Consequently, as the owner of this structure, this Council were then tasked with undertaking emergency remedial works in replacing the soffit brickwork, after temporarily closing the highway.
- 2.3 As time went by, the bridge structure gave 'cause for concern' to Borough Council Officers, as its structural integrity could not be assured, particularly with sections of the soffit brickwork failing previously. Although Officers undertook regular visual inspections of the bridge structure, a detailed analysis could not be readily ascertained.
- 2.4 As a result of these concerns, Officers proposed a scheme to remove the bridge asset in its entirety and providing in its place an at-level pedestrian/cycle way crossing, and provision of two building plots. The site also encompassed the vacant building site of No.65. The provision of the two building plots were the means of raising the finance to undertake the engineering works. The bridge itself had no particular historic interest and was classified as a purely standard structure.
- 2.5 Consequently, at the Council's Executive Committee meeting on 10 September 2019, Members recommended the following:
- i) No. 65 Green Lane, Studley be declared surplus to requirements and Officers to dispose of the site;
 - ii) any HRA capital receipt achieved based on the current market value of No. 65 Green Lane, be used to increase the HRA stock;
 - iii) Option C - The Capital Engineering Scheme be approved, with Authority be delegated to the Head of Environmental Services to submit a detailed planning application to Stratford-on-Avon District Council (SDC), for the complete scheme. If successful, the Planning consent will include an outline approval for the erection of 2 No. 4 bed houses (attention is drawn to Appendix 2 - details of Option C);

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- iv) the sites for the 2 No. 4 bed houses be marketed and the received monies, after deduction of the amount as described in ii) above, shall be used as Capital funds towards the cost of the Engineering Works;
 - v) the additional funds required to complete the Engineering Works be taken from the Capital Locality Scheme Budget, as the proposed works are of the nature that the budget was set up for in the first instance; and
 - vi) the estimated cost of the Engineering Works cannot be finalised at this time, as Officers are currently endeavouring to determine the most cost-effective method of disposing of the extensive surplus material from the excavated embankments. However, subject to the satisfactory outcome of this analysis the total Engineering Works should not exceed £200k.
- 2.6 Consequently, a Planning application was submitted to both SDC and this Authority, as the scheme covers both administration areas, the application being a hybrid, covering a detailed application for the highway works, and an outline application for the residential element.
- 2.7 Regrettably, the Planning application caused consternation with the local residents, with them believing that with the removal of the bridge structure would result in a number of adverse effects to the area. Partly as a result of these objections SDC Planning Officers advised that they were minded to refuse the application, and therefore suggested that we may consider withdrawing the application. This was the action ultimately taken by Borough Council Officers after liaising with Members.
- 2.8 With the failure of this development proposal, the Council is still left with an asset that is located outside of its administration boundary, offers no significant benefits to this Council's residents, and more importantly becomes a burden on financial resources.
- 2.9 Council Officers have held discussions with Warwickshire County Council Officers, suggesting two options. Firstly, that as the bridge lies within their County boundaries, they may consider a transfer of this asset, at no cost, and it be absorbed within their bridge assets. Secondly, if the first suggestion was negatively received, would they consider undertaking the required inspection regime required by ***Design Manual for Roads and Bridges - CS 450 - Inspection of Highway Structures***. It is imperative that the structure be inspected in accordance with CS 450, with any required remedial works undertaken as a result, as no records are available as to when, or if, the structure

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was subject to any previous inspection regime. Warwickshire County Council unfortunately did not accept our first proposal, but were prepared to accept our second.

- 2.10 Consequently, the bridge structure was subject to a Principal Inspection (PI) which was undertaken on 14 February, with the results generally described, as follows. The full PI Report is available as a background paper:

Deck Elements

Element Name	Remedial Works	Priority
Primary deck element	Recommend rebuilding the damaged section; repair should be keyed into the existing brickwork	High
Primary deck element	Recommend repointing and monitoring the defect at future inspections	Low
Primary deck element	Recommend repointing and pinning the arch ring, then monitoring the defect at future inspections	Medium
Primary deck element	Recommend repointing the missing and loose joints on both elevations	Low
Primary deck element	Recommend repointing the missing brick joints	Low
Primary deck element	Suggested work - investigate by cores taken through bricks at hollow-sounding areas to establish extent of non-contact with the second arch ring. Recommend that any areas found to be unbonded should be pinned and bonded back to the inner arch rings to eliminate separation of the arch ring	Medium

Load-bearing Substructure

Element Name	Remedial Works	Priority
Abutments (including arch springing)	Recommend areas of hollowness checked by coring; consider grouting to fill voids. Monitor spalled areas at future inspections	Low
Abutments (including arch springing)	Recommend repointing the missing pointing	Low
Spandrel wall/head wall	Recommend repointing and monitoring cracks at future inspections	Low
Spandrel wall/head wall	Recommend repointing the missing pointing	Low

Safety Elements

Element Name	Remedial Works	Priority
Handrail/parapets/safety fences	Install timber post and rail fencing to parapet ends to prevent access to wingwalls and steep drop	High

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Footway/verge/footbridge surfacing	Consider levelling and repair at transverse crack	Medium
	Recommend removal of sapling as soon as practical	

Other Bridge Elements

Element Name	Remedial Works	Priority
Wing walls	Recommendation - repair/re-bed after trees/ivy are dealt with	Medium
Embankments	These trees should be cut down and stumps treated to prevent regrowth	High

3. FINANCIAL IMPLICATIONS

- 3.1 In line with item 2.5 vi) a sum of £200k was re-allocated from the Capital Locality Scheme Budget to cover the anticipated Engineering Works. To date, £7k has already been committed, and with the proposed remedial works as itemised in 2.10 which are to be undertaken as soon as possible, irrespective of priority status, estimated to cost £80k, the remaining Capital budget of £113k can be considered as a saving.
- 3.2 With future Principle and General inspections being required to assess this asset in future years, there will undoubtedly be various remedial works required, which will need to be addressed.

4. LEGAL IMPLICATIONS

- 4.1 The Council, as owner of this asset, albeit located outside of its administrative boundary, has of course a responsibility to ensure its satisfactory condition and performance. Bridges have, like any other infrastructure assets such as roads, footways, culverts etc., a limited design life, and their repair and renewal become necessary due to wear and tear, damage, inclement weather and so forth. However, as the original live loading of goods trains has now been drastically reduced to only pedestrian traffic, resultant stresses should limit the deterioration in the structure itself.

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

- 5.1 **Communities which are safe, well maintained and green** – The identified remedial works, when complete, will ensure the provision of a safe infrastructure asset.

Climate Change Implications

- 5.2 There are no climate change implications arising from this report.

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

- 6.1 There are no equality implications arising from this report.

Operational Implications

- 6.2 In addition to the formal inspections required by **CS 450 - Inspection of Highway Structures**, periodical 'drive by' inspections will also be undertaken by Engineering and Design staff, to ensure that no adverse incidents have occurred.

7. RISK MANAGEMENT

- 7.1 Adherence to **CS 450 - Inspection of Highway Structures**, together with the additional 'drive by' inspections will mitigate any possible claims from the general public.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 - Site Location Plan.

Appendix 2 - Original Capital Engineering Scheme

Principle Inspection Report undertaken by Warwickshire County Council

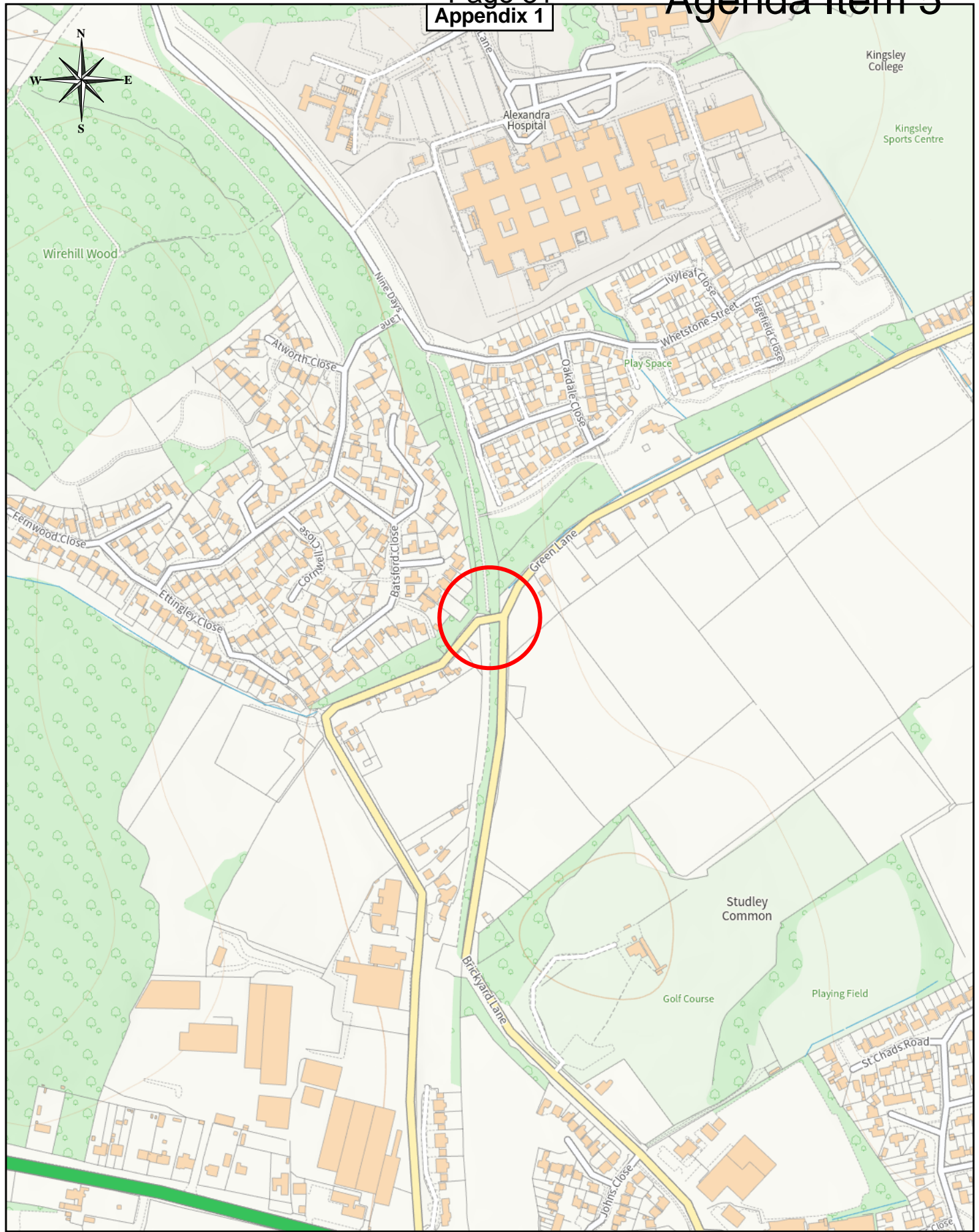
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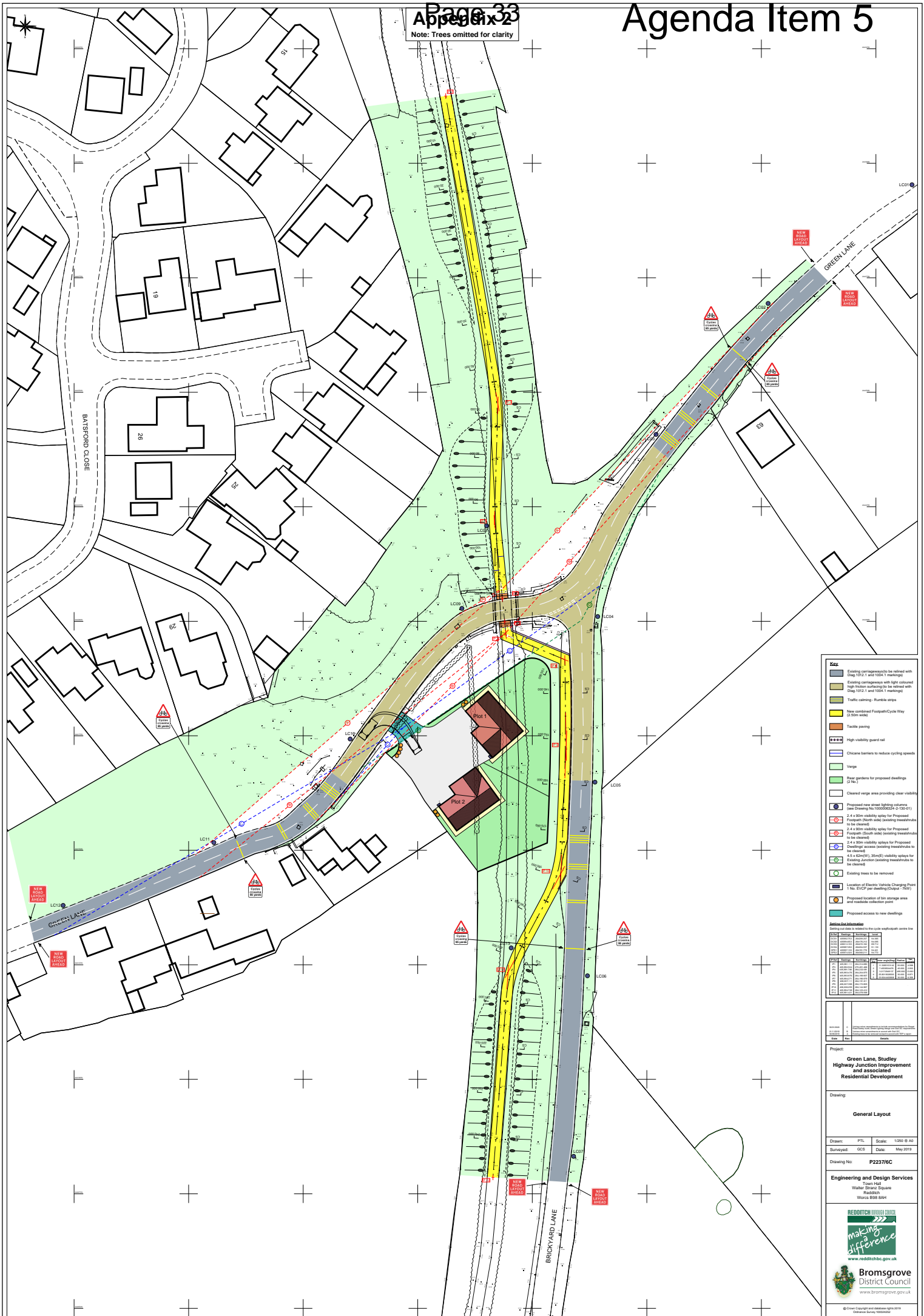
9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Brandon Clayton	26 July 2023
Lead Director/Head of Service	Guy Revans - Head of Environmental and Housing Property Services	18 July 2023
Financial Services	Peter Carpenter Director of Finance	19 July 2023
Legal Services	Principal Solicitor	15 August 2023
Policy Team	Emily Payne Engagement and Equalities Advisor	20 July 2023

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Key

- Existing carriageway to be retained with D19/2.1 and 1004.1 markings
- Existing carriageway with light coloured high friction surfacing to be retained with D19/2.1 and 1004.1 markings
- Traffic calming - humps/steps
- New unbound Footpath/Cycle Way (2.5m wide)
- Tactile paving
- High visibility guard rail
- Chicane barriers to reduce cycling speeds
- Vegetation
- Clear verges for proposed dwellings (2.7m)
- Clear verges area providing clear visibility
- Proposed new street lighting columns (see Drawing No. P22376C-10-1200-01)
- 2.4 x 3.0m visibility splay for Proposed Footpath (North side) (existing trees/obstacles to be cleared)
- 2.4 x 3.0m visibility splay for Proposed Footpath (South side) (existing trees/obstacles to be cleared)
- 2.4 x 3.0m visibility splay for Proposed Footpath (East side) (existing trees/obstacles to be cleared)
- 2.4 x 3.0m visibility splay for Proposed Footpath (West side) (existing trees/obstacles to be cleared)
- Existing trees to be removed
- Location of Electric Vehicle Charging Point (1 No. EVCP per dwelling (Output ~7kW))
- Proposed location of bin storage area and waste collection point
- Proposed access to new dwellings

Notes

1. All dimensions are in millimetres unless otherwise stated.

2. All dimensions are to the centre of the line unless otherwise stated.

3. All dimensions are to the face of the object unless otherwise stated.

4. All dimensions are to the top of the object unless otherwise stated.

5. All dimensions are to the bottom of the object unless otherwise stated.

6. All dimensions are to the side of the object unless otherwise stated.

7. All dimensions are to the front of the object unless otherwise stated.

8. All dimensions are to the back of the object unless otherwise stated.

9. All dimensions are to the top of the object unless otherwise stated.

10. All dimensions are to the bottom of the object unless otherwise stated.

Project:
 Green Lane, Studley
 Highway Junction Improvement
 and associated
 Residential Development

Drawing:
 General Layout

Drawn: PFL **Scale:** 1:500 @ A0
Surveyed: GCB **Date:** May 2019

Drawing No: P22376C

Engineering and Design Services:
 Town Hall
 Water Board Square
 Redditch
 Warwickshire
 www.reditchbc.gov.uk

REDITCH BROOK COUNCIL
 Making a difference
 www.reditchbc.gov.uk

Bromsgrove District Council
 www.bromsgrove.gov.uk

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REDDITCH BOROUGH COUNCIL**Executive****12th September 2023****Provisional Financial Outturn Report 2022/23**

Relevant Portfolio Holder	Councillor Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Michelle Howell
Report Authors	Head of Finance and Customer Services michelle.howell@bromsgroveandredditch.gov.uk
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. SUMMARY

The purpose of this report is to set out the Council's provisional Revenue and Capital Outturn position for the financial year April 2022 – March 2023 (subject to final accounts closedown procedures and audit).

2. RECOMMENDATIONS

Executive are asked to **RESOLVE** to note:

- 1) That the 2022/23 provisional outturn position in relation to revenue budgets is a projected revenue overspend in the region of £685k.
- 2) That the 2022/23 provisional outturn position in relation to Capital expenditure is £2.137m against a total approved programme of £5.431m.
- 3) The provisional outturn position in respect of the General Fund Reserves.
- 4) The provisional outturn position in respect of Earmarked Reserves.
- 5) The HRA net revenue expenditure is £34k better than expected although Capital Expenditure is £6.4m less than budget.
- 6) Financial performance in respect of Council Tax and Non Domestic Rates Collection.
- 7) That at the time of writing the Council is yet to formally close its accounts for the 2020/21 and 2021/22 financial years. This could therefore result in adjustments to actual expenditure and income in those years and could have a consequential impact on the 2022/23 accounts.
- 8) That work continues to refine the position including addressing the backlog of entries that are in suspense and any miscoding, therefore the provisional position detailed in this report is subject to change, and a further update will be presented to Members in due course.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023****3. KEY ISSUES****Financial Implications**

- 3.1 This report sets out the Council's provisional revenue and capital outturn positions for 2022/23 against budget.
- 3.2 The £10.520m full year revenue budget included in the table overleaf is the budget that was approved by Council in March 2022.
- 3.3 At Quarter 1 of 2022/23, it was noted that the budget included £595k of organisational cross-cutting efficiency targets which had not been allocated to services. This target was offset by forecast underspends across other service areas predominantly due to vacancies. The 2022/23 budget has therefore been revised to reflect the allocation of the operational efficiency target to those areas.
- 3.4 Whilst the Council has been on a finance recovery programme since April 2022, following the implementation of a new financial system in February 2021 which led to a deterioration of the Council's financial position, it is important to note that at the time of writing the Council is yet to formally close its accounts for the 2020/21 and 2021/22 financial years. This could therefore result in adjustments to the actual expenditure and income in those years and could have a consequential impact on the 2022/23 accounts.
- 3.5 The Finance team have undertaken a detailed review of the 2022/23 accounts since year end. There are a number of assumptions and manual adjustments that have been made to arrive at the provisional revenue outturn position, mainly as a result of transactions still being cleared from suspense. Those assumptions and manual adjustments include:
- Anticipated accruals and prepayments,
 - Recharges have been made to and from the Housing Revenue Account (HRA),
 - Grants are applied to known expenditure and remaining balances are carried forward,
 - Reserves are applied to known expenditure,
 - Shared service recharges between Redditch Borough and Bromsgrove District councils where a shared service arrangement exists and
 - Transfers between the Collection Fund and the General Fund.
- 3.6 Work continues to refine the position including addressing the backlog of entries that are in suspense and any miscoding. Therefore, the provisional position detailed in this report is subject to change, and a further update will be presented to Members in due course. Taking this into account, the provisional revenue outturn position is anticipated to be a £685k overspend; a £65k reduction over the forecast Q3 £750k overspend position. These figures are after the "absorption" of the £595k of non-allocated savings and efficiency targets.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023**

	2022/23 Full Year Budget	2022/23 Cross- cutting saving allocation	2022/23 Revised Budget	2022/23 Actual	2022/23 Shared Service and Manual Adjustments	2022/23 Adjusted Provisional Outturn	2022/23 Adjusted Provisional Outturn Variance
Regulatory Client	391,190	0	391,190	326,503	0	326,503	(64,687)
Business Transformation & Organisational Development	1,794,085	(76,055)	1,718,030	2,167,100	(441,446)	1,725,654	7,624
Chief Executive	(1,934,525)	0	(1,934,525)	(1,939,060)	(50,942)	(1,990,002)	(55,477)
Community & Housing GF Services	1,578,076	(154,853)	1,423,223	1,536,084	137,702	1,673,786	250,562
Environmental Services	2,779,319	0	2,779,319	1,940,090	1,519,773	3,459,863	680,544
Financial & Customer Services	1,905,007	(244,943)	1,660,064	2,988,707	(1,239,451)	1,749,256	89,192
Legal, Democratic & Property Services	2,238,105	(184,457)	2,053,648	2,269,086	(84,444)	2,184,642	130,994
Planning, Regeneration & Leisure Services	1,293,154	(83,106)	1,210,048	1,715,492	(461,174)	1,254,318	44,271
Cross cutting savings and efficiency targets	(595,012)	743,414	148,402	0	0	0	(148,402)
RBC Rubicon Client	1,070,604	0	1,070,604	915,648	(95,100)	820,548	(250,055)
Grand Total	10,520,000	0	10,520,000	11,919,650	(715,083)	11,204,566	684,566

- 3.7 The following paragraphs set out the variances for each service area against the 2022/23 revenue budget. As noted in the Q3 financial monitoring report, a significant variance across all budgets is the allocation of the £1,925 pay award across all pay scales. This budget pressure was however reflected in the 2023/24 budget.

**Business Transformation & Organisational Development – draft outturn position
£8k overspend (Q3 £82k underspend)**

Within Business Transformation & Organisational Development, the draft overspend is predominantly due to additional expenditure within Human Resources (£49k) which is offset in part with budget underspends within the ICT service (£41k).

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023**

The overall draft overspend for the service is after the absorption of £76k cross cutting efficiency savings targets based upon forecast underspends within Human Resources at quarter 1 due to vacancies within the service. Following the installation of a new HR software package, recruitment is underway to recruit to vacant posts within the service.

Chief Executive – draft outturn position £55k underspend (Q3 £24k overspend)

Within the Chief Executive area, the draft £55k underspend position is as a result of underspends within corporate expenses budgets and an additional contribution from the HRA, which is offset in part due to the additional costs of the 2022/23 pay award across all services.

Community and Housing General Fund Services – draft outturn position £251k overspend (Q3 £360k overspend)

Within Community and Housing General Fund Services the overspend is largely as a result of a £164k overspend within Community Transport including Shopmobility. This overspend is as a result of a reduction in income for the service (whilst noting that the income will increase once monies from the suspense account have been allocated, it is estimated that this could be approximately £60k), in addition to additional costs following the allocation of the pay award and fleet maintenance costs.

This overall overspend forecast is after the absorption of cross cutting efficiency savings targets totalling £155k based upon forecast underspends within Housing Options and Community Safety/CCTV at quarter 1 due to vacancies within the service.

Environmental Services – draft outturn position £680k overspend (Q3 £524k overspend)

Within Environmental Services there are five service areas with provisional overspends against budget:

- Waste Management (£109k overspend) – The draft overspend is largely as a result of increased fuel and fleet maintenance costs, in addition to the cost of the pay award.
- Tree Management (£111k overspend) – The forecast overspend in this service is as a result of insurance claims.
- Place Teams (£71k overspend) – The forecast overspend in this service is due to increased fuel and fleet maintenance costs.
- Bereavement Services (£201k overspend) – The forecast overspend is as a result of increased expenditure on materials, professional fees, and the additional costs following the allocation of the pay award, in addition to this it is anticipated income is pending reallocation.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023**

- Depot (£220k overspend) – At the point of writing the reallocation of stores stock recharges is to be processed, however this will reallocate costs to other services and will not reduce the overall council draft overspend position.

Financial & Customer Services - draft outturn position £89k overspend (Q3 £255k overspend)

Within Finance & Customer Services there is a draft overspend in the region of £89k, this is after the absorption of £245k cross cutting efficiency savings targets based upon forecast underspends at quarter 1. The forecast overspend can be attributed to temporary staffing to support financial management, reduced court costs recovered and software costs.

Legal, Democratic and Property Services – draft outturn position £131k overspend (Q3 £40k overspend)

Within Legal, Democratic and Property Services there is a draft overspend in the region of £131k, this is after the absorption of £184k cross cutting efficiency savings targets. Facilities Management absorbed all of this cross-cutting efficiency savings target, however that is now the area where an overspend is anticipated. Underspends within Legal Advice & Services have reduced the overspend in part.

Planning, Regeneration and Leisure Services – draft outturn position £44k overspend (Q3 £88k overspend)

Within Planning, Regeneration and Leisure Services there is a draft overspend in the region of £44k. This is predominantly due to an anticipated overspend within Development Management due to costs of temporary support and professional fees. Planning fee income has been lower than anticipated. There are a number of forecast underspends across other services within this area that offset the forecast overspend.

Cross cutting savings and efficiency targets

Organisational efficiency targets totalling £595k were allocated to service areas based upon forecast underspends as at quarter 1; predominantly linked to vacancies. The allocation of the pay award for 2022/23, which was in excess of budgeted provision, in addition to increased costs linked to fuel and utilities has resulted in overspends across a number of areas that contributed towards the cross-cutting savings target at the start of the year.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023****Regulatory Client – draft outturn position £65k underspend (Q3 £61k underspend)**

The £65k underspend for 2022/23 on the Regulatory Client is due to increased General Licencing and Taxi licensing income.

Rubicon Client – draft outturn position £250k underspend (Q3 £250k underspend)

Recovery within the Leisure sector has provided a positive impact for Rubicon Leisure. It is therefore anticipated that the Council will benefit from a reduction in the management fee to the company. Rubicon, in accordance with company deadlines, is yet to formally close its accounts for the 2022/23 financial year.

- 3.8 Overall, the Council is currently anticipating a provisional revenue outturn in the region of a £685k overspend for the 2022/23 financial year, after reflecting the absorption of cross-cutting savings targets. This provisional revenue outturn position reflects the best information available at the present time, however the position will continue to be reviewed and refined in light of the backlog of entries that are in suspense and any miscoding. Therefore, the provisional position is subject to change, and a further update will be presented to Members in due course.

3.9 Cash Management**Borrowing**

- As at the 31st March 2023, there was no short-term borrowing, and long-term borrowing had not changed from £103.9m, as reported in 2021/22.

Investments

- As at the 31st March 2023 there were £10.6m of short-term investments held.

3.10 Capital Monitoring

A capital programme of £4.1m was approved in the Budget for 2022/23 in March 2022. This has been fully reviewed as part of the Medium Term Financial Plan (MTFP) using actual data as at the end of December 2022. The table below and detail in Appendix A set out the Capital Programme schemes that are approved for the MTFP time horizon.

- 3.11 A updated capital programme of £5.431m was approved in the Budget for 2022/23 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 2023/24. The table also splits amounts by funding source; Council or third party.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023**

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

3.12 Included in this funding the Council also have the following Grant Funded Schemes which are being delivered in 2022/23:

- 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.
- The refurbishment of the Town Hall for £5.2m. This is being funded via Capital Receipts.
- UK Shared Prosperity Schemes totalling £2.5m.

3.13 The provisional capital outturn spend is £2.137m against the overall revised 2022/23 capital budget totalling £5.431m, fully detailed in Appendix B. It should be noted that as per the budget decision, carry forwards of £3.292m will be rolled forward from 2022/23 into 2023/24 to take account of slippage from 2022/23.

Earmarked Reserves

3.14 The position as reported to Council in February 2023 as per the 2022/23 – 2024/25 Medium Term Financial Plan (MTFP) is shown in Appendix B. This has been adjusted for the draft 2022/23 Outturn position, which was previously estimated based on Q3 monitoring information at the time of the MTFP. As part of the MTFP all reserves were thoroughly reviewed for their requirement and additional reserves set up for inflationary pressures such as utility increases. At the 31st March 2023 the Council holds £7.5m of Earmarked Reserves.

General Fund Position

3.15 The provisional General Fund Balance as at the 31st March 2023 is £2.686m and was projected to rise in the MTFP to £2.292m at the end of the financial year. With 2020/21 and 2021/22 still to be closed and approved by Audit, these figures are subject to change. Progress on the Accounts has been reported to Executive through the Finance Recovery Plan Report and is reviewed at every Audit Committee. It is important to note that, any overspend funded from the General Fund Balance is the use of one-off funding. The budget pressure linked to the 2022/23 pay award and increasing utilities costs were

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023**

however reflected in the 2023/24 budget. It is imperative to identify medium-term budget efficiencies to accommodate budget pressures and replenish reserves.

HRA Position

- 3.16 The HRA budget totalling £25.4m was approved in March 2022 and funded from rents and tenants' contributions. The approved capital programme for 2022/23 totals £14.2m.
- 3.17 It is currently anticipated that the HRA will outturn with a surplus in the region of £34,000. This is summarised in the table below.

REVENUE 2022/23 PROVISIONAL OUTTURN			2022/23 Full Year Budget £'000	2022/23 Budget Apr - Mar £'000	2022/23 Actual Outturn Apr - Mar £'000	2022/23 Variance Apr - Mar £'000	2022/23 Projected Outturn £'000	2022/23 Projected Variance £'000
INCOME								
Dwelling Rents	DR		-24,025	-24,025	-24,089	-64	-24,089	-64
Non-Dwelling Rents	NDR		-556	-556	-502	54	-502	54
Tenants' Charges for Services & Facilities	CSF		-692	-692	-607	84	-607	84
Contributions towards Expenditure	CTE		-46	-46	-37	9	-37	9
Total Income			-25,318	-25,318	-25,236	82	-25,236	82
EXPENDITURE								
Repairs & Maintenance	R&M		6,545	6,545	5,899	-646	5,899	-646
Supervision & Management	S&M		8,219	8,219	7,863	-355	7,863	-355
Rent, Rates, Taxes & Other Charges	RRT		264	264	432	168	432	168
Provision for Bad Debts	BDP		190	190	965	776	965	776
Depreciation & Impairment of Fixed Assets	DEP		5,994	5,994	5,846	-147	5,846	-147
Interest Payable & Debt Management Costs	INT		4,179	4,179	4,419	240	4,419	240
Total Expenditure			25,390	25,390	25,425	35	25,425	35
Net cost of Services			72	72	189	117	189	117
Net Operating Expenditure			72	72	189	117	189	117
Interest Receivable	IR		-3	-3	0	3	-223	-219
Revenue Contribution to Capital Outlay	RCCO		0	0	0	0	0	0
Planned use of Balances	UB		-69	-69	0	69	0	69
Transfer to Earmarked Reserves	TER		0	0	0	0	0	0
(Surplus)/Deficit on Services			-0	-0	189	189	-34	-34

- 3.18 The main variances that have contributed to this surplus are:
- Repairs & Maintenance - Anticipated efficiency savings arising from improved work planning and timely delivery of works.
 - Supervision & Management – The variance is predominantly due to vacant posts and reduced consultancy and professional fees.
 - Provision for Bad Debts - Increase in arrears due to economic conditions prevailing.
 - Depreciation & Impairment of Fixed Assets – Depreciation per dwelling was lower than expected.
 - Interest Receivable - Increase in interest rate applied to HRA balances.

REDDITCH BOROUGH COUNCIL

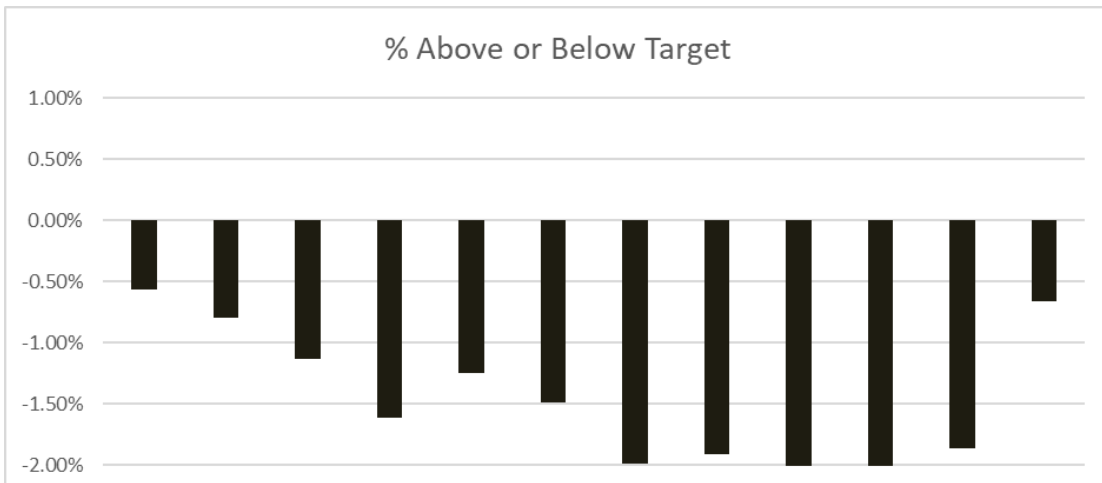
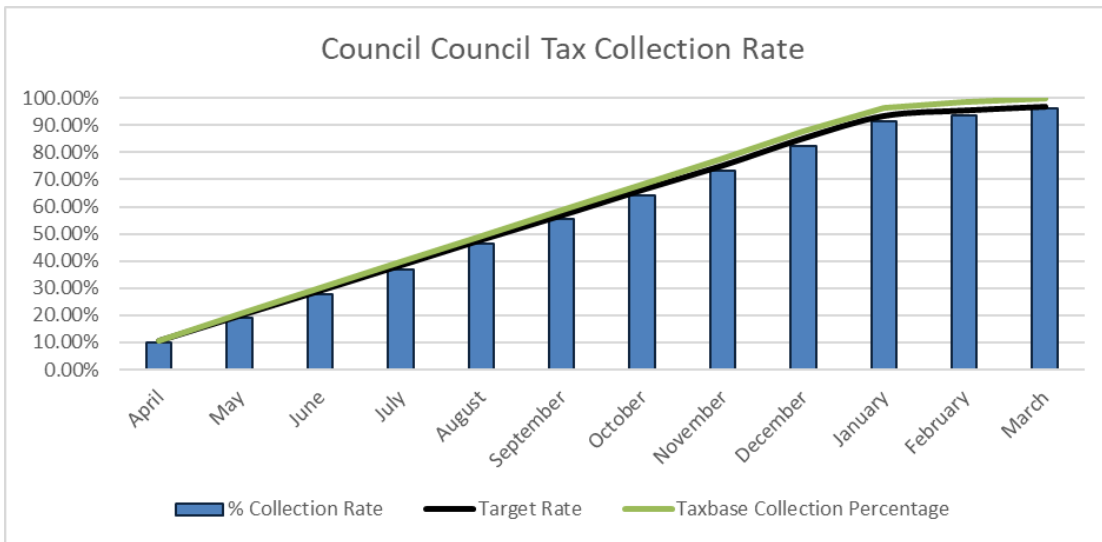
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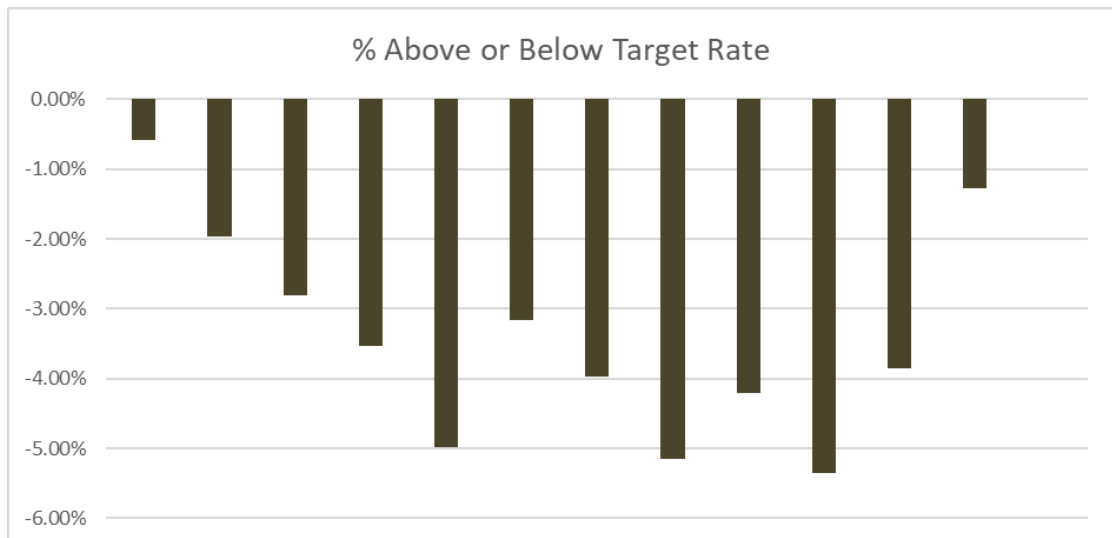
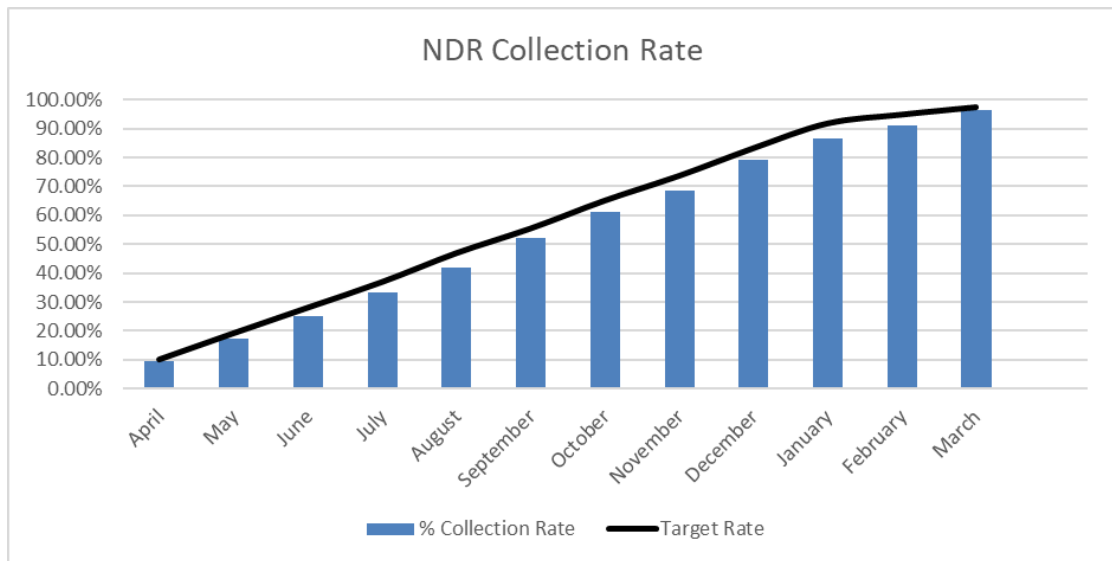
3.19 In addition to this, it is currently anticipated that the HRA capital programme budget will outturn with a spend of £7.8m against a £14.2m budget. The £6.4m underspend is primarily as a result of delays in project start dates and changes in assumptions regarding Housing 1 for 1 purchases.

Financial Performance

3.20 Council Tax collection rate data as Quarter 4 2022/23 is set out in the following tables. Overall, collection was just over 0.5% below target.



3.21 The National Non Domestic Rates collection rate data as Quarter 4 2022/23 is set out in the following tables. Overall, collection was just over 1.0% below target, and saw a significant improvement in the final quarter of the year.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023****4. Legal Implications**

4.1 No Legal implications have been identified.

5. Strategic Purpose Implications**Relevant Strategic Purpose**

5.1 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 borough and our communities. Our Financial monitoring and strategies are integrated within all of our Strategic Purposes.

REDDITCH BOROUGH COUNCIL**Executive****12th September 2023****Climate Change Implications**

- 5.2 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.

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

- 6.1 None as a direct result of this report.

Operational Implications

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

7. RISK MANAGEMENT

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

5. APPENDENCES

Appendix A – Capital Outturn
Appendix B – Reserves Position

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL

Executive

12th September 2023**Appendix A - 2022/23 Capital Outturn - Reprofiled Programme**

Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f
Large Schemes								
Towns Fund		17,587,000						
- Innovation Centre		8,000,000		Planning, Regeneration & Leisure Services		500,000	71,000	429,000
- Innovation Centre		1,948,000		Planning, Regeneration & Leisure Services				0
- Library		4,200,000		Planning, Regeneration & Leisure Services		500,000	90,611	409,389
- Public Realm		3,000,000		Planning, Regeneration & Leisure Services		500,000	-796,500	1,296,500
- Public Realm		439,000		Planning, Regeneration & Leisure Services				0
Town Hall Redevelopment		5,200,000		Legal, Democratic and Property Services		400,000	210,822	189,178
								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
								0
								0
Schemes Agreed to Continue in Tranche 1								
Car Park Maintenance				Environmental Services	0	25,000	3,055	21,945
Footpaths					0			0
Disabled Facilities Grant	21/22	839,000	4	Community & Housing GF Services	765,000	839,000	850,979	-11,979
Energy & Efficiency Installs.	21/22	110,000	1	Community & Housing GF Services	19,000	110,000	305	109,695
GF Asbestos	2020/21	40,000	3	Finance & Customer Services	82,000	40,000	1,770	38,230
Improved Parking Scheme (includes locality funding)				Environmental Services	-5,000	400,000	0	400,000
Camera Replacement programme				Planning, Regeneration & Leisure Services	0	0		0
Improvement to Morton Stanley Open Space				Planning, Regeneration & Leisure Services	24,000	0	256	-256
Improvement to Morton Stanley -Play Area for toddler and junior play				Planning, Regeneration & Leisure Services	35,000	0		0

Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f
Improvements at Business Centres				Planning, Regeneration & Leisure Services	88,000	0	17,861	-17,861
Localilty Capital Projects - Woodrow Footpath Work				Environmental Services	3,000	0	0	0
Morton Stanley Play, Sport and Open Space Improvements (General)				Planning, Regeneration & Leisure Services	217,000	0	40,022	-40,022
New Finance Enterprise	2019/20	455,000	1	Finance & Customer Services	233,000	0	228,991	-228,991
Public Building	2019/20	250,000	4	Finance & Customer Services	266,000	250,000	336,260	-86,260
Fleet Replacement new line	New				275,000	450,000	12,750	437,250
Removal of 5 weirs through Arrow Valley Park			0	Planning, Regeneration & Leisure Services	3,000	20,000	93,143	-73,143
Sports Contributions to support improvements to Outdoor facilities at Terry			0	Planning, Regeneration & Leisure Services	19,000	0	6,781	-6,781
Wheelie Bin purchase			0	Environmental Services	88,000	85,000	53,579	31,421
New Digital Service	2020/21	86,450	0	Community & Housing GF Services	19,000	50,502	149,270	-98,768
Environmental Services Computer System	2020/21	38,200	1	Environmental Services	84,000	0	80,793	-80,793
Café and Infrastructure Morton Stanley Park	2020/21	100,000	1	Planning, Regeneration & Leisure Services	49,000	0	61,464	-61,464
Localilty Capital Projects - Capital Landscape Improvement			0	Environmental Services	8,000	0	0	0
Salix	20/21	250,000	1	Legal, Democratic and Property Services	1,111,111	0	431,367	-431,367
Improvement Holly trees childrens centre	2020/21	15,000	0	Community & Housing GF Services	9,000	0	0	0
Passing bay at main access AVCP	2020/21	6,000	1	Planning, Regeneration & Leisure Services	6,000	0	0	0
Greener Homes	20/21	150,000	2	Community & Housing GF Services	-81,000	0	-69,444	69,444
Bomford Hill Pathway					32,000		31,272	-31,272
Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP				Planning, Regeneration & Leisure Services	0	0		0

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Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f
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
HMO Grants	21/22	25,000	4	Community & Housing GF Services	0	25,000		25,000
Home Repairs Assistance	21/22	40,000	4	Community & Housing GF Services	0	40,000		40,000
Improvement to original Pump Track at AVCP				Planning, Regeneration & Leisure Services	0	0		0
Replacing 3 fuel pumps and upgrading tank monitoring equipment				Environmental Services	0	0		0
Fleet Management Computer System	2020/21	16,600	1	Environmental Services	0	0		0
Cisco Network Update	22/23		3	Business Transformation and Organisational Development	0	53,561	53,090	471
Server Replacement Est(Exact known Q2 2022)	22/24		4	Business Transformation and Organisational Development	0	83,250	0	83,250
Laptop Refresh	22/25		4	Business Transformation and Organisational Development	0	5,000	4,961	39
Ipsley Church Lane Cemetary	22/23	195,000	1	Environmental Services	0	195,000		195,000
Provide the Crossgate Depot site with a new and Compliant Deisel Fuel	22/23	56,000	1	Environmental Services	0	56,000		56,000
Widen access road to Arrow Valley Country park	2021/22	25,000	1	Planning, Regeneration & Leisure Services	0	25,000	366	24,634
Forge Mill and Bordelsey Open Space Improvements	22/23	18,684	1	Planning, Regeneration & Leisure Services	0	18,684	15,787	2,897
Arrow Valley Entrance Improvements 18/10149	22/23	10,000	1	Planning, Regeneration & Leisure Services	0	10,000		10,000
MUGA at Greenlands Sports Pitches. 2018/169/FUL Land	22/23	137,649	1	Planning, Regeneration & Leisure Services	0	137,649	0	137,649
Play Area (£26,777.32) and POS (£6055.22) mprovements at Birchfield Road,/Headless Cross Rec Ground.	22/23	32,833	1	Planning, Regeneration & Leisure Services	0	32,833	0	32,833

Description	Approved budget date	Original approved Budget £	duration (years)	Department	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f
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		32,379
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
Play area (£34,583.39), Open space (£12,001.36) and Sport (£8,516) improvements at Mayfields Park. 11/019/FUL	22/23	55,101	1	Planning, Regeneration & Leisure Services	0	55,101	53,379	1,722
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
Arrow Valley Country Park - Play, Open Space and Sports Improvements.				Planning, Regeneration & Leisure Services	-1,000	0	2,269	-2,269
Arrow Valley Country Park - Play, Open Space and Sports Improvements.				Planning, Regeneration & Leisure Services	0	0		0
Improvement to Sports Pitches infrastructure in Morton Stanley Park				Planning, Regeneration & Leisure Services	0	0	51,666	-51,666
Investment into Health and Fitness Facilities				Planning, Regeneration & Leisure Services	0	0		0
Upgrade hardwired lifeline schemes				Community & Housing GF Services	0	0		0
Locality Capital Projects - Garage Condition Survey (Housing)				Environmental Services	0	0		0
Digital Screens	2020/21	15,000	1	Planning, Regeneration & Leisure Services	0	0		0
Fire compartmentation works in Corporate buildings	22/23	100,000	1	Legal, Democratic and Property Services	0	120,000		120,000
Total		218,000			3,348,111	5,430,629	2,137,674	3,292,955

REDDITCH BOROUGH COUNCIL

Executive

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Appendix B - Earmarked Reserves

	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	2,069		(967)	1,584	2,686	200	(311)	2,575	0	(67)	2,508	63		2,571
General Fund Earmarked Reserves:														
Business Rate grants	0				0			0			0			0
Business Rates Retention Scheme	2,832			(1,500)	1,332	(200)		1,132			1,132			1,132
Support for Commercialism	0				0			0			0			0
Community Development	74				74			74			74			74
Community Safety	232				232			232			232			232
Corporate Services	149		(150)		(1)			(1)			(1)			(1)
Customer Services	93			(93)	0			0			0			0
Economic Growth	330				330			330			330			330
Electoral Services	49				49			49			49			49
Environmental Vehicles	29				29		(15)	14		(14)	0			0
Equalities	0				0			0			0			0
Equipment replacement	25			(25)	0			0			0			0
Financial Services	87				87			87			87			87
General Risk reserve	45			(45)	0			0			0			0
Housing Benefit Implementation	270			(130)	140			140			140			140
Housing Support	978				978			978			978			978
Land Charges	9				9			9			9			9
Land Drainage	129				129			129			129			129
Leisure	0				0			0			0			0
Mercury Emissions	0				0			0			0			0
Parks & Open spaces	8				8			8			8			8
Planning Services	516				516			516			516			516
Public Donations - Shop mobility	0				0			0			0			0
Sports Development	9				9			9			9			9
Town Centre	7				7			7			7			7
Warmer Homes	16				16			16			16			16
Transformational Growth	100				100			100			100			100
Pensions	200			(200)	0			0			0			0
Regeneration Income	273				273			273			273			273
Utilities Reserve				1,710	1,710		(570)	1,140		(570)	570		(570)	0
Covid-19 (General)	941			(941)	0			0			0			0
Covid-19 Sales Fees and Charges	100			(100)	0			0			0			0
Covid-19 (Collection Fund)	2,955		(1,478)		1,478		(1,478)	0			0			0
Total General Fund	10,456	0	(1,628)	(1,324)	7,504	(200)	(2,063)	5,242	0	(584)	4,658	0	(570)	4,088



Overview and Scrutiny Committee

Thursday, 20th July, 2023

MINUTES

Present:

Councillor Sid Khan (Chair), Councillor Sharon Harvey (Vice-Chair) and Councillors Imran Altaf, Karen Ashley, Chris Holz, Joanna Kane, Emma Marshall, Jane Spilsbury and Monica Stringfellow

Officers:

Peter Carpenter, Sue Hanley and Carl Walker

Democratic Services Officers:

Jo Gresham

10. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

11. DECLARATIONS OF INTEREST AND OF PARTY WHIP

The were no declarations of interest nor of any party whip.

12. MINUTES

The minutes of the meetings held on 8th June 2023 were submitted for Members' consideration.

RESOLVED that

the Minutes of the Overview and Scrutiny Committee meeting held on 8th June 2023 be approved as a true record and signed by the Chair.

13. PUBLIC SPEAKING

Chair

Overview and Scrutiny Committee

Thursday, 20th July, 2023

There were no public speakers on this occasion.

14. WORCESTERSHIRE HOUSING STRATEGY 2040 - PRE- SCRUTINY (TO FOLLOW)

The Deputy Chief Executive presented the Worcestershire Housing Strategy 2040 for Members' consideration. During the presentation the following was highlighted:

- This was a high level strategy for the County until 2040 and was the culmination of many months of work undertaken by the Worcestershire Housing Strategy Board chaired by the Chief Executive of Redditch Borough Council. The strategy provided the foundation for a more detailed Local Action Plan that would be focussed on Redditch and prepared by Officers.
- Councils across the County had been involved in the development of the strategy recognising that decisions currently being made would have significant impact on housing in the future. There had a been an extensive amount of consultation across all stakeholders during the preparation of the strategy.
- The vision would be delivered through four priority areas which were identified as follows:
 - Economic growth and jobs
 - Quality and standards
 - Health and wellbeing
 - Net zero carbon and climate change.

It was noted that the above priorities were also considered Council priorities and would be looked at as part of the Council Plan refresh due to take place later in the year.

- As the strategy set out a 20-year ambition, the proposals would be delivered in three levels of detail:
 1. A 100-day plan to create momentum and promote awareness.

Overview and Scrutiny Committee

Thursday, 20th July, 2023

2. A 5-year action plan setting out key priorities across each of the four priority areas. These actions will be delivered through Countywide delivery groups.
3. A twenty-year road map outlining how the components of the strategy would support the delivery of the vision.

Finally, it was reiterated to Members that this was a high level strategy for the County which was underpinned by a significant amount of data. A more detailed plan would be developed and tailored towards the needs of Redditch and its residents.

During a detailed discussion the following areas were considered by Members:

- The 100-day plan to create momentum and promote awareness – had work on this area already started? Officers explained that they were not aware of the specific date when the 100-day plan would be available. However, Members were reassured that this piece of work would not be done in isolation and a number of service areas would be involved including, Housing Strategy and Planning. It was anticipated that a draft 100-day plan would be available fairly quickly and that Officers were already undertaking preparatory work in this area.
- The membership of the Worcestershire Housing Strategy Board – Members queried who was the Council representatives on this Board. It was confirmed, as outlined earlier in the meeting that the Chief Executive of Redditch Borough Council had chaired the Board. Members were informed that a working group sat underneath this Board and that the Council representatives had included the Head of Community and Housing Services, the Housing Development & Enabling Manager and the Strategic Housing Officer. It was confirmed that these Officers would also be managing housing projects and helping to develop the programme going forward.
- Community Engagement – this was an important area that needed to be considered, in order for residents to understand the purpose of the strategy and the Local Action Plan and ensure its sustainability for the future.

Overview and Scrutiny Committee

Thursday, 20th July, 2023

- Specification of future developments – Members were interested in better understanding whether future developments within the Borough would be of a high specification. It was confirmed that this would be looked at within the Planning Policy framework. It was acknowledged that this area was critical in tackling climate change and providing affordability and quality in future developments.
- The increase of residents living alone across the County in the future – Members noted that included in the report was data that predicted the number of residents living alone across the County would increase by 35% by 2035. It was noted that this would inevitably have social impacts within the Borough and Members were concerned as to how Officers planned to prevent social isolation in the future. Officers stated that this was not a problem that had a quick fix, nor could it be delivered by Redditch Borough Council in isolation. It would need significant work across all partners. However, it was noted that the Community Safety Team within the Council already worked with vulnerable and isolated residents within the Borough and that this work would continue in the future.
- Retrofitting of properties within the Borough – contained within the Worcestershire Housing Strategy 2040 was a ‘strategic lever’ regarding support for the development of low-carbon supply chains to deliver high quality, best value retrofits to the public and social and affordable housing sector. Members were concerned that this might prove difficult and expensive for the Council in the future in respect of its own housing stock. Furthermore, Members felt that homeowners would also need signposting in order to access funding for retrofitting their own properties in light of the current Cost of Living crisis. It was suggested that an amendment to the recommendations contained within the report be made in order to ensure that this was considered as part of the development of the Local Action Plan. Members were reminded in respect of the Council’s housing stock that an Executive Committee report had been considered in February 2023 that dealt with the 30 year HRA business plan, investment programme and asset management strategy for council housing. Also included in this report had been details regarding the plans to undertake

Overview and Scrutiny Committee

Thursday, 20th July, 2023

stock condition surveys of housing stock to better understand what was required for the future.

- Financial Implications – Members queried the accuracy of the information contained within the covering report which stated that there would be no financial implications as a result of the adoption of the strategy. It was clarified that any financial implications would be experienced with the development and adoption of the more detailed Local Action Plan. This would include the cost of Officer time and resource in order to deliver the plan.
- Adoption of the strategy by other Councils within the County – Members were concerned of the risks involved should the other Councils choose not to adopt this strategy for the future. It was explained that Bromsgrove District Council had already agreed to adopt the strategy at its Full Council meeting and that it seemed that other Councils were all on board in using the fundamental principles contained within the strategy, as a foundation to their more detailed plans. It was explained that this was a good opportunity to strengthen partnership working across all Councils within the County in order to move in the right direction. Members felt that this was an ambitious plan and welcomed the potential to have a more joined up approach to partnership working and felt that this was a great opportunity to maximise this approach for the future. Particularly when thinking about keeping young people within the Borough.

Following on from the earlier discussion regarding retrofitting of properties Councillor Kane suggested that an addition be made in respect of the second recommendation contained within the report which related to retrofitting for Council stock and residents who owned their own homes. The addition was suggested as follows:

Officers be asked to develop a Borough Level Action Plan with consideration given to the proposals in this Strategy.

- a. The Action Plan should include what support will be available for homeowners to retrofit their own property taking into account the Cost of Living Crisis; and***

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b. The Action Plan to include what plans the Council had to deliver retrofitting improvements within its own housing stock.

Members discussed the additions in detail. However as outlined earlier in the meeting, the 30 year HRA business plan, investment programme and asset management strategy for council housing report considered earlier in 2023 had outlined the plans for the future of Council housing stock and therefore Members did not think that the second addition was necessary as plans were already in place in respect of Council housing stock. However, there was further discussion regarding the current Cost of Living crisis and the need for homeowners to understand any future costs they may have in respect of retrofitting their own properties and whether there was any funding available to provide assistance. This information could be included as part of the Local Action Plan. Therefore, Councillor Kane amended the addition to the recommendation as follows:

Officers be asked to develop a Borough Level Action Plan with consideration given to the proposals in this Strategy.

a. The Action Plan to include what support will be available for homeowners to retrofit their own property taking into account the Cost of Living crisis.

On being put to the vote the addition to the recommendation was carried.

RECOMMENDED to the Executive Committee that the following addition (in italics) be inserted into recommendation 2 of the Worcestershire Housing Strategy report:

- 2) The Worcestershire Housing Strategy 2021 – 2040 be adopted.**
- 3) Officers be asked to develop a Borough Level Action Plan with consideration given to the proposals in this Strategy.**

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- a. *The Action Plan to include what support will be available for homeowners to retrofit their own property taking into account the Cost of Living crisis.*

15. FLY TIPPING AND BULKY WASTE TASK GROUP - SCOPING DOCUMENT

Councillor Khan presented the Topic Proposal in respect of the Fly Tipping and Bulky Waste Task Group. In doing so, he highlighted the idea of the Task Group would be to assess what the Council was currently doing to reduce the levels of fly tipping in the Borough. He indicated that fly tipping was an issue raised regularly by residents and that recently there had been seven incidents reported in one day.

It was suggested that by establishing this Task Group it would help to fulfil one of the Council's Strategic Purposes regarding providing residents with a green and safe place to live.

Members discussed the Topic Proposal and agreed that the latest version of the Topic Proposal was a more acceptable proposal; and would ensure that the Task Group outcomes would be based on evidence collected during the investigation. It was noted that during these investigations it was important for Members to use evidence based research to better understand the topic.

The Environmental Services Manager stated that there was a large amount of statistical information available in respect of fly tipping and bulky waste and this could be provided to Members of the Task Group when required.

Councillor Khan was nominated as the Chair for this Task Group and on being put to the vote it was

RESOLVED that the Fly Tipping and Bulky Waste Task Group be established, and that Councillor Khan be appointed Chair.

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16. ESTABLISHMENT OF A PROGRAMME OFFICE - PRE- SCRUTINY - (TO FOLLOW)

The Interim Director of Finance presented the Establishment of a Programme Office report for Members' consideration; and in doing so informed Members that this report had been prepared as a result of the recommendations from the Audit Task Group investigation that had taken place at Bromsgrove District Council earlier in the year. The recommendations from the Task Group had been agreed at the Executive Committee meeting held on 13th June 2023. One of the agreed recommendations included the establishment of the Programme Office and this report provided more information on the proposals going forward.

The number of organisational projects that were either underway or planned had recently been reviewed by the Corporate Management Team (CMT) and 59 projects had been identified. However, of these, 29 had been moved to Business as Usual. These projects were placed into four main categories:

- Economic Development and Regeneration
- Housing
- ICT Related
- Organisational Change Related

Members were informed that Public Realm projects already had a governance structure in place under the Project Governance Group. This was chaired by the Chief Executive of Redditch Borough Council. It was clarified that this group covered projects managed by North Worcestershire Economic Development and Regeneration (NWEDR) on behalf of the Council. The group met on a 6-weekly basis and managed the projects that involved large infrastructure projects.

There would need to be a Housing Board established to look at all Housing Projects including the General Fund and HRA. The largest area to look at was highlighted as ICT and Organisational Change projects where additional resource would be needed to prioritise projects, prioritise resource for these projects, coordinate interdependencies across these projects and ensure these projects were delivering.

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It was envisaged that all projects from the four main categories highlighted above would be collated in a monthly report to CMT at its monthly Assurance meeting.

It was noted that there was a difference between specific Project Managers and Programme Managers. It was highlighted that there were already Project Managers at the Council, however a Programme Manager, would look to manage a range of projects already in place and in the future. From a financial perspective as the projects that the Programme Manager and Programme Officer would be coordinating covered a number of service areas, the salary costs for these positions would be covered as part of the project costs across shared services. It was anticipated that due to the added efficiencies these roles would deliver, a reduction of financial costs would be seen in future years.

Following the presentation of the report, Members queried the following areas in more detail:

1. Project Monitoring – Members queried how Members could monitor these projects. The Interim Director of Finance stated that they would be monitored through the Quarterly Finance and Performance monitoring reports and by CMT at its monthly Assurance meetings.
2. Career Progression – Officers explained that ideally there would be some Officers from within the Council who would apply for these roles, particularly those who already had Prince2 Project Management qualifications. It was anticipated that if the candidates were recruited from internal candidates, they could commence within 3 months. However, if they were external candidates then it would be a longer process and could potentially take up to 6 months. Members further questioned whether it would be realistic to anticipate these timelines given the difficulties previously experienced in recruiting to Local Government roles. It was reported that it was always difficult to recruit to these kinds of roles due to the high demand within the private sector and the geographical location of the Council and close proximity to other larger Councils. Some Members queried the title of the roles and commented that they were not necessarily job

Overview and Scrutiny Committee

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titles they recognised. It was confirmed that Programme Manager and Programme Officer roles were more specific to Local Government and would be recognisable within this sector.

Members felt that this was a welcome report and a constructive measure given the recommendations made by the Audit Task Group. It was further noted that hopefully the establishment of a Programme Office would make a dramatic difference to efficiencies and what the Council could achieve in the future.

On being put to the vote Members endorsed the following recommendations to the Executive Committee:

- 1) Formal reporting of all projects be undertaken on a monthly basis by Officers and this information to be fed into the Quarterly Finance and Performance Reports for Members.**
- 2) That a compliance structure be put in place to ensure delivery of projects and management of the multiple interdependencies across projects. This included:**
 - a. A council Programme Office be established to provide oversight and validation of the delivery of projects across the organisation.**
 - b. The roles of a Programme Manager and a Programme Officer be established to provide support for the delivery of this oversight, especially for ICT and Organisational Change projects across the organisation.**

17. OVERVIEW AND SCRUTINY TRAINING EVENT - CONSIDERATION OF ITEMS SUITABLE FOR SCRUTINY

The Committee reviewed the items that had been identified at the Overview and Scrutiny Training event that had taken place in June 2023. Members agreed this had been a useful event that had identified a large number of areas which could be considered for scrutiny at future meetings.

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The report provided to Members included three groups of issues identified at the training event and Members were asked to outline which they felt were the most suitable for future scrutiny.

During a detailed discussion, the following comments were noted:

1. Third Sector Support

- a. How did the Council work with Third Sector partners?
- b. Could this area be looked at in conjunction with County Lines and Drug Use including cuckooing?

2. Domestic Violence

- a. this would be a welcome opportunity to have a positive effect within the communities of Redditch and for those experiencing Domestic Violence.

3. Road Safety and Speeding

- a. There was already a Task Group due to be undertaken in this area and Worcestershire County Council (WCC) were also undertaking some work in respect of this issue. It could potentially be difficult to make significant changes in this area, as it was dependent on whether WCC agreed to any recommendations made by a Task Group.

4. Social Housing Repairs

- a. This was an area that Members could potentially have a direct impact as this was a Redditch Borough Council function.
- b. Potentially this could be looked at towards the end of the municipal year in order to allow Officers to undertake the plans they already had in place.

Following the debate, it was agreed that the following items would be looked at in further detail.

1. Third Sector Support particularly looking at Domestic Violence – Main Committee (as soon as possible)
2. County Lines and Drug Use – to be looked at by the Crime and Disorder Scrutiny Panel in November – specific presentation.
3. Social Housing Repairs – Main Committee - this will be considered towards the end of the municipal year to allow Officers to carry out some the work they had planned.

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RESOLVED that as detailed in the preamble above, the items agreed by Members would be discussed over the remainder of the municipal year.

[Following consideration of this item the meeting was adjourned, and a brief comfort break was taken between 20:25 to 20:30]

18. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Committee's Work Programme was submitted for Members consideration.

RESOLVED that the Overview and Scrutiny Committee's Work Programme be noted, and any additional items identified during the course of the meeting be added to the Work Programme for consideration at future meetings.

19. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

Updates on the Task Groups and Working groups were provided as follows:

- a) Budget Scrutiny Working Group – Chair, Councillor Kane

A meeting of the Budget Scrutiny Working Group had been scheduled and was due to take place on 24th July 2023.

- b) Performance Scrutiny Working Group – Chair, Councillor Holz

Councillor Holz informed Members that a meeting of the Performance Scrutiny Working Group was due to take place on 4th September 2023.

An update on the Fly Tipping and Bulky Waste Task Group would be provided once the first meeting had taken place.

RESOLVED that the Task Groups, Short Sharp Reviews and Working Groups Update Reports be noted.

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20. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Councillor Marshall presented three External Scrutiny Bodies reports. It was particularly noted that Members of the Worcestershire County Council Health and Overview Committee (HOSC) had been able to visit the new Accident and Emergency Department at Worcestershire Royal Hospital. Members were informed that it was very high tech and would provide a great service to local communities.

RESOLVED that

the External Scrutiny Bodies updates be noted.

21. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY

The Executive Committee minutes from the meeting held on 13th June 2023 were considered and noted by Members.

The Committee requested that the following items be added to the Committee's work Programme as pre-scrutiny for consideration at future meetings:

- Town Hall Refurbishment – Final Decision
- Council response to Local Plan Consultations; Birmingham Development Plan, South Staffordshire Local Plan and South Worcestershire Development Plan
- Matchborough and Winyates Regeneration Proposals
- Playing Pitch and Built Facilities Strategies
- Future Plans for Auxerre House

It was confirmed that the following items would be considered at future meetings of the Budget Scrutiny Working Group:

- Treasury Outturn Report 22/23
- Draft Council Tax Support Scheme 2024/25
- HRA Rent Setting 2024/25.

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As some of these items already appeared on the Committee's Work Programme, Members requested that for future meetings Officers provided information as to which items from the Executive Committee's Work Programme had already been identified as reports to be pre-scrutinised. Officers undertook to provide this information in the future.

RESOLVED that as detailed in the preamble above, the **Overview and Scrutiny Work Programme** be updated with items from the Executive Committee's Work Programme.

The Meeting commenced at 6.30 pm
and closed at 8.45 pm

Executive Committee12th September 2023**DISPOSAL OF LONG LEASEHOLD INTEREST AT 18/19 WOODFIELD CLOSE, ABBEYDALE, REDDITCH**

Relevant Portfolio Holder	Cllr Matthew Dormer
Portfolio Holder Consulted	Yes
Relevant Heads of Service	Claire Felton – Head of Legal, Democratic and Property Services Pete Carpenter – Executive Director of Finance and Resources
Report Author	Victoria Bendall Job Title: Property Manager Contact email: victoria.bendall@bromsgroveandredditch.gov.uk
Wards Affected	Abbey Ward
Ward Councillor(s) consulted	Yes/ No ??
Relevant Strategic Purpose(s)	Run and grow a successful business
Non-Key Decision	
This report contains exempt information as defined in Paragraphs 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: -

- i) **The Council disposes of the retail unit at 18/19 Woodfield Close, Abbeydale on a long leasehold basis to the current tenant; and**
- ii) **the Council's budget is augmented by the capital receipt and reduced by the income as described in Appendix 3.**

2. BACKGROUND

- 2.1 The property is shown on the location plan in Appendix 1 and comprises a ground floor retail unit currently occupied by the current tenant on a short lease.. The property is run by the tenant as a local convenience store, selling groceries and general produce.

The flat above the retail unit is held by another party on a long-term year lease from the Council.

- 2.2 The ground floor tenant has requested to purchase a long lease on the unit and a purchase price has been negotiated for the long leasehold interest, set to expire on a date co-terminous with the lease on the first floor flat. The lease would be subject to a service charge to cover the

Executive Committee12th September 2023

proportional cost of maintaining and repairing the structure of the building and the use restricted to that of a convenience store.

- 2.3 Disposal of the property would be an opportunity for the Council to generate a capital receipt and dispose of a retail unit which is the only commercial property within an otherwise residential development. The unit does not fall within a local shopping parade and there is no risk that disposal of this individual unit would affect the integrity of any other commercial property being held by the Council.

3. FINANCIAL IMPLICATIONS

- 3.1 Disposal of the long leasehold interest would generate a capital receipt. This would mean foregoing an annual rental income and any potential rent increases if the current lease were to be renewed or the property re-let. The purchaser would be responsible for the Council's reasonable legal and surveyor's costs incurred in the transaction.

4. LEGAL IMPLICATIONS

- 4.1 There are no legal implications arising from this report.

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

- 5.1 **Run and grow a successful business** – purchase of the long lease will provide security to the tenant and enable them to invest in the property and the long term future of their business. The longer lease will also make it easier for them to raise finance for any investment in the property.

Climate Change Implications

- 5.2 There are no Climate Change implications arising from this report.

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

- 6.1 There are no equality and diversity implications arising from this report.

Operational Implications

- 6.2 There are no operational implications arising from this report.

Executive Committee12th September 2023**7. RISK MANAGEMENT**

- 7.1 The risk of foregoing the annual rental income is offset by the capital receipt which this sale would generate. The Council's costs incurred in the sale will be met by the purchaser.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Plan

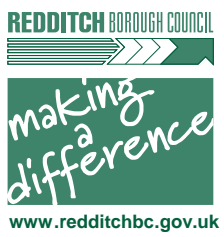
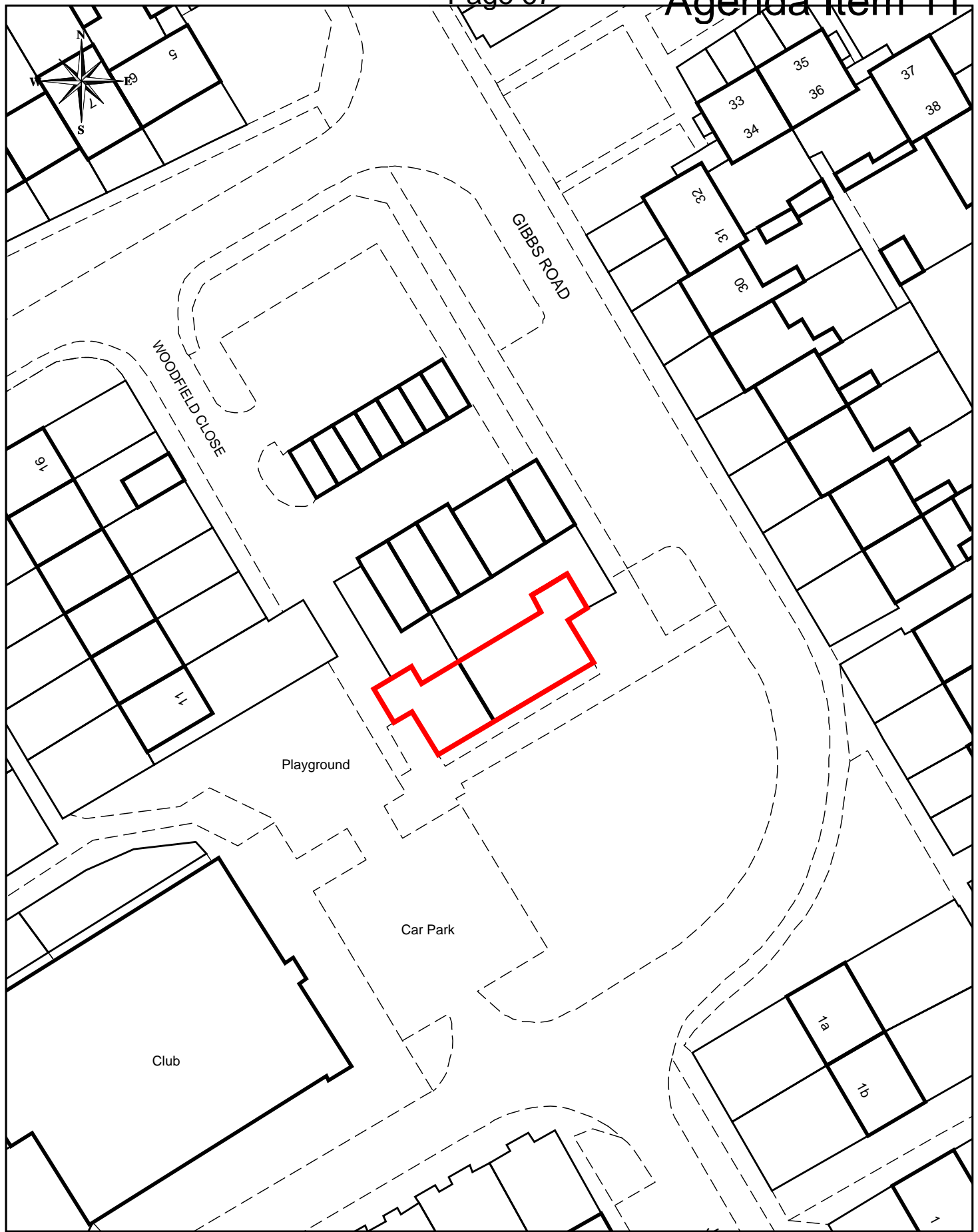
Appendix 2 – Photo of property

Appendix 3 – Exempt information

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holders	Councillor Matthew Dormer	29/08/23
Lead Director/Head of Services	Claire Felton – Head of Legal, Democratic and Property Services	29/08/23
Financial Services	Peter Carpenter Director of Finance	25/08/23
Legal Services	Claire Felton - Head of Legal, Democratic and Property Services	29/08/23

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Project:	No.18 and 19 Woodfield Close, Redditch, B98 8JE	Drawn:	JH
Drawing:	Appendix 1 - Plan	Scale:	1/500 @ A4
Drawing No:	P2244/449	Date:	Feb 2023

Property Services
Town Hall
Walter Stranz Square
Redditch
Worcs B98 8AH

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Ordnance Survey 100024252

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18-19 Woodfield Close, Abbeydale, Redditch



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of the Local Government Act 1972.

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Executive Committee**12 September 2023****HRA Development - Loxley Close, Churchill, Redditch**

Relevant Portfolio Holder		Councillor Craig Warhurst
Portfolio Holder Consulted		Yes
Relevant Head of Service		Judith Willis
Report Author Matthew Bough	Job Title: Strategic Housing Services Manager Contact email: matthew.bough@bromsgroveandredditch.gov.uk Contact Tel: 01527 64252 ext. 3120	
Wards Affected		Church Hill
Ward Councillor(s) consulted		
Relevant Strategic Purpose(s)		Finding somewhere to live
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 RECOMMEND to Council that:-**

- 1) The HRA capital budget be updated as described in exempt appendix 2 to undertake all development works for the proposal at Loxley Close.**

Subject to the Council agreeing recommendation 1 above, the Committee is asked to RESOLVE that: -

- 2) Authority is delegated to the Head of Community & Housing Services and Head of Finance & Customer Services to spend the approved budget;**
- 3) Authority is delegated to the Head of Community & Housing Services to submit the development proposal for planning permission;**
- 4) Subject to planning permission authority be delegated to the Head of Community & Housing Services to tender for the construction of the site through a design & build contract and other specialist consultants and surveyors to act for, or advise the Council and the commissioning of necessary reports all subject to the Council's Standing Orders and Financial Regulations.;**
- 5) The properties to be let as affordable rent capped to local housing allowance (LHA) levels for Redditch.**

Executive Committee**12 September 2023****2. BACKGROUND**

- 2.1 The Executive Committee approved a Housing Growth programme and this proposal brings forward the next site agreed for development.
- 2.2 Proposed development is for 6 x 2 Bedroom, 4 Person houses on land owned by Redditch Borough Council at the end of Loxley Close, Redditch and additional parking (Appendix 2 – Proposed Site Plan).
- 2.3 Investigating the housing register has shown that there are 365 applications on the Council Housing Register waiting list for two-bedroom houses.

Banding	2 Bed Need
Band 1	27
Band 2	55
Band 3	81
Band 4	22
Band 5	171
Band 6	9
Total	365

- 2.4 The development will result in the loss of land being used for parking of approximately four vehicles at the end of Loxley Close, which has been raised as a concern by residents. To mitigate this loss, the proposed scheme identifies eight visitor parking spaces at the site entrance and the allocation of two parking spaces per plot.
- 2.5 Due to the location of the site, Churchill Brook sits approximately 20m east of the site boundary and part of the whole site area is within a flood zone 3 which is described in the National Planning Policy Framework (NPPF) as land having a 1 in 100 annual probability of river flooding reducing the developable area.
- 2.6 The Flood Risk Report confirms that the proposed development is appropriate for the flood zone.
- 2.7 In order to afford a level of protection the Environmental Agency has recommend finished floor levels are set no lower than 0.3m above the modelled design flood level and implement a sustainable drainage system (SuDS) which should integrate surface water risk management within the site and provide water quality improvements to people and wildlife.

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- 2.8 All properties will be designed and built to obtain EPC A rating using green technologies such as solar PV and battery storage and built to fulfil Secure by Design requirements.
- 2.9 All properties will be designed to include, photovoltaic (PV) Panels, Air Source Heat Pumps, Electrical Vehicle Charging Points, Mechanical Ventilation Heat Recovery Systems (MVHR) and improved installation.
- 2.10 Officers are proposing to tender the development under a design and build contract, with a construction period of 10-12 months, subject to obtaining planning permission.

3. OPERATIONAL ISSUES

- 3.1 Project management/employers agent and architectural services are being undertaken by Baily Garner and the Strategic Housing Services Manager will oversee the project on behalf of the Council.
- 3.2 The allocation of the properties will follow the Council's Allocations Policy.

4. FINANCIAL IMPLICATIONS

- 4.1 Proposed development has been costed by Jorel Donaldson, Quantity Surveyor at Baily Garner.
- 4.2 The retained receipts from the Right to Buy will fund 40% of the development costs and are considered as a government grant.
- 4.3 Officers propose to set the affordable rent levels at local housing allowance rates for Redditch, to ensure affordability, whilst maintaining financial viability for the development.
- 4.4 The payback period, the time taken for the future rental income to repay the initial investment, net of RTB receipts is estimated to be 31 years.
- 4.5 The financial appraisal is shown at confidential Appendix 3

5. LEGAL IMPLICATIONS

- 5.1 The Housing Act 1985 Part II section 9 permits a local authority to build/acquire new housing.

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

- 6.1 The proposed development of new houses supports the Council's strategic purpose of "Finding Somewhere to Live" covering Housing Services delivery and development.

Climate Change Implications

- 6.2 The proposed development of new houses aims to achieve homes with an EPC rating of A. An A rating indicates the highest level of efficiency which will ensure residents have lower energy costs than average, and the impact on the environment is reduced.

Equalities and Diversity Implications

- 6.3 Allocation of properties will be in line with Councils' Allocation Policy.

7. RISK MANAGEMENT

- 7.1 There are many risks that can occur in the development of new houses, but these can be reduced considerably by Officers mitigating actions in advance.

- 7.2 Some of the main risks identified are:

- Compliance and Regulatory Risk – Introduction of new rules or legislation.
- Failure to obtain Planning Permission.
- Operational Risks and Time Delays – Availability of resources and materials. Operational risks will be mitigated by good forward planning and comprehensive programme of works.
- Unforeseen Risks - Pre-construction reports and surveys are carried out to mitigate environmental risks, such as contaminated land and flood risk etc. Risk and method statements will be compiled during the construction stage.
- Unreliable Contractors – A detailed due Diligence will be undertaken to mitigate risk. Selection of contractors through frameworks
- Cost overrun and unforeseen Costs – Financial viability studies have been carried out by officers and a contingency has been included in the overall cost to allow for unforeseen costs. The risk of cost over run will be mitigated by a comprehensive programme of works to establish early detection of the programme over

Executive Committee**12 September 2023**

running. The contract agreement will include Liquidated Ascertained Damages (LADs), should the contractor not be entitled to an extension of time.

8. APPENDICES and BACKGROUND PAPERS

- Appendix 1 – Site Plan
- Appendix 2 – Exempt Appendix
- Appendix 3 – Exempt Appendix

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Craig Warhurst Portfolio Holder for Housing	25 August 23
Lead Director / Head of Service	Judith Willis Head of Community & Housing Services	24 August 23
Financial Services	Pete Carpenter Interim Director of Resources	24 August 23
Legal Services	Claire Felton Head of Legal & Property Services	24 August 23
Climate Change Team (if climate change implications apply)	Matthew Bough, Strategic Housing Manager	22 August 23

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Accommodation Schedule								6 Houses	
Dwelling Type Sizes are indicative at this stage									
Plot	Type	Bedrooms	Persons	Storeys	Area (sqm)	Affordable	Car Parking Spaces		
1	2b4p House	2	4	2	79	1	2		
2	2b4p House	2	4	2	79	1	2		
3	2b4p House	2	4	2	79	1	2		
4	2b4p House	2	4	2	79	1	2		
5	2b4p House	2	4	2	79	1	2		
6	2b4p House	2	4	2	79	1	2		
							Visitor Spaces	8	
							Loss of Existing Spaces	-4	
TOTAL		12	24		474	6	16		
							100%		

The contractor is responsible to ensure that no products are to be utilised that do not comply with relevant British and/or European Standards and/or Codes of Practice, COSHH Regulations, Construction Regulations, or which are known or suspected at the time of product selection and/or construction to be deleterious to health and safety or to the durability of the work or not in accordance with good building practices.

The contractor is responsible for checking dimensions, tolerances, levels and references. This drawing/model is to be read in conjunction with all relevant Other Project Team Members' or specialists' drawings/models/any Federated Model. Any discrepancy is to be notified to Baily Garner LLP and is to be rectified before proceeding with the works on site or shop drawings. Where an item is covered by drawings to different scales, the larger scale drawing is to be worked to.

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KEY
 — SITE BOUNDARY

Proposed Site Plan - 2b4p Houses

Loxley Close, Redditch

CLIENT NAME Redditch Borough Council	PROJECT NAME Residential Development
PROJECT ADDRESS Loxley Close, Redditch, B98 9JS	DRAWING TITLE Proposed Site Plan 2b4p Houses Option SUITABILITY CODE S0
SCALE 1:500	DATE 04/03/2022
DRAWN BY BGL	CHECKED BY ME
VOLUME A1	LEVEL XX
DRAWING NO 31034	ROLE A
REV STAT P	REV NO 01



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Town Hall Refurbishment Report

Relevant Portfolio Holder	Councillor Dormer Councillor Court
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton
Report Authors	Head of Finance and Customer Services Claire.felton@bromsgroveandredditch.gov.uk
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. RECOMMENDATIONS**The Executive is asked to RECOMMEND to Council that:**

- 1) The Town Hall Refurbishment Capital Budget is increased to £6.2m.**
- 2) That the £1m difference from the original approved budget is funded through PWLB debt financed via the additional income, over and above what is in the MTFP, being delivered.**
- 3) Authority be delegated to the Interim Director of Finance and Resource to enter into the consequential contractual arrangements.**

2. BACKGROUND

- 2.1 Following the report to Executive on the 11th October 2022, this report sets out progress on the repurposing of the Town Hall, which had already started at that time of that report with the closure of the cashiers' service as a community hub. The overall aim is to provide a range of services to Redditch residents in one location whilst reducing the overall operational costs to the Council for running the Town Hall and facilitating the use of £4.2m of Towns' Funding at the existing Library site.

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-
- 2.2 The County Council approved the movement of the Library at its Cabinet Meeting on the 20th July 2023 from its existing site to being housed in the Town Hall with other services.
- 2.3 This report sets out
- The final design of the redeveloped Town Hall, including the movement of the Civic Suite from the Ground to the Second floor.
 - The development of the design and costs and agreements with the County Council to move its services from the Library to the Town Hall.
 - The development, design and agreement of the ground and first floor space with the NHS.
 - The decant and movement of services as building works take place through to final delivery at the end of December 2024.

3. DETAILED REFURBISHMENT BREAKDOWN**Final Design – Town Hall**

- 3.1 The closure of the Cashiers in September (Executive Report “Future Use of the Town Hall and Customer Access” on the 12th July) set out that the Town Hall would be turned into a “public sector hub”.
- 3.2 In assessing the best use of the building as a result of implementing more agile working, the Council’s office space requirement has reduced significantly and can now be contained within the second and third floors of the Town Hall. This would include the Members’ Suite, which would move from its present ground floor location to the second floor in a new “future proofed” space which will be designed to facilitate agile and virtual working.
- 3.3 This would leave the basement, ground, first and fourth floors available to other public sector organisations.
- 3.4 The Government document “The Growing Network of Government Hubs” set out the benefits of housing multiple government and voluntary sector services within a single location. This includes:
- Increased productivity of services.
 - A greater sense of community across the services.
 - Greater collaboration leading to increased public engagement.
 - Increased wellbeing.
 - Greater ability to future proof.
- This is in addition to the savings that the Council will make from fully utilising redundant space.

- 3.5 As mentioned in the July and October 2022 reports, the Council have been in negotiations with the NHS for use of the Cashiers' side of the building, covering both the ground and first floors. As part of this arrangement, the NHS have invested a significant sum in the building to ensure it meets their standards. This is set out in a later section with the site starting to be used with clients in September 2023.

Non-NHS Space

- 3.6 For the remainder of the Ground Floor, First Floor and Basement the Council have been in negotiation with the County Council on the possible move of services presently delivered in the library. This would obviously be subject to a public consultation but if it were to happen, it would open-up the use of the existing Library space for wider Public Realm use for which £4.2m of "Towns Fund" financing is available.
- 3.7 The Council is following as RIBA 4 stage design and build process. The Council are using Eddisons as the Project Managers, with Mac Consulting and AEW Architects undertaking the technical design. In parallel to the County Council library move decision process, discussions have taken place with the County Council and its tenant the DWP on their requirements. This process intensified over the summer of 2023 as the draft costs crystallised into actual costs as requirements of each party became understood and defined.
- 3.8 Part of the process included ensuring that there was no reduction in space or facilities for the Library and the DWP and that the ongoing revenue costs the County Council would be paying would be no higher (linked to yearly to inflation) than what it paid in the 2022/23 financial year for the existing library. However, any additional requirements would be chargeable to the County Council.
- 3.9 We have now reached RIBA Stage 3 where the design and costs are at a stage where they can be used for tenders to prospective contractors. At RIBA Stage 3 RBC, WCC and DWP have formally approved the stage 3 design documentation. The Stage 4 design documentation is in production until mid-September. Redline lease boundaries have been agreed with Heads of Terms formally signed off. Future requested changes to the design will be subject to a formal change request process.

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12 September

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- 3.10 The timescales for the remainder of the process are set out in **Appendix A**. The key dates are:
- ITT issued through Proactis Portal – 18th August 2023
 - Stage 1 tender period - Provisionally 18th August 2023 to 29th September 2023 – 6 week tender period for Stage 1 tender
 - Stage 4a design ongoing from 18th August 2023 through to 13th October 2023 – 8 weeks – By AEW, Civic, Kennedy Redford and Stannah Lifts employed by the Authority – To be completed during the Stage 1 tender stage
 - Stage 1 tender return date – 12 noon 29th September 2023
 - Evaluation of tenders – 29th September 2023 to 16th October 2023
 - Notification of JCT PCSA contract award decision and appointment Provisionally 20th October 2023 or sooner
 - Bidder mobilisation and start on site – Provisionally from 20th October 2023 or sooner where possible
 - Stage 2 tender period – Provisionally 20th October 2023 to 1st December 2023 – 6 week tender period for Stage 2 tender
 - Notification of JCT D&B contract award decision and appointment Provisionally 11th December 2023 or sooner
 - Continued mobilisation, design development and site works – From 11th December 2023
 - Completion of works 20th December 2024
- 3.11 The Design has gone through a number of iterations over the past 6 months. The final design sees:
- The construction of a new entrance and reception to “invite” stakeholders into the building.
 - The construction of a new feature “public” staircase and lift opposite the Palace Theatre.
 - Moving the Civic Suite from the Ground Floor to the second Floor with additional meeting rooms for Council and external business. This Civic Suite includes the Mayors Office and both Group Rooms
 - The Library moving from its present location to the ground and first floors
 - The DWP moving from its present location in the Library to the basement and also taking space on the 4th floor.
- 3.12 The present designs are set out in **Appendix B, which shows the floor plans, and Appendix C which give internal and external views**. Linking to the Government’s aspirations for Hub as set out in 3.4 above, the designs look to these designs take account of the

following concepts designed to make the building more welcoming to all customers:

- Ensuring the design is inclusive and accessible to all. This ensures the requirements of visual and hearing impaired customers, wheelchair users, Pram users, and Parent and child facilities are catered for.
- That the design is based on a 'street' walkway concept, with a central communal space of the 'community hub' and a shared user journey through the building, This includes digital interaction, inclusive way finding, engaging display and merchandising.
- The scheme will have requirements for new furniture elements across key feature areas. Some opportunities to enhance the offering within the shared and community spaces includes consideration being given to: durability, fabric grade, type, flexibility, and ease of use.
- Lighting will be a key element of the design. The majority of the space is very open plan and due to the nature of the building the occupiers will need sufficient lighting both functionally and to enhance the experience. The design has given significant consideration to the exposed ceilings and ensuring the space feels seamless. Simple architectural lighting in crisp colours will be introduced. Through engagement with lighting specialists, we can ensure lighting specifications work in line with project requirements.

- 3.13 Key considerations to Services users are where they are located and how their services will operate. The floor layouts in Appendix C reflect the approach set out in 3.12 in terms of how the space will be used.
- 3.14 Of significant impact on the working of the Council will be the move of the Council Chamber from the Ground to the Second Floor. This free's up the more "usable" and "accessible" parts of the building for customer based services. However, the move gives the Council the scope to reassess the use of its Civic Space, including audio visual improvements. Work is underway with potential ICT providers for the best option of delivery for Members and once this is secured consultation will be carried out. It should be noted that the present Group Rooms and the Mayors Office will all move to the second floor.
- 3.15 Planning Permission for the changes was agreed on the 27th July (**Appendix D**). There were a number of requirements linked to design

which are set out in the appendix, however the main customer facing issue will be improvements of access to the building from the disabled parking bays.

- 3.16 The final design has been assessed by our Programme Team and their quantity Surveyors. The final costs have risen from the original £5.2m to £6.2m. (20%). A further analysis of costs funding and other overall affect on the Councils budget are set out in Section 4 below. The present cost plan is set out in **Appendix E** and exempt financial information in **Appendix G**.
- 3.17 The Contingency and Inflation amounts have reduced from the initial stages of the project as design requirements of all the partners have been agreed as set out in 3.9 above. Work is still continuing on ICT requirements (non Members) for which after a number of workshops a budget of £250k has been assumed.
- 3.18 The Borough Council and the County Council have entered into the following agreements following the approval by its Cabinet of the proposed Library move:
- Reciprocating Heads of Terms
 - Sets out services delivered at the town hall for County Council services to be located there and other public sector sublets.
 - Reciprocating 125 year lease agreements
 - This is for the present Library site and the use of the Town Hall for County Council services and public sector sublets.

NHS Use of the Ground and First Floors

- 3.19 The NHS have been updating the Ground and first floors to the west side of the building which will be used to deliver mental health services. They are fully funding all the upgrade works to the building to ensure that are to the correct standards. This includes the new entrance via Walter Stranz Square.
- 3.20 The NHS lease is a full repairing and insuring lease for a term of 15 years with tenant only break options on a 5 yearly basis subject to 6 months prior written notice. In addition to this the NHS have a secondary lease for 70 car parking spaces, 5 at the Town Hall, 65 at the Trafford Car Park.

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2023**

12 September

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- 3.21 There will be a rent free period of 10 years from commencement of the lease. For the avoidance of doubt this will apply to the rent only and the service charge will be paid upon completion/occupation, whichever the earlier. The rent free period compensates the NHS for the investment they have made in the building. The plans for the Ground and First Floors are shown in **Appendix F**
- 3.22 Works started earlier this year and the NHS are expected to take “occupation” of the area in September 2023.

Interim Arrangements

- 3.23 There are two specific periods where Officer, Member and Public requirements need to be assessed during the construction phase. These are:
- The delivery of Council Meetings during the Building Phase
 - The movement/Decanting of services into the Town Hall once the works have been completed and signed off.
- 3.24 The Council is presently sourcing other locations for Civic duties such as Council and Committee Meetings. Members will be updated on options in a future meeting.
- 3.25 The final decant of staff from their present locations will be planned with partners over the next 2 months so that there is full transparency for partners, users and customers on the process.

4. FINANCIAL IMPLICATIONS

- 4.1 In October 2022 in the Town Hall Hub report to Executive it was set out that the estimated costs of the refurbishment would be circa £5.2m (funded from Capital Receipts from Farmore Lane, Easemore Road and Web Heath) with £400k of savings built into the budget from 2025/6 financial year. At this point detailed conversations had not taken place with the Library or the DWP over their requirements or account taken of increases in utilities due to the conflict in Ukraine.
- 4.2 We now have got to the stage where the detailed requirements of the refurbished Town Hall Hub, including the Library and DWP are known at today's prices which include inflation. Costs now are circa £6.2m. This is £1m more than the original estimate (20%) but takes into account detailed user requirements at present day prices. (All Towns Fund project estimates still have uplifts for price increases as they are delivered by ringfenced grants). This increase is 20% and is inline with

buildings inflationary increases over the 2 year period (in fact it is slightly less)

- 4.3 As part of this process, Council staff will be using less space in the Town Hall to deliver Council Services. This will lead to a reduction in the Service Charge/Rent invoiced to Bromsgrove of £70k a year which needs to be factored into the calculation.
- 4.4 In addition, £250k has now been built into the budget for programmed buildings maintenance for 23/4 ongoing. There was a revenue budget of £200k a year for all buildings. This can now be reduced by £100k to give an ongoing building maintenance budget (capital and revenue) for all sites of £350k a year.
- 4.5 Overall – this gives net savings of 490k. This is £90k better than target.
- 4.6 The £1m increase in costs if we were to fund externally over 40 years via the Public Works Loan Board (PWLb) would be at 5.54% - giving a capital cost of (£55.4K + £25k) = 80.4k. This can be funded from the over recovery of income compared to budget and still ensure the schemes remain within the overall revenue budget target.
- 4.7 In terms of the remainder of the scheme (£5.2m) this was expected to be funded from the disposal of the following sites: Farmore Lane, Easemore Road and Webheath. The present situation on the delivery of these capital receipts of all 3 is £5.05m to £6.2m

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising as a result of this report as HOTs and Leasing Agreements have been signed and tenders are now out for evaluation for the works to be delivered.

6. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 6.1 The Strategic purposes are included in the Council's corporate plan. The following strategic purposes are linked to this project:
- Finding Somewhere to Live
 - Aspiration, Work and Financial Independence
 - Living Independent, Active and Healthy Lives
 - Communities which are Safe, Well Maintained and Green

- The Green Thread runs through the Council Plan

Climate Change Implications

- 6.2 The green thread runs through the Council plan. The design of the building will be to the latest sustainability standards. Significant investment have already been made in the Town hall over the past 2 years including window replacement and the installation of heat pumps.

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

- 7.1 The design, as set out in 3.12 above, takes account of differing equalities and diversity implications.

Operational Implications

- 7.2 The Council has significant redundant space within the Town Hall. The move to a Community Hub maximises the use of this redundant space and brings partners with similar services within the same building.

8. RISK MANAGEMENT

- 8.1 There are a number of risks which could potentially influence the project, this includes the following which are typical of this type of project::

- Stakeholder sign off.
- Stage 4 design progression.
- Commercial negotiations.
- Project cost envelope.
- Project governance.
- Programme slippage.
- ICT specification and commercials.
- Macro-economics

9. APPENDICES and BACKGROUND PAPERS

Appendix A – Project Timelines

Appendix B – Design Documents – Floorplans

Appendix C – Design Documents External and Internal Visuals

Appendix D – Planning Decision

Appendix E – RIBA Stage 3 Costings (exempt)

Appendix F – NHS Plans for the Ground and First Floors (exempt)

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Appendix G – Exempt Financial Information

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10. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Luke Court,	29/08/23
Lead Director / Head of Service	Peter Carpenter, Interim Director of Finance	04/09/23
Financial Services	Michelle Howell, Head of Finance and Customer Services	29/08/23
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	04/09/23

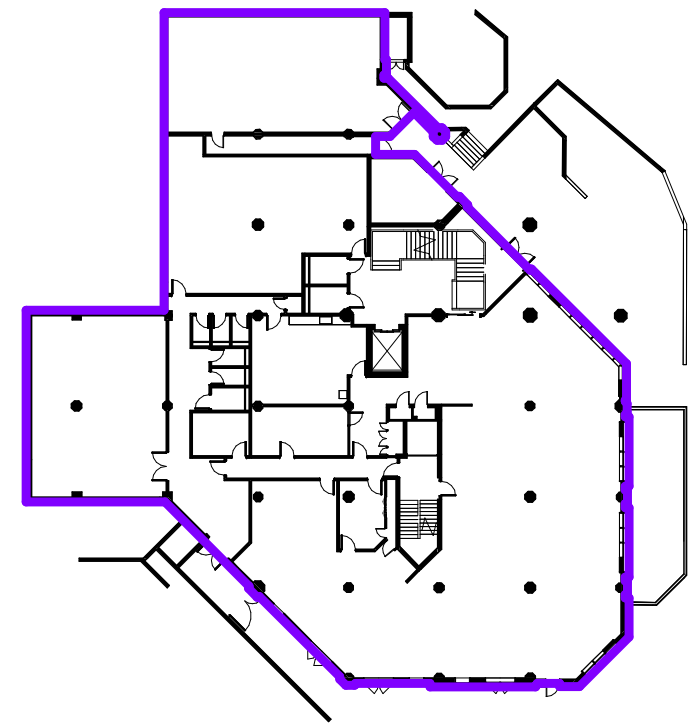
Executive
2023

12 September

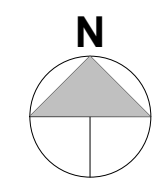
Appendix A – Project Timelines

- RIBA Stage 2 design – completed March 2023
- RIBA Stage 3 design - completed May 2023
- RIBA Stage 4 design – commenced 18th August 2023
- ITT issued through Proactis Portal – 18th August 2023
- Stage 1 tender period - Provisionally 18th August 2023 to 29th September 2023 – 6 week tender period for Stage 1 tender
- Bidders Event/Site Visit – 24th August 2023 from 10am
- Deadline for the receipt of clarification questions – 4th September 2023
- Target date for responses to clarification questions – 8th September 2023
- Stage 4a design ongoing from 18th August 2023 through to 13th October 2023 – 8 weeks – By AEW, Civic, Kennedy Redford and Stannah Lifts employed by the Authority – To be completed during the Stage 1 tender stage
- Stage 1 tender return date – 12 noon 29th September 2023
- Evaluation of tenders – 29th September 2023 to 16th October 2023
- Notification of JCT PCSA contract award decision and appointment Provisionally 20th October 2023 or sooner
- Bidder mobilisation and start on site – Provisionally from 20th October 2023 or sooner where possible
- Stage 2 tender period – Provisionally 20th October 2023 to 1st December 2023 – 6 week tender period for Stage 2 tender
- Stage 4b design ongoing from 20th October 2023 through to 1st December within the PCSA – 6 weeks – Services by consultants employed by the Contractors
- Notification of JCT D&B contract award decision and appointment Provisionally 11th December 2023 or sooner
- Continued mobilisation, design development and site works – From 11th December 2023
- Completion of works 20th December 2024

Keyplan
Scale @ 1 : 500



Note:
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1:500	M	0 10 20 30 40 50
1:1250	M	0 10 20 30 40 50

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CDM 2015

Client notified of duties: 11/04/22
Principal Designer: TBC

Unless noted below, all known hazards have been highlighted on the drawing.

Key

- Current Project Boundary
- Existing Structure
- Existing Structure (assumed - subject to further survey)
- Area not surveyed internally
- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

Proposed Uses

- Library (Dedicated)
- DWP (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

Furniture arrangements and specifications shown indicatively only - awaiting client/ stakeholder FFE audit information. Furniture arrangements, details and quantities subject to further development by designer.

Rev	Date	Description	Drawn by	Checked by
P04	06/07/23	Updated to library feedback call	PC	LD
	27.06.	- door added to store room - shelving adjusted to suit		
P03	23/06/23	Layouts & areas updated following client meeting	MH	LD
	22/06/23			
P02	15/06/23	Area / layout updated following client meeting following WCC meetings	MH	LD
	14/06/23			
P01	28/04/23	Initial Issue	MH	LD
Rev	Date	Description	Drawn by	Checked by
S2		For Information		

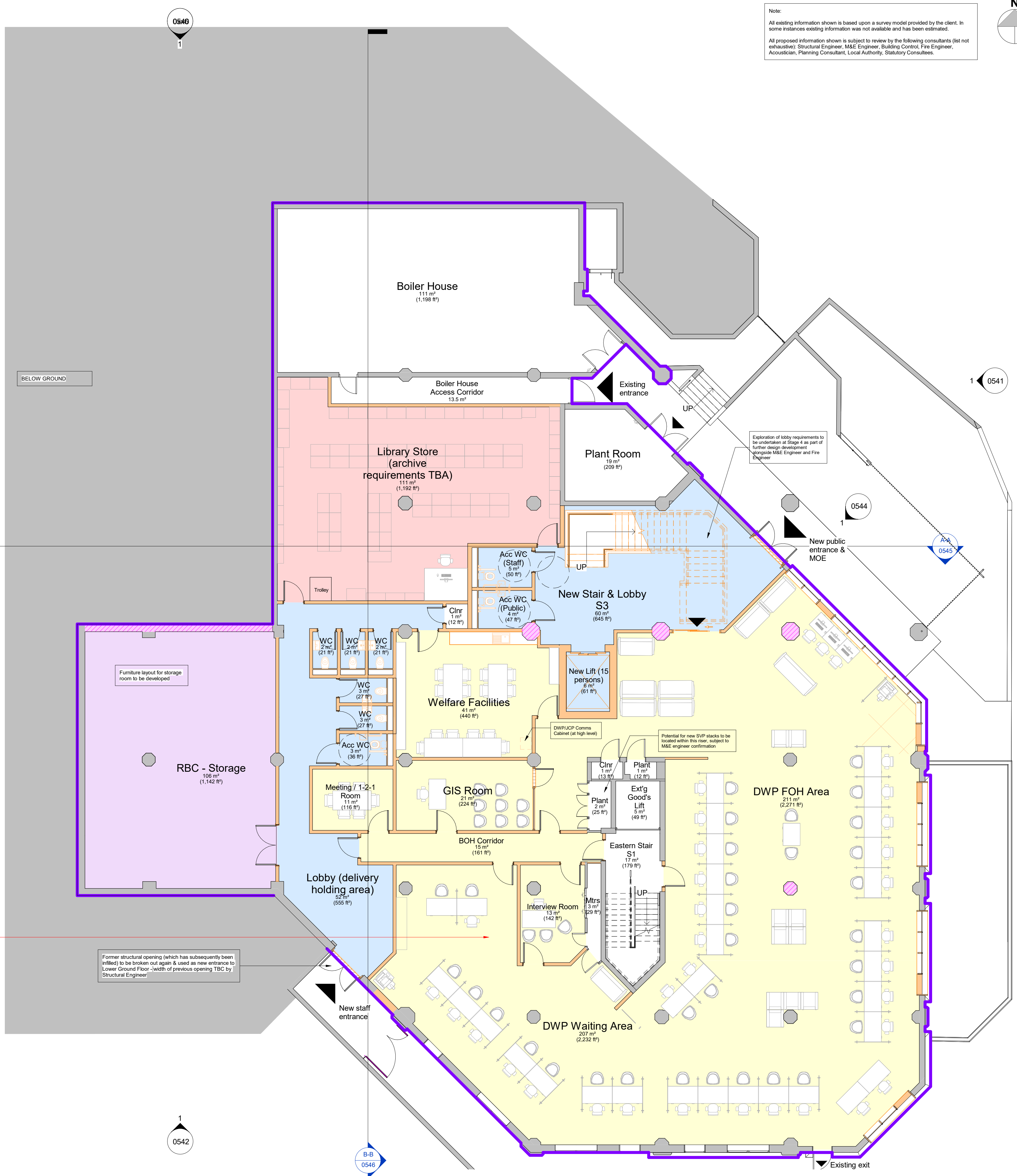
drawing stage: **Stage 3**

client: **Redditch & Bromsgrove Borough Council**

project: **Redditch Town Hall**

drawing title: **Proposed GA Lower Ground Floor Plan (Stage 3)**

date	scale	drawn	checked
27/03/23	A1	MH	LD



DWP furniture plans based on latest floor plans P00391-DWP-XXXXXX-XX-04-PR-SP-0001-S0-H provided by DWP. Layouts subject to further development by AEW/ DWP during stage 4 period.

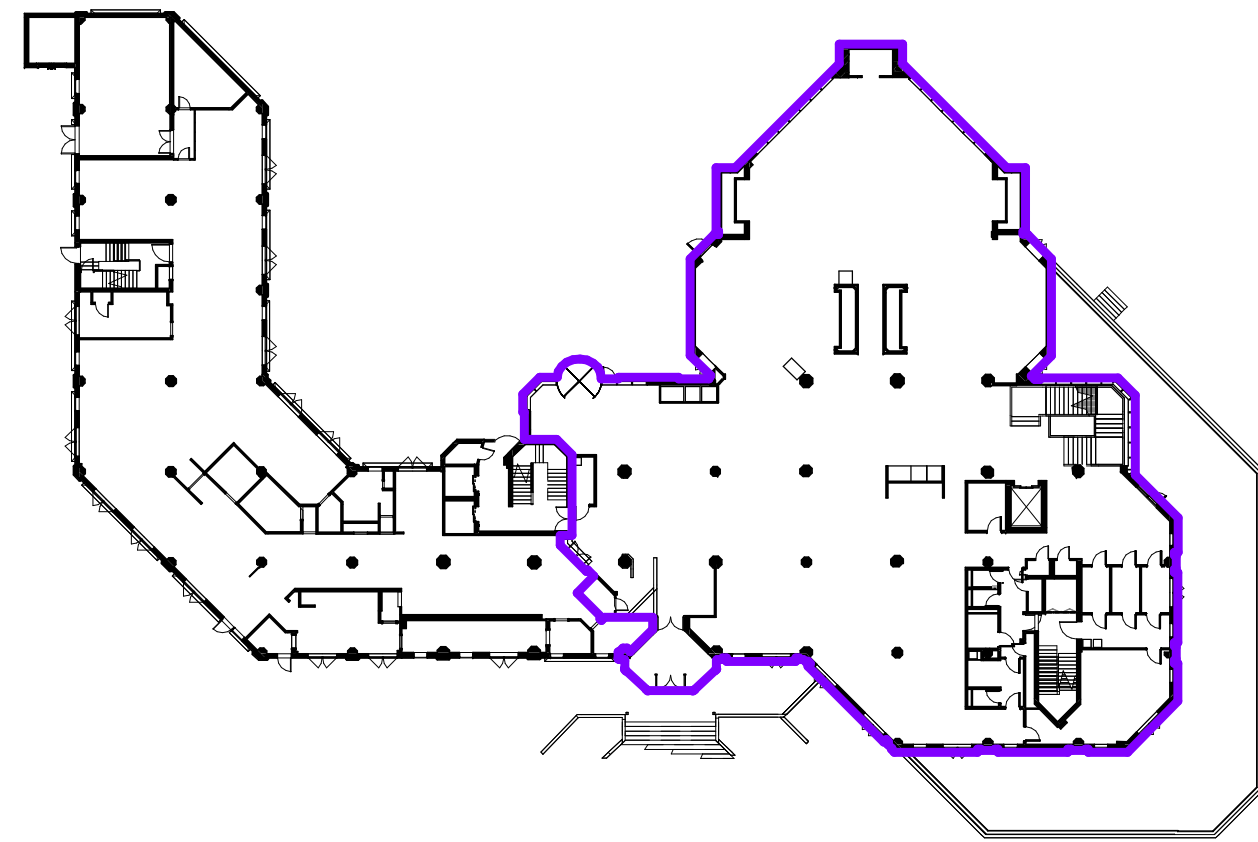
Former structural opening (which has subsequently been infilled) to be broken out again & used as new entrance to Lower Ground Floor - width of previous opening TBC by Structural Engineer

Exploration of lobby requirements to be undertaken at Stage 4 as part of further design development alongside M&E Engineer and Fire Engineer

Potential for new SVP stacks to be located within this area, subject to M&E engineer confirmation

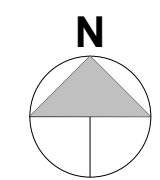
LG - Proposed GA Lower Ground Floor Plan (Stage 3)
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Keyplan
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1:500	M	0	10	20	30
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CDM 2015

Client notified of duties: 11/04/22
Principal Designer: TBC

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- Proposed New Floor Area
- Not in project scope

Proposed Uses

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- DWP (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

Furniture arrangements and specifications shown indicatively only - awaiting client/ stakeholder FFE audit information. Furniture arrangements, details and quantities subject to further development by designer.

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P04	06/07/23	Updated to library feedback call	PC	LD
		- door added to store room		
		- shelving adjusted to suit		
P03	23/06/23	Layouts & areas updated following client meeting	MH	LD
		22/06/23		
P02	15/06/23	Areas / layout updated following client meeting following WCC meetings	MH	LD
		14/06/23		
P01	28/04/23	Initial Issue	MH	LD
Rev	Date	Description	Drawn by	Checked by

drawing stage: **Stage 3**

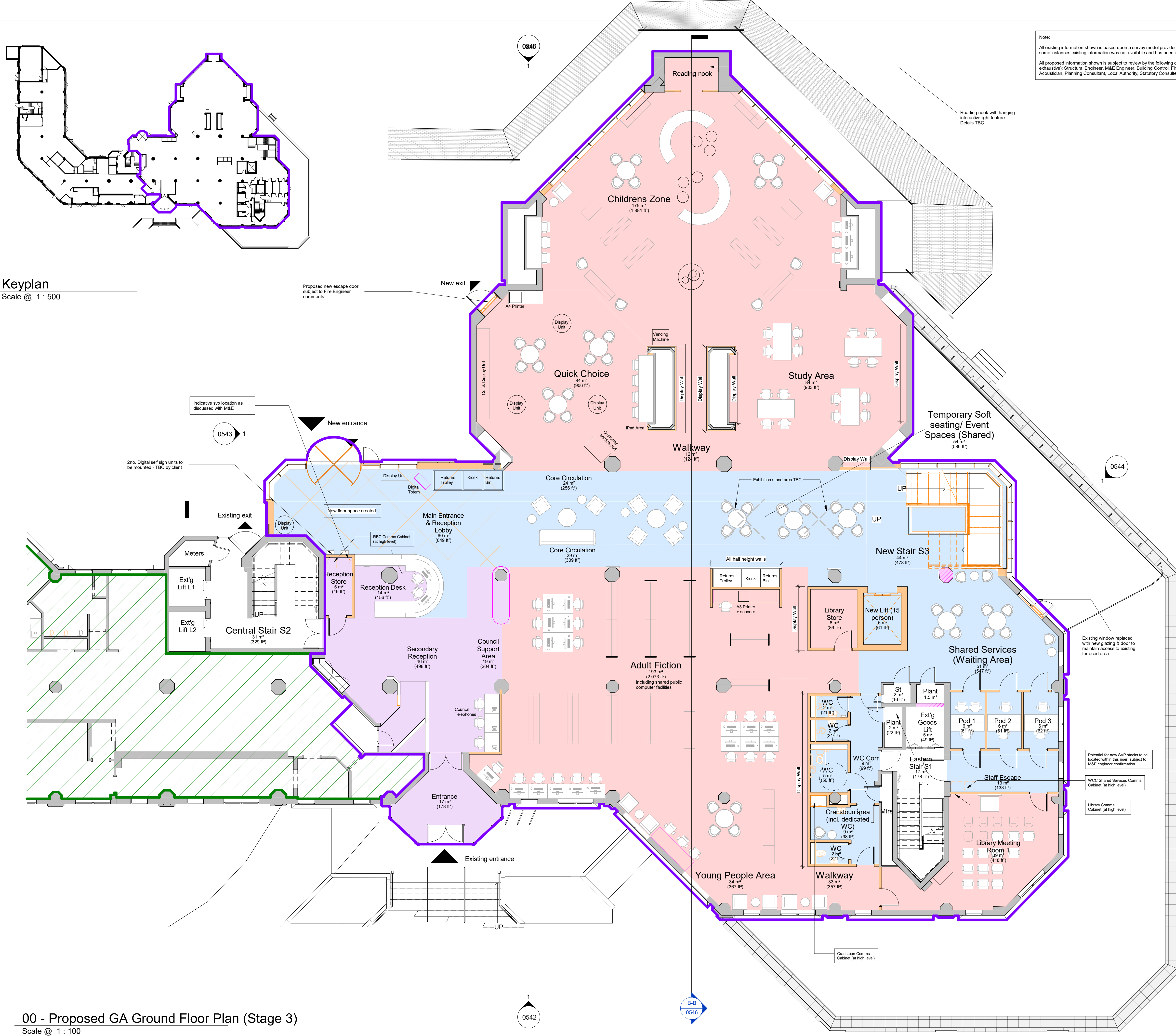
client: **Redditch & Bromsgrove Borough Council**

project: **Redditch Town Hall**

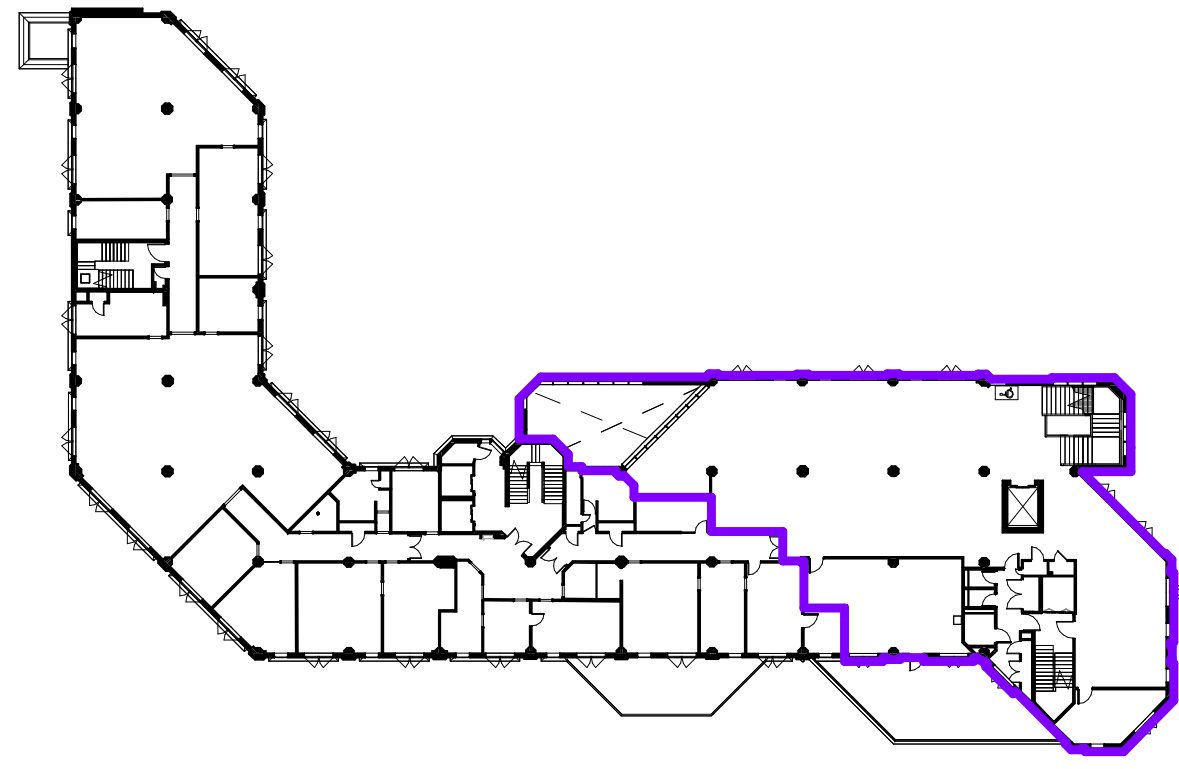
drawing title: **Proposed GA Ground Floor Plan (Stage 3)**

date: 27/03/23 drawn: MH
scale @ A1 As indicated checked: LD

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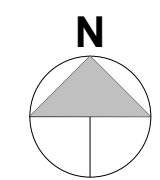


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Keyplan
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CDM 2015

Client notified of duties: **11/04/22**
Principal Designer: **TBC**

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- Existing Structure (assumed - subject to further survey)
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- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

Proposed Uses

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- DWP (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

Furniture arrangements and specifications shown indicatively only - awaiting client/ stakeholder FFE audit information. Furniture arrangements, details and quantities subject to further development by designer.

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P04	06/07/23	Layout changes following library feedback call 27.06	LD	PC
P03	23/06/23	Layouts & areas updated following client meeting 22/06/23	MH	LD
P02	15/06/23	Area / layout updated following client meeting following WCC meetings 14/06/23	MH	LD
P01	28/04/23	Initial Issue	MH	LD

drawing stage	client
S2	For Information
Stage 3	client

Redditch & Bromsgrove Borough Council

project

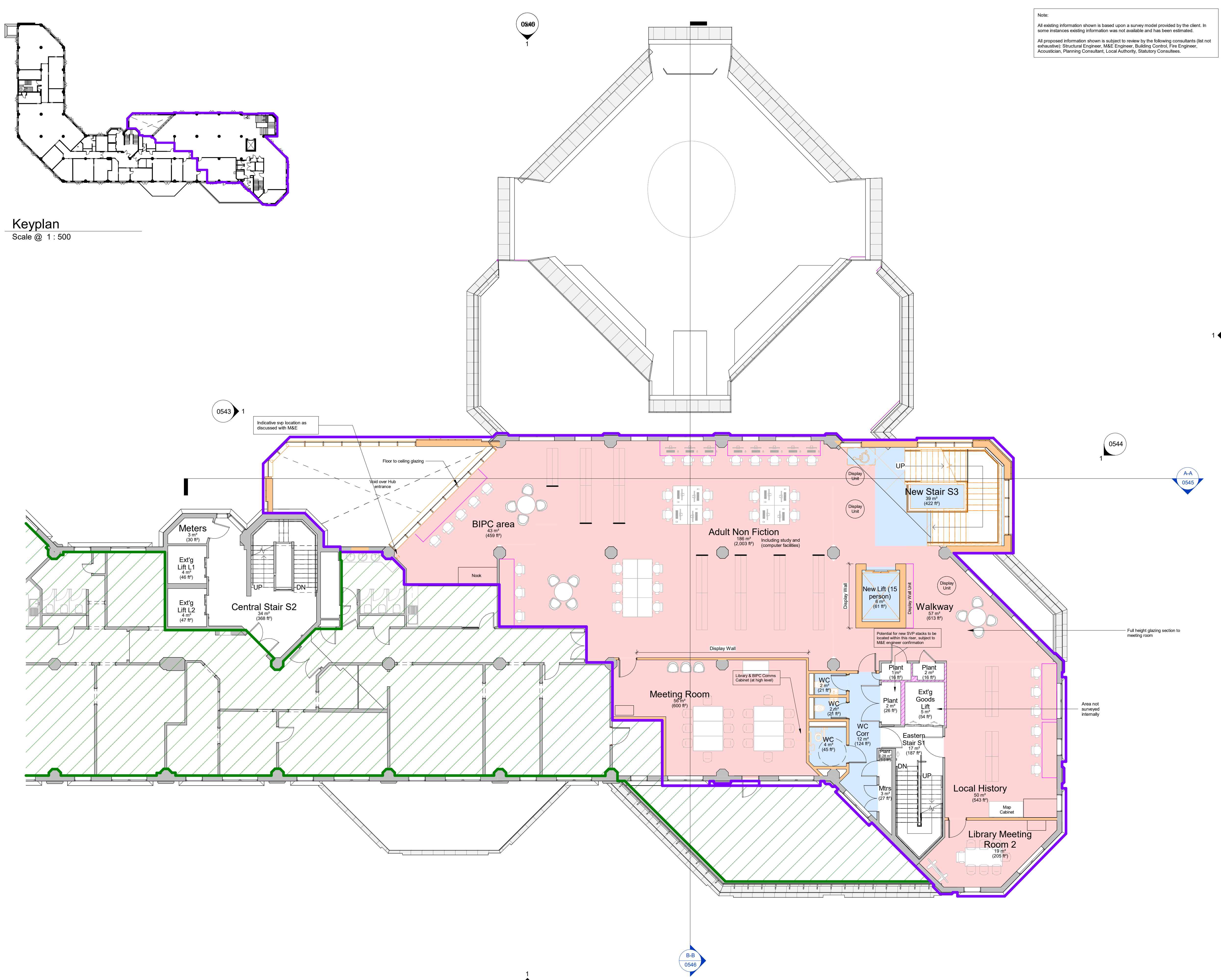
Redditch Town Hall

drawing title

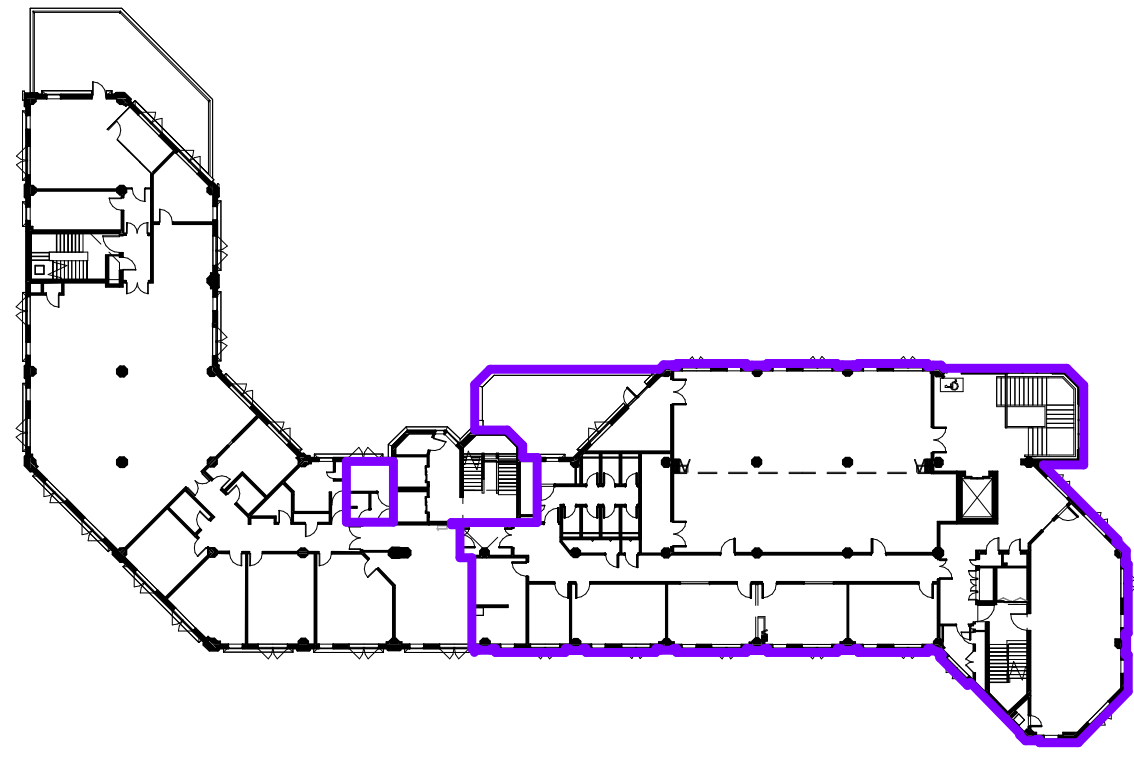
Proposed GA First Floor Plan (Stage 3)

date	drawn	checked
27/03/23	MH	LD
scale @ A1	As indicated	checked

01 - Proposed GA First Floor Plan (Stage 3)
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Keyplan
Scale @ 1 : 500

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CDM 2015

Client notified of duties: 11/04/22
Principal Designer: MAC Consulting

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Key

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- Existing Structure (assumed / not shown on survey)
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- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

Proposed Uses

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- DWP (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

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P01	04/09/23	Initial Issue	MH	LD
Rev	Date	Description	Drawn by	Checked By
Status	Purpose of Issue			
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drawing stage	Stage 4			
client	Redditch & Bromsgrove Borough Council			
project	Redditch Town Hall			
drawing title	GA Second Floor Plan			
date	23/08/23	drawn	MH	
scale @ A1	As indicated	checked	DS	

02 - Sketch GA Second Floor Plan
Scale @ 1 : 100

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Redditch Town Hall Community Hub

CGI Document

aew architects

together we

create buildings and interiors, masterplan and design urban spaces, we work with the virtual and the real, we make places to work, live and play, we volunteer and fundraise, we collaborate with each other, with every client on every project .

this is the work we do **everyday.**

AEW Job Reference

12905

Issuing Date

30 June 2023

Document Reference

REDACTED

Revision

P01

CGI

3D view

View of new circulation stair from Alcester Street

For illustrative purposes only



CGI

3D view

View of new main entrance from Walter Stranz Square

For illustrative purposes only

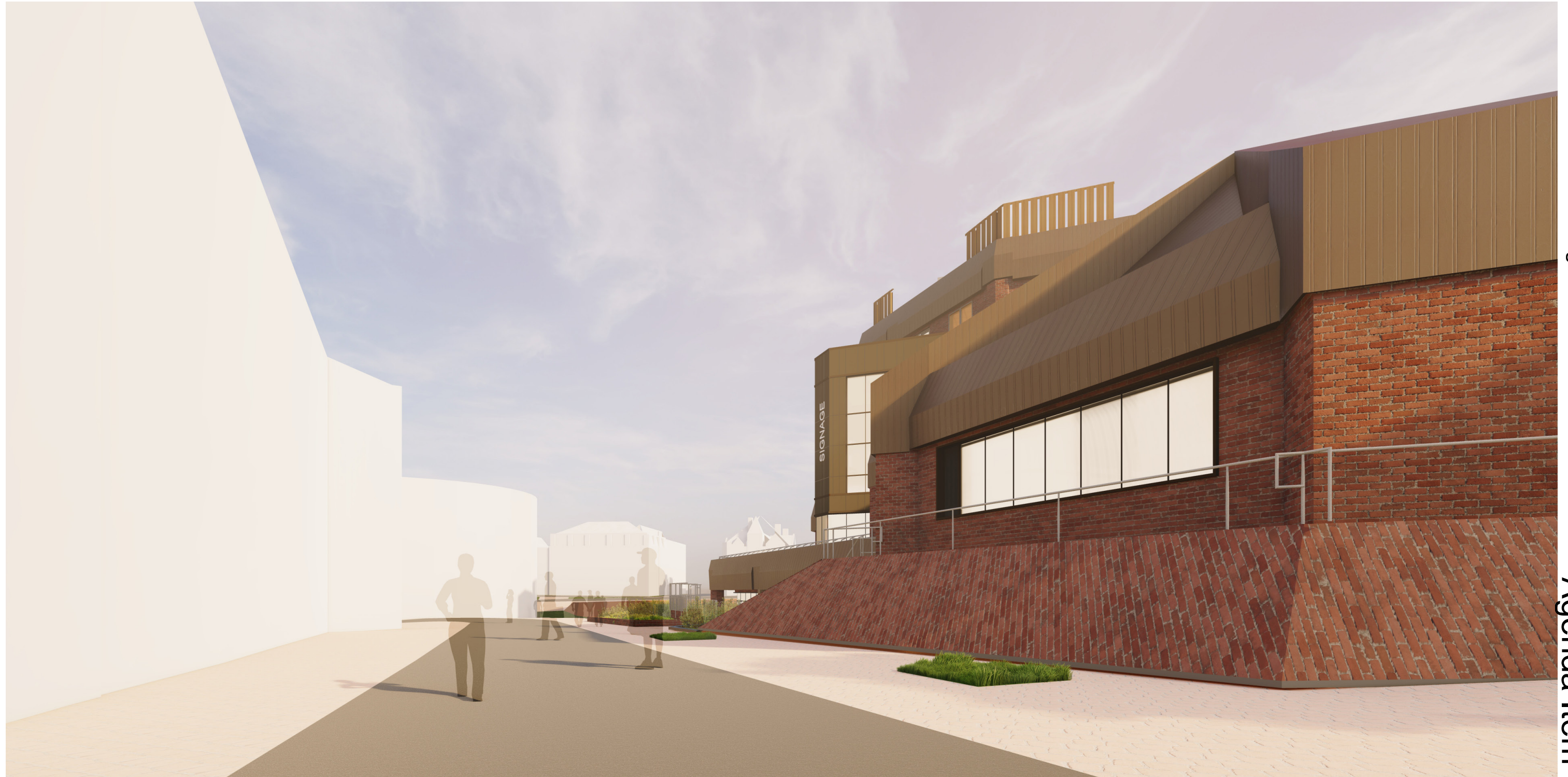


CGI

3D view

View of new circulation stair from Alcester Street

For illustrative purposes only



CGI

3D view

View of new circulation stair from corner of Grove Street and Alcester Street

For illustrative purposes only



CGI

3D view

Aerial view of new circulation stair

For illustrative purposes only



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inclusivity & accessibility | considerations



considerations;

- hearing impaired
- visually impaired
- access for;
 - wheelchair users
 - mobility scooters
 - pram users
- parent & child facilities
- pray/ quiet rooms

incorporate following provisions and facilities;

- accessible routes & turning points
- amenities for parent & child
- clear areas for pram & mobility scooter parking
- turning access for up to larger sized mobility scooters
- consideration on colour use
- induction loop installation
- visually impaired aids



new interventions | the hub

our welcome

- digital interaction
- inclusive way finding
- engaging display and merchandising

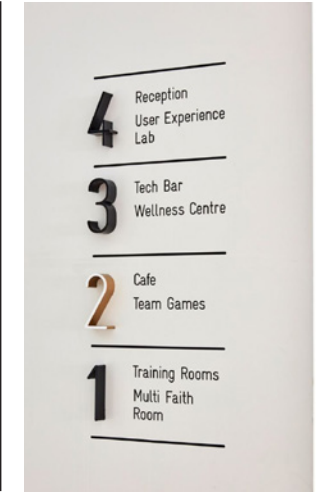
vertical connection

- accessible
- communal



high level design features to scheme;

1



2



3





new entrance arrival



children's library



council chamber

FF & E | initial furniture aesthetics

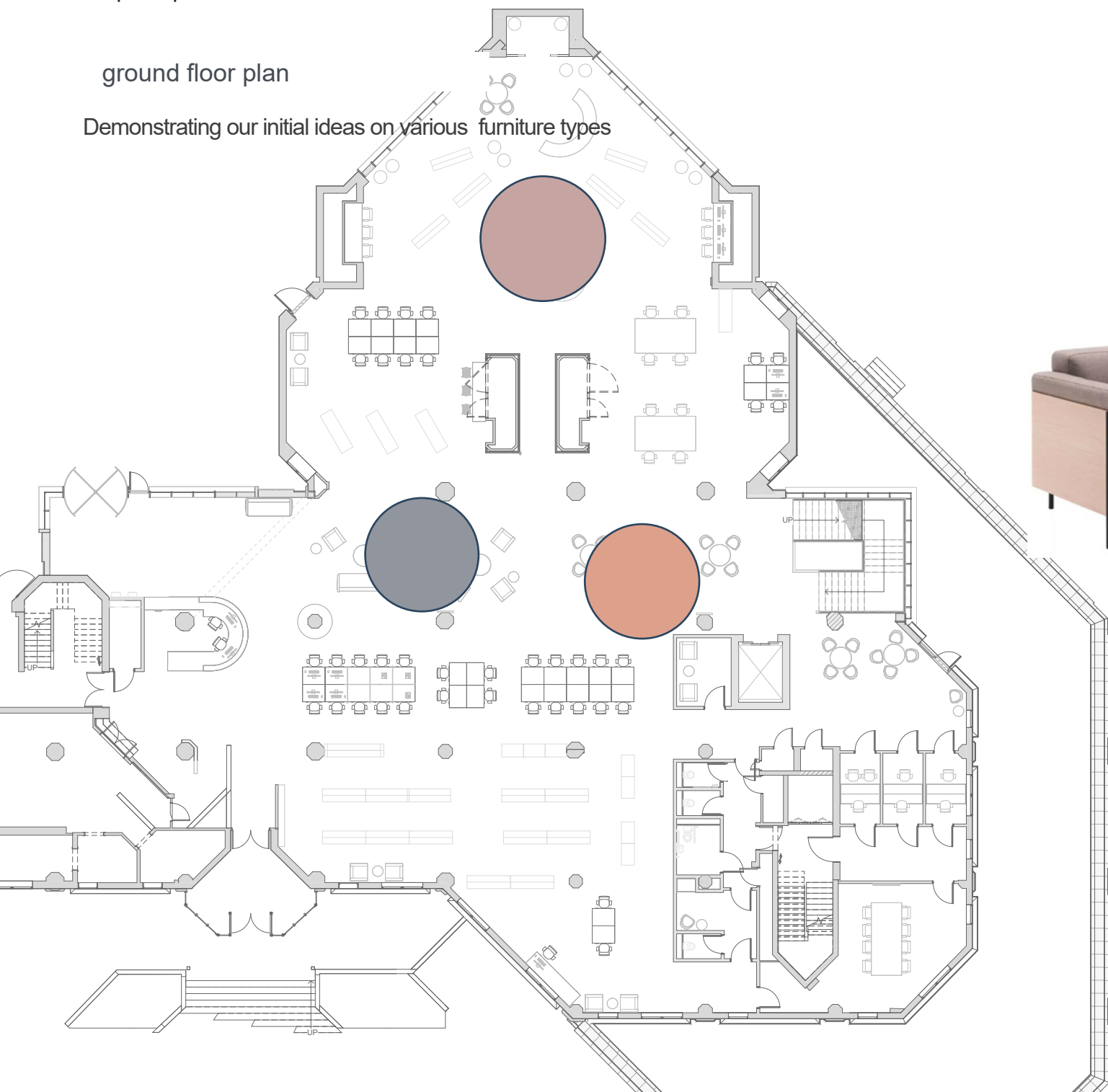
The scheme will have requirements for new furniture elements across key feature areas. Some initial areas are highlighted below and provide opportunity to enhance the offering within the shared and community spaces.

Consideration should be given to;

- + durability
- + fabric grade
- + type
- + flexibility
- + ease of use
- + price points

ground floor plan

Demonstrating our initial ideas on various furniture types



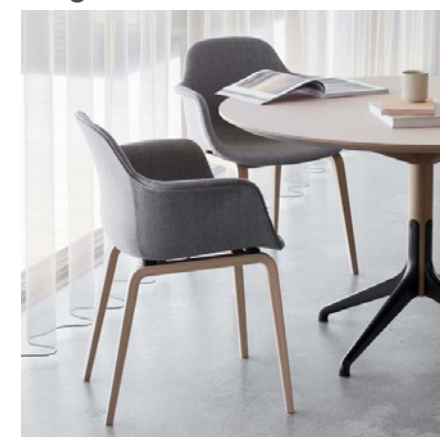
children's area



welcome area



working tables



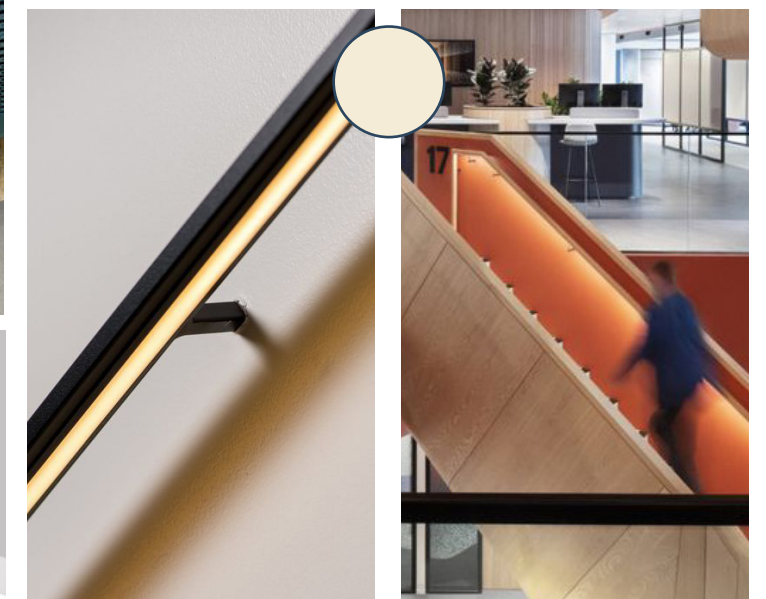
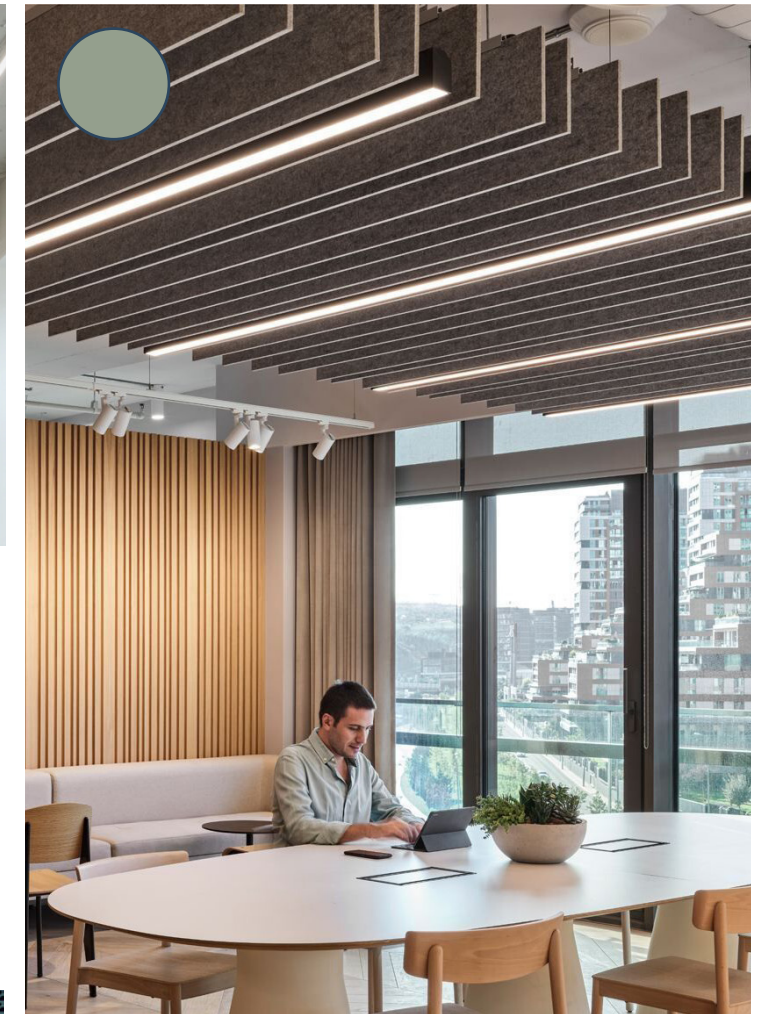
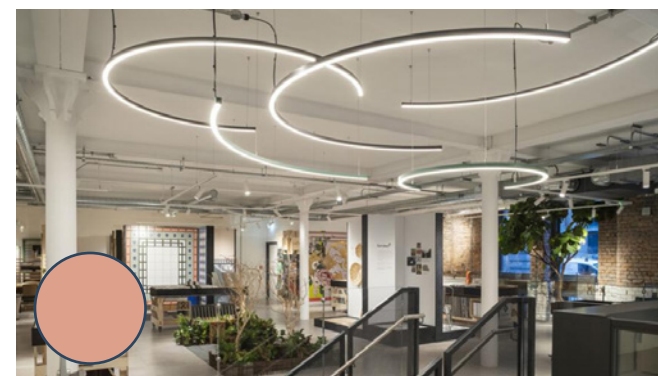
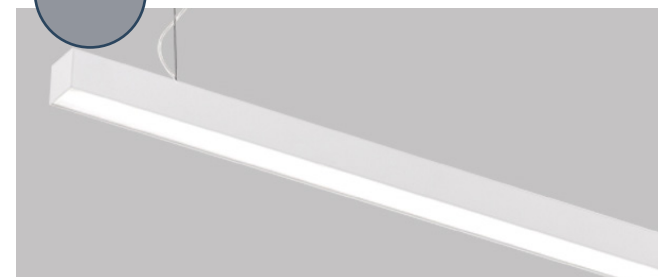
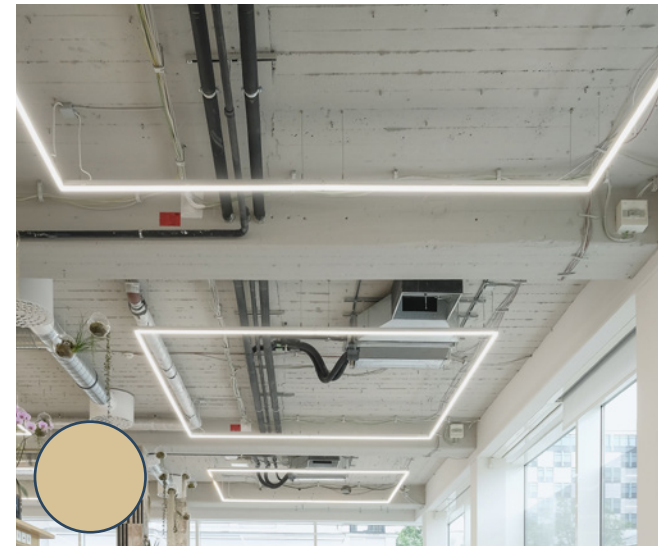
FF & E | initial lighting aesthetics

Lighting will be a key element of the design within the Redditch Town Hall – the majority of the space is very open plan and due to the nature of the building the occupiers will need sufficient lighting both functionally and to enhance the experience.

We approach this project with much consideration to the exposed ceilings and ensuring the space feels seamless. Simple architectural lighting in crisp colours will be introduced. Through engagement with lighting specialists we can ensure lighting specifications work in line with project requirements.

ground floor plan

Demonstrating our initial ideas on various lighting solutions to enhance the space. Considerations to both task and decorative lighting types. These can be reviewed and developed through the next stages.



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REDDITCH BOROUGH COUNCIL

Redditch Borough Council
 C/O Ms Kate Wood
 Eddisons Barker Storey Matthews
 The Lawns
 33 Thorpe Road
 Peterborough
 PE3 6AB
 United Kingdom

Grant of Planning Permission subject to Conditions

APPLICATION:	23/00537/FUL
LOCATION:	Town Hall, Walter Stranz Square, Redditch, Worcestershire
PROPOSAL:	Change of use from Town Hall to Mixed Use as Town Hall, and Community Hub including Use Classes F2(b) and F1, with associated extensions and works.
DECISION DATE:	27th July 2023

Redditch Borough Council as the Local Planning Authority grants planning permission in accordance with the Town and Country Planning Act 1990 and The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) for the proposal described above. This permission is subject to conditions which must be complied with and are set out below:

Conditions

- 1) The development to which this permission relates must be begun not later than the expiration of three years beginning with the date of the grant of this permission.

Reason: In accordance with the requirements of Section 91(1) of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2) The development hereby approved shall be carried out in accordance with the following plans and documents:-
 - Dwg. No. 12905-AEW-XX-SI-DR-A-0500_Location Plan Rev.P02
 - Dwg. No. 12905-AEW-01-SI-DR-A-0502_Proposed Site Plan Rev.P04
 - Dwg. No. 12905-AEW-XX-LG-DR-A-0520_Proposed GA Lower Ground Floor Plan Rev.P04
 - Dwg. No. 12905-AEW-XX-00-DR-A-0521_Proposed GA Ground Floor Plan Rev.P04
 - Dwg. No. 12905-AEW-XX-01-DR-A-0522_Proposed GA First Floor Plan Rev.P04
 - Dwg. No. 12905-AEW-XX-02-DR-A-0523_Proposed GA Second Floor Plan Rev.P04
 - Dwg. No. 12905-AEW-XX-03-DR-A-0524_Proposed GA Third Floor Plan Rev.P04
 - Dwg. No. 12905-AEW-XX-04-DR-A-0525_Proposed GA Fourth Floor Plan Rev. P03
 - Dwg. No. 12905-AEW-XX-RF1-DR-A-0526_Proposed GA Lower Roof Plan Rev. P03
 - Dwg. No. 12905-AEW-XX-RF2-DR-A-0527_Proposed GA Upper Roof Plan Rev. P03
 - Dwg. No. 12905-AEW-XX-ZZ-DR-A-0540_Proposed GA North Elevation Rev. P04
 - Dwg. No. 12905-AEW-XX-ZZ-DR-A-0541_Proposed GA East Elevation Rev.P04

Dwg. No. 12905-AEW-XX-ZZ-DR-A-0542_Proposed GA South Elevation Rev.P03
 Dwg. No. 12905-AEW-XX-ZZ-DR-A-0543_Proposed GA West Elevation Rev.P04
 Dwg. No. 12905-AEW-XX-ZZ-DR-A-0544_Proposed GA North East Elevation Rev.P04
 Dwg. No. 12905-AEW-XX-ZZ-DR-A-0545_Proposed GA Section A-A Rev.P04
 Dwg. No. 12905-AEW-XX-ZZ-DR-A-0546_Proposed GA Section B-B Rev.P04
 Dwg. No. 12905-AEW-XX-ZZ-DR-A-0549_Proposed Site Section (Streetscene) Rev.P04
 Document 12905-AEW-ZZ-XX-RP-A-003-S2-P02 Design & Access Statement Rev.P03
 Document 12905-AEW-ZZ-XX-RP-A-004-S2-P01-CGI Document Rev P01

Reason: To provide certainty to the extent of the development hereby approved in the interests of proper planning.

- 3) Prior to their first installation, details of the form, colour and finish of the materials to be used externally on the walls and roofs shall be submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.

Reason: To ensure that the development is satisfactory in appearance, to safeguard the visual amenities of the area.

- 4) Prior to first occupation of the development hereby permitted, a scheme for hard and soft landscaping shall have been submitted to and approved in writing by the Local Planning Authority. The scheme shall include the following:

Details of all proposed planting, including numbers and species of plant, and details of size and planting method of any trees.

All hard landscaping shall be completed in accordance with the approved scheme prior to first occupation of the development. All planting, seeding or turfing comprised in the approved scheme of landscaping shall be carried out in the first planting and seeding seasons following the first occupation of the building or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: To enhance the appearance of the development in the interest of the visual amenities of the area.

- 5) In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported immediately to the Local Planning Authority. The applicant is advised to immediately seek the advice of an independent geo-environmental consultant experienced in contaminated land risk assessment, including intrusive investigations and remediation.

No further works should be undertaken in the areas of suspected contamination, other than that work required to be carried out as part of an approved remediation scheme, unless otherwise agreed by the Local Planning Authority, until requirements 1 to 4 below have been complied with:

1. Detailed site investigation and risk assessment must be undertaken by competent persons in accordance with the Environment Agency's 'Land Contamination: Risk Management' guidance and a written report of the findings produced. The risk assessment must be designed to assess the nature and extent of suspected contamination and approved by the Local Planning Authority prior to any further development taking place.

2. Where identified as necessary, a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to identified receptors must be prepared and is subject to the approval of the Local Planning Authority in advance of undertaking. The remediation scheme must ensure that the site will not qualify as Contaminated Land under Part 2A Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

3. The approved remediation scheme must be carried out in accordance with its terms prior to the re-commencement of any site works in the areas of suspected contamination, other than that work required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority.

4. Following completion of measures identified in the approved remediation scheme a verification report that demonstrates the effectiveness of the remediation carried out must be produced, and is subject to the approval of the Local Planning Authority prior to the occupation of any buildings on site.

REASON: To ensure that the risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecosystems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.

6) No development shall take place until a programme of archaeological work including a Written Scheme of Investigation(s), has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:

- a) The programme and methodology of site investigation and recording.
- b) The programme for post investigation assessment.
- c) Provision to be made for analysis of the site investigation and recording.
- d) Provision to be made for publication and dissemination of the analysis and records of the site investigation
- e) Provision to be made for archive deposition of the analysis and records of the site investigation
- f) Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.

Reason: In accordance with the requirements of paragraph 199 of the National Planning Policy Framework.

7) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme(s) of Investigation approved under condition (6) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: In accordance with the requirements of paragraph 199 of the National Planning Policy Framework.

- 8) Level 1 Record: The development shall not be commenced until a Level 1 Historic Building Recording (as defined by Historic England) has been completed in accordance with the guidelines laid out in the Standards and Guidelines for Archaeological Projects in Worcestershire and submitted to the County Historic Environment Record.

Reason: In accordance with the requirements of paragraph 205 of the National Planning Policy Framework.

- 9) The premises shall be used for a mixed use as a Town Hall, and Community Hub including uses that fall within Classes F1 and F2(b) of the Town and Country Planning (Use Classes) Order 1987 (as amended) and any subsequent amendments thereto.

Reason:- To define the permission.

- 10) The Development hereby permitted shall not be first occupied until 10 sheltered, safe, secure and accessible cycle parking to comply with the Council's adopted highway design guide has been provided in accordance with details which shall first be submitted to and approved in writing by the Local Planning Authority and thereafter the approved cycle parking shall be kept available for the parking of bicycles only.

Reason: To comply with the Council's parking standards.

- 11) Prior to their first installation, the details below shall be submitted to and approved in writing by the Local Planning Authority. The development shall then be carried out in accordance with the approved details.

- details, including samples, of the form, colour, and finish of the materials to be used externally on the walls and roofs
- 1:20 or 1:25 setting out elevations for the proposed works, within the context of the existing building, to enable assessment of alignments
- 1:5 details of proposed glazing and cladding junctions, edges and copings.

Reason: To ensure that the character of the NDHA is maintained as a result of the works, in accordance with Policy section 20 of the Bromsgrove District Plan and the NPPF.



Ruth Bamford
Head of Planning, Regeneration and Leisure Services

Reason

This proposal has been assessed against the following documents:-

Borough of Redditch Local Plan No. 4

Policy 1: Presumption in Favour of Sustainable Development

Policy 13: Primarily Open Space

Policy 22: Road Hierarchy

Policy 30: Town Centre and Retail Hierarchy
 Policy 31: Regeneration for Town Centre
 Policy 39: Built Environment
 Policy 40: High Quality Design and Safer Communities

Others

NPPF National Planning Policy Framework (2021)
 NPPG National Planning Practice Guidance
 Redditch High Quality Design SPD
 National Design Guide

Assessment of Proposal

The Use

Members will be aware that there are proposals to transform Redditch Town Hall into a new community hub providing multiple services.

Work has already started to transform the Town Hall into that community hub, with the west wing of the Town Hall currently being refurbished for the NHS to use as a clinical therapy/counselling space on the ground floor, with general office accommodation /meeting space on the first floor.

This application involves the relocation of the existing Council Chamber facilities to the second floor of the building enabling the opportunity to reuse the lower ground floor, ground floor and first floor space for community hub type uses.

As mentioned above the application includes the change of use of the building from Town Hall to Mixed Use as Town Hall, and Community Hub including Use Classes F2(b) and F1, with associated extensions and works.

As it is unclear at this stage who will be the end users of the community hub facilities, it is considered prudent to define the use of the east wing of the building to uses that fall within Classes F1 and F2(b) only as defined below:-

Class F1 uses are generally learning and non-residential institutions and defined in 7 parts:

- F1(a) Provision of education
- F1(b) Display of works of art (otherwise than for sale or hire)
- F1(c) Museums
- F1(d) Public libraries or public reading rooms
- F1(e) Public halls or exhibition halls
- F1(f) Public worship or religious instruction (or in connection with such use)
- F1(g) Law courts

Class F2(b) uses are local community related and include halls or meeting places for the principal use of the local community.

The site is within the Town Centre zone and Civic Open Space as defined in Borough of Redditch Local Plan No. 4 (LP4). Policy 30 of LP4 requires the Town Centre to be the preferred location for many facilities including social and community facilities.

The proposed uses cited above are acceptable community activities that could easily occupy the intended facilities and would not conflict with the existing uses within the building, including the new NHS facilities proposed to be available soon. In addition, the proposed uses would be acceptable Town Centre uses complying with Policy 30 of the LP4 which encourages tourist and cultural activities, as well as social and community venues. Policy

30.6i of LP4 promotes the redevelopment and diversification of the Town Centre by providing vibrant mixed-use areas and enhanced public realm.

Extensions

To enable the implementation of the community hub facilities, extensions are proposed to provide a new entrance and an additional circulation staircase. The additional staircase would provide access to the community hub facilities at lower ground level, ground level, first floor level, as well as access to the relocated Council services that will be provided from the second floor onwards.

To provide a renewed presence for the building in respect to enhanced Council facilities and new community hub, a double height glazed entrance is proposed on Walter Stranz Square which is regarded as the most convenient access to the Town Hall from the town.

The extensions have been revised following on from negotiations between officers and the applicant in respect to comments made by the Conservation Officer regarding the design of the extensions. As mentioned above the building is regarded as a Non-Designated Heritage Asset and is also opposite the Palace Theatre which is a Grade-II listed building.

Initially the extensions were rectangular and horizontal attenuation jarred with the building's prominent horizontal attenuation features. It was also evident that the rectangular form of the two extensions clashed with the building style of the Town Hall which has heavily chamfered corners. In addition, the elevations initially submitted showed a material dark grey finish with dark colour glazing bars. The architect's intention was to provide a modern contrast to enable the history of the building to be clearly read rather than trying to blend in and devalue the quality of the original with a pastiche.

Officers considered that the shape of the extension including the pronounced upper floor overhang of the staircase, the colour finish of the cladding, and positioning of the glazing bars, clashed with the design of the Town Hall and would cause harm to the setting of the Palace Theatre.

Revisions have been made to the scheme which now shows the following:-

- o A reduction in the mass of the staircase extension.
- o Chamfered corners have been introduced on prominent corners of the extensions.
- o Horizontal attenuation (utilising glazing bars and cladding features) has been carefully applied to ensure alignment is as close as possible, with horizontal attenuation features that exist on the building.
- o The colour finish of the potential cladding has been amended to a bronze anodised finish that will now harmonise and complement the existing building. Whilst this colour has been mutually agreed between the applicant and your officers, a condition would be imposed for the submission and approval of all materials including the cladding.

Although revisions have been made to the scheme, concerns have still been raised by Conservation in respect to the design. The architect acknowledges the comments and potential suggestions made to further revise the scheme, and responds as summarised below:-

- o If the plans were to amend the building to provide further office space or link floors, and the stair core was simply a functional addition then the design may be different. However, the proposal is trying to achieve a very ambitious conversion of office space into a public, accessible and community facility and the stair will be an integral part of this. The contrast in use we feel justifies the cost and design ambition of a high-quality modern addition to the building.

- o In our experience this approach is generally recognised as a suitable approach to extending existing (and even listed) buildings. The modern contrast enables the history of the building to be clearly read. This approach has also been taken at the theatre and to a lesser extent by the NHS with their entrance proposal.
- o The glazing at the ground floor level in our opinion is wholly appropriate and helps denote the ground floor (which due to the topography is at first floor level). This is already denoted by roof features and so we believe our addition provides another interesting detail to further emphasise this and provide a clear break of old and new. The internal space within the Town Hall building will be open to views and light, and when viewed externally the extension will be an illuminated feature particularly in the darker evenings.
- o The design of the extensions represents a high-quality approach which is respectful of the existing building and its surroundings.

Paragraph 203 of the NPPF states that the effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

Paragraph 202 of the NPPF states that where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.

Conservation harm identified in this case is low-medium impact on the Town Hall as a non-designated heritage asset, whilst harm to the Palace Theatre (Grade-II listed building), would be considered as at the lower end of less than substantial harm. As mentioned above under Paragraph 202 of the NPPF, the less than substantial harm should be weighed against the public benefits. In this situation, the public benefits would be making more efficient use of the Town Hall by introducing additional uses to provide a community hub facility optimising the viable use of the building.

In coming to a 'balanced judgement' as required by para 203, officers consider the revised plans enable the proposals to complement the existing building whilst still projecting a modern interpretation. The proposals also enable the optimum viable use of the Town Hall building whilst ensuring that harm to buildings of significance and their setting such as the Palace Theatre is minimised in accordance with paragraphs 202 of the NPPF. The revised proposals are considered to be acceptable complying with Policies 39 and 40 of the LP4.

The new entrance extension will be located at the South-East corner of Walter Stranz Square. The site is within the Civic Open Space as defined in LP4. Policy 13 of LP4 requires open space areas to be protected and, where appropriate, enhanced to improve quality, value, multifunctionality and accessibility. In order to maintain the levels of open space provision in the Borough, proposals which would result in the total or partial loss of Primarily Open Space will not normally be granted planning permission unless it can be demonstrated that the need for development outweighs the value of the land as an open area.

A criteria is set out in the Policy and should be applied when assessing applications for development in open space areas:-

- i. the environmental and amenity value of the area;

- ii. the recreational, conservation, wildlife, historical, visual and community amenity value of the site;
- iii. the merits of retaining the land in its existing open use, and, the contribution or potential contribution the site makes to the Green Infrastructure Network, character and appearance of the area;
- iv. the merits of protecting the site for alternative open space uses;
- v. the location, size and environmental quality of the site;
- vi. the relationship of the site to other open space areas in the locality and similar uses within the wider area;
- vii. whether the site provides a link between other open areas or as a buffer between incompatible uses;
- viii. that it can be demonstrated that there is a surplus of open space and that alternative provision of equivalent or greater community benefit will be provided in the area at an appropriate, accessible locality; and
- ix. the merits of the proposed development to the local area or the Borough generally.

Whilst the site is located within the Civic Open Space as annotated in LP4, due to the location of the new extended entrance (adjoining the Town Hall building), it is considered unlikely that the proposal would conflict with the above criteria and would not hinder the use of the Square for open space purposes. 13.8 supports this view as it sets out that where a building is already located on land that is designated as Primarily Open Space, proposed development within its curtilage or immediate surroundings may be acceptable subject to the proposal complying with other relevant planning policies and material considerations. The design of the proposed entrance is acceptable complementing the streetscene and would be in accordance with Policies 39 and 40 of the Local Plan No. 4.

Consultation responses

An extensive public consultation has taken place twice for this application due to the change in the description of the application. Only 1 comment has been received which does not include any comments in respect to the proposals but refers to existing mobility access arrangements between the Council car park and Town Hall entrance. Property Service Officers will be looking into this as a separate matter to the application proposal.

Consultee comments include the request for conditions to cover potential contamination issues should they arise, and County Archaeology Services request standard conditions including a condition to photographically record the interior of the building prior to works taking place. Worcestershire Highways note that the proposed uses could lead to an intensification of the site and have requested a condition for additional cycle parking facilities.

Overall, it is considered that the proposed uses would be compatible with existing uses within the Town Hall, the proposed uses would be acceptable uses in this Town Centre location complying with the Council's policies.

The proposals complement the existing building whilst still projecting a modern interpretation and enable the optimum viable use of the Town Hall building whilst ensuring that harm to buildings of significance and their setting such as the Palace Theatre is minimised in accordance with paragraphs 202 and 203 of the NPPF and policies in LP4. For these reasons the development complies with the provisions of the development plan and would be acceptable.

Informatives

- 1) In dealing with this application the local planning authority have worked with the applicant in a positive and proactive manner, seeking solutions to problems arising

from the application in accordance with the NPPF and Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The authority has helped the applicant resolve technical issues such as:

- o the impact of the development in the street scene,
- o improving the design of the proposed development.

The proposal is therefore considered to deliver a sustainable form of development that complies with development plan policy.

- 2) The applicant is advised that Cadent Gas have identified gas service pipes and related apparatus in the vicinity of the site which may be affected by the proposed works. Prior to any works that take place on site, the applicant is advised to contact Cadent Gas.

For your information

Appealing the Decision

If you feel that the conditions are not acceptable you can appeal to the Secretary of State through the Planning Inspectorate. This appeal should be made by 25th January 2024 unless supported by special circumstances. The appropriate form and further information on how to appeal can be found at <https://www.gov.uk/appeal-planning-decision> or by contacting the planning Inspectorate Customer Services Team on 0303 444 5000. If you want a planning appeal to follow the inquiry procedure you should notify the Local Planning Authority and also the Planning Inspectorate at least 10 working days before submitting your planning appeal.

Purchase Notices

If Redditch Borough Council or the Secretary of State has refused planning permission or granted it conditionally, the landowner may claim that the land is incapable of reasonable beneficial use, and for this reason may serve the Council a purchase notice requiring them to purchase the land. In certain circumstances, a claim may be made against Redditch Borough Council for compensation. Further information about purchase notices can be found at: <http://www.legislation.gov.uk/ukpga/1990/8/partVI>

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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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of the Local Government Act 1972.

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REDDITCH BOROUGH COUNCIL**Executive**
2023

12 September

Quarter 1 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
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraphs 3 and 4 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

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

- 1) The current overspend position in relation to Revenue and Capital Budgets for the period April to June and the full year overspend position of £557k be noted.
- 2) Those procurements over £200k due to be delivered during 2023/4 be added to the forward plan.
- 3) The Q1 Performance data for the Period April to June 2023 be noted.

That Executive is asked to RECOMMEND to Council

- 4) Allocating £557k from the Utilities Reserve to mitigate the overspend position in 2023/4.
- 5) Changes to the Capital Programme with an ongoing revenue cost of £101k as set out in 3.17, £2k Leisure Changing Places and £99k Fleet replacement.
- 6) Approving the £18.2k increase to the Engineering Services base budget from the General Fund and £4.9k increase from the HRA in 2023/4 from reserves and including this change in the 2024/25 Medium Term Financial Plan.

**Executive
2023**12 September

- 7) **Approving the £23k increase to the Bereavement Services base budget in 2023/4 from reserves and including this change in the 2024/25 Medium Term Financial Plan.**
- 8) **That the underspend of £4,114 from the Grants to Voluntary Bodies scheme be allocated to Citizens Advice Redditch and Bromsgrove to fund the costs of room hire to enable residents to access face to face appointments.**

2. BACKGROUND

- 2.1 This report presents at Quarter 1 (April – June) 2023/24
 - the Council's forecast outturn revenue monitoring position for 2023/24 based on data to the end of Quarter 1
 - An update on progress on the 2023/24 budget process
 - 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.
- 2.2 The 2022/23 Financial Outturn position is also being presented to Executive in September. Both reports will need to be read to give an overall view of the financial position as the 2022/23 Outturn Report
 - 9) Will directly affect reserve levels
 - 10) Will set out the final Capital budgets coming forward into 2023/24 by project.

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 1, the projected revenue outturn position for the 2023/24 financial year and explains key variances against budget.

REDDITCH BOROUGH COUNCIL**Executive
2023****12 September**

- 3.2 The £10.7m full year revenue budget included in the table below is the budget that was approved by Council in April 2023.

Service Description	2023-24 Approved Budget	2023-24 Approved Budget Q1	Payroll Assumptions	Utilities Adjustment	Q1 Adjusted Spend	Q1 Variance to Budget	Full Year Variance to Budget
Business Transformation and Organisational Development	1,767,562	441,891	2,800		444,691	2,801	11,202
Community and Housing GF Services	1,608,893	402,223	22,200		424,423	22,200	88,799
Corporate Services	-1,558,136	-389,534	104,000		-285,534	104,000	416,000
Environmental Services	2,615,993	653,998	0		653,998	0	0
Finance and Customer Services	1,777,749	444,437	35,900		480,337	35,900	143,599
Legal, Democratic and Property Services	2,071,581	517,895	10,700	-42,500	486,095	-31,800	-127,201
Planning, Regeneration and Leisure Services	1,282,538	320,635	6,100		326,735	6,101	24,402
Regulatory Client	451,038	112,760	0		112,760	0	0
Rubicon Client	764,747	191,187	0		191,187	0	0
Starting Well	-32,000	-8,000	0		-8,000	0	0
	10,749,965	2,687,491	181,700	-42,500	2,826,692	139,200	556,801
Corporate Financing	-10,749,965	-2,687,491	0	0	-2,687,491	0	1
Overall Total	0	0	181,700	-42,500	139,201	139,201	556,802

Budget Variances

- 3.3 The draft position is set out in the above table. As this is expenditure at Q1 it is important to note that, at this stage in the financial year there are a number of instances where annual expenditure or accruals may distort the profiling as reflected in the Q1 actual. The above profiles have assumed Support services and grant are adjusted to budgetary levels and accruals are netted out of the figures.
- 3.4 In addition to this, it is also 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 Governance and Standards Committee).
- 3.5 Overall, the Council is currently forecasting a revenue overspend at Quarter 1 in the region of £139k. This is due to the pay award yet to be ratified and projects to a full year overspend of £557k. 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 Councillors 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:

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- The present cost of living crisis and the impact that this may have upon demand for council services, 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 over 8% and will impact upon transport costs, utilities and contracts in particular.
 - Pay negotiations – a 2023/24 pay award similar to the 2022/23 £1,925 level per pay point plus on costs has been offered by the Employers. This is yet to be accepted by the Unions. The table at 3.2 gives the estimated impact of these changes.
 - It is estimated that utilities increases are running at 70%. In the 2023/4 budget we assumed a 100% increase in budget and also set up a reserve for the same amount. The table at 3.2 gives the estimated impact of these changes.
- 3.7 The full year effect of a £557k overspend will need to be mitigated. In our original MTFP assumptions for 2023-26 we set up a Utilities Reserve of £1,710k which we assuming reducing by £570k a year to mitigate increased costs. Given that this increase has not happened to this magnitude it is proposed that £557k of this reserve is used to mitigate the overspend position as set out in 3.2 above. The ongoing 2023/4 pay increases position, once it is finalised and ratified later this year would then need to be resolved as part of the 2024/5 MTFP process.

Additional Funding Requirements

- 3.8 The following reports have been to CMT over the past three months requesting additional Funding.
- 3.9 The first is for a change in the structure of the Bereavement Service which is set out in a Paper at **Appendix G**. Further information can be found in Appendix G.
- 3.10 There is a paper attached at **Appendix G** which sets out making permanent the current temporary restructuring of the Environmental Services, Engineering and Design Team (EDT).

Grants to Voluntary Bodies

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- 3.11 The 2023/24 Grants to Voluntary bodies have been awarded following the annual grants process. The budget of £100k was allocated with a small underspend of £4,114.
- 3.12 In light of the current Cost of Living situation, Citizens Advice Redditch and Bromsgrove is keen to get a physical presence back into Redditch as an interim provision ahead of the opening of the Council Hub. Whilst their phone and e-mails services are supporting many Redditch residents (over 2,300 in 2022/2023 dealing with over 11,500 issues) there will always be clients who will benefit from a face to face appointment because of the nature of their enquiry, or their personal circumstances. Their aim is to hire two rooms in the Old Needleworks, a VCS Hub near the Kingfisher Centre, and provide an appointment service for both our caseworkers and for general advice on Wednesday mornings and afternoons.
- 3.13 The Committee is therefore asked to consider allocating the £4k underspend to the Citizens Advice for this purpose. The Portfolio Holder has been consulted and supports this proposal.

Capital Monitoring

- 3.14 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 MTFS Report) to be carried forward into 2023/4. The table also splits amounts by funding Source, Council or third party.

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

- 3.15 Included in this funding the Council also have the following Grant Funded Schemes which are being delivered in 2022/23:
- 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.

- The refurbishment of the Town Hall for £5.2m. This is being funded via Capital Receipts.
- UK Shared Prosperity Schemes totalling £2.5m (although it should be noted that these grant funded schemes are a mix of capital and revenue).

3.16 The spend at quarter 1 is £0.583m against the overall 2023/24 capital budget totalling £12.651m is detailed in Appendix A. 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.

3.17 The following changes are requested for approval (allowing for slippage as set out in 3.14 above):

- Ipsley Church Lane Cemetery transfer 23/4 budget to 24/5
- Leisure Changing Places budget for Redditch of £21,750 is required. The Changing Places Facility will provide a state of the art toilet facility for visitors to Redditch town centre who have profound and multiple disabilities. This will transform access and provide a “worry free day out” to residents and visitors who want to participate in business, retail and leisure and culture facilities across the town centre area.
- At 20 year debt at 5.85% interest this has a yearly cost of (£1k MRP + £1.2k interest) £2.2k per year.
- Fleet replacement – increased costs. This is a £585k increase in 24/5 and a £26k increase for 25/6. This £611k increase over 10 years at an interest rate of 5.63% is a cost of (MRP £61k interest £38k) £99k per year.

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

Earmarked Reserves and their application

3.19 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**. This is linked to the Outturn Report which is also coming to this Executive and will be updated to reflect those figures.

3.20 As was noted in paragraph 3.7 above, £570k of the utilities reserve was planned to be utilised in 2023/4 for increased costs. At the moment the increased costs are around 70% - not the 200% expected. However, the proposed pay award is significantly more than expected.

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Therefore, it is requested that £557k of the utilities reserve is repurposed for this requirement in 2023/24.

Procurement

- 3.21 A report came to Executive in July, which was debated at the Finance and Budget working Group on the 7th July requesting that:
- 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 Key Decision threshold is raised to £200k.
 - 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.
- 3.22 The table in **Appendix C** sets out those procurements (Capital and Revenue) over £200k which are delegated for approval to Executive or Officers over the next year. It is proposed that these are added to the forward plan. There are 15 contracts listed.
- 3.23 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.
- 3.24 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**.

Housing Revenue Account

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3.25 The table below details the financial position for the Housing Revenue Account (HRA) for the period April - March 2024. 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.

HOUSING REVENUE ACCOUNT (HRA)						
REVENUE 2023/24 PROVISIONAL OUTTURN Q1						
	2023/24 Full Year Budget £'000	2022/24 Budget Apr - Mar £'000	2022/24 Actual Outturn Apr - Mar £'000	2023/24 Variance Apr - Mar £'000	2023/24 Projected Outturn £'000	2023/24 Projected Variance £'000
INCOME						
Dwelling Rents	-25,658	-6,414	-3,474	2,940	-25,644	14
Non-Dwelling Rents	-572	-143	-384	-241	-572	0
Tenants' Charges for Services & Facilities	-618	-155	-193	-39	-618	0
Contributions towards Expenditure	-53	-13	-17	-4	-53	0
			0			
Total Income	-26,902	-6,726	-4,069	2,657	-26,897	15
EXPENDITURE						
	6,528	1,632	3,265	1,633	6,245	-283
Repairs & Maintenance						
Supervision & Management	8,690	2,173	945	-1,227	8,471	-219
Rent, Rates, Taxes & Other Charges	259	65	73	9	259	-0
Provision for Bad Debts	538	135	0	-135	538	-0
Depreciation & Impairment of Fixed Assets	6,259	1,565	0	-1,565	6,259	0
Interest Payable & Debt Management Cost	4,179	1,045	0	-1,045	4,179	0
Total Expenditure	26,453	6,613	4,284	-2,330	25,950	-503
Net cost of Services	-449	-112	215	327	-937	-488
Net Operating Expenditure	-449	-112	215	327	-937	-488
Interest Receivable	-234	-58	0	58	-234	-0
Revenue Contribution to Capital Outlay	0	0	0	0	0	0
Planned use of Balances	682	171	0	-171	1,171	488
Transfer to Earmarked Reserves	0	0	0	0	0	0
(Surplus)/Deficit on Services	-0	-0	215	215	-0	-0

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In capital terms

HRA Capital Outturn Quarter 1		2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
Project	Project Description	Full Year Budget £'000	Budget to Date Apr - June £'000	Actuals + Comm Apr - June £'000	Variance Apr - June £'000	Projected Outturn £'000	Projected Variance £'000
100050 - Housing 1-4-1 p	- Housing 1-4-1 p	3,000,000.00	750,000.00	208,303.96	-541,696	3,000,000.00	-
100053 - Asbestos Genera	- Asbestos Genera	100,000.00	25,000.00	6,617.51	-18,382	100,000.00	-
100054 - Structural Repa	- Structural Repa	75,000.00	18,750.00	37,578.34	18,828	75,000.00	-
100055 - Electrical Upgr	- Electrical Upgr	100,000.00	25,000.00	37,701.32	12,701	100,000.00	-
100056 - Boiler Replacem	- Boiler Replacem	850,000.00	212,500.00	129,238.48	-83,262	850,000.00	-
100059 - Disabled Adapta	- Disabled Adapta	500,000.00	125,000.00	163,982.42	38,982	500,000.00	-
100060 - Environmental E	- Environmental E	250,000.00	62,500.00	55,131.70	-7,368	250,000.00	-
100062 - Stock Condition	- Stock Condition	150,000.00	37,500.00	-	-37,500	150,000.00	-
100063 - Housing Managem	- Housing Managem	-	-	24,455.52	24,456	-	-
100066 - Design and Supe	- Design and Supe	500,000.00	125,000.00	-	-9,575	500,000.00	-
100067 - Door Entry/CCTV	- Door Entry/CCTV	100,000.00	25,000.00	15,425.00	-	200,000.00	100,000.00
100068 - HRA Hard Wire S	- HRA Hard Wire S	300,000.00	75,000.00	141,720.48	66,720	300,000.00	-
100074 - Balcony Replace	- Balcony Replace	100,000.00	25,000.00	541.00	-	100,000.00	-
100082 - HRA Property pu	- HRA Property pu	-	-	1,611.26	1,611	-	-
100083 - HRA Compartment	- HRA Compartment	1,000,000.00	250,000.00	867,309.32	-	1,500,000.00	500,000.00
100084 - Major Voids wor	- Major Voids wor	500,000.00	125,000.00	345,900.40	220,900	500,000.00	-
100098 - HRA-Energy Effi	- HRA-Energy Effi	750,000.00	187,500.00	13,773.00	-173,727	750,000.00	-
100115 - HRA Stock Remod	- HRA Stock Remod	100,000.00	25,000.00	18,308.69	-6,691	100,000.00	-
100116 - HRA Estates Gar	- HRA Estates Gar	-	-	-	-	-	-
110001 - INTERNAL REFURB	- INTERNAL REFURB	2,500,000.00	625,000.00	669,668.40	44,668	1,800,000.00	700,000.00
110003 - HIGH TREES PROJ	- HIGH TREES PROJ	350,000.00	87,500.00	168,694.75	81,195	350,000.00	-
110004 - DISREPAIR CASES	- DISREPAIR CASES	50,000.00	12,500.00	47,479.80	-	50,000.00	-
110005 - External Improvements	- External Improvements	300,000.00	75,000.00	19,496.53	-55,503	300,000.00	-
110006 - Community Safety	- Community Safety	-	-	67,368.15	-67,368	-	-
110022 - Garage Improvem	- Garage Improvem	150,000.00	37,500.00	-	-37,500	150,000.00	-
		11,725,000.00	2,931,250.00	2,905,569.73	- 528,510.39	11,675,000.00	100,000.00

Performance Report

3.26 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.

3.27 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)

3.28 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

3.29 **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.

3.30 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 – Strategic and Operational Performance Measures

Appendix D – Procurement Pipeline (over £200K) - Exempt

Appendix E – Procurements between £50k and £150k - Exempt

Appendix F - Procurements undertaken by Bromsgrove on behalf of Redditch - Exempt

Appendix G – Background Reports for Bereavement and Engineering Services - Exempt

10. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Luke Court,	22/8/23
Lead Director / Head of Service	Peter Carpenter, Interim Director of Finance	22/8/23
Financial Services	Michelle Howell, Head of Finance and Customer Services	22/8/23

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Appendix A – 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				
								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

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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				

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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 Organsational 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 Organsational Development	0	83,250	0	83,250	2,000	78,451	177,500	18,500
Laptop Refresh	22/25		4	Business Transformation and Organsational Development	0	5,000	4,961	39	25,000	3,693	150,000	5,000
Ipsley Church Lane Cemetary	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

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Description	Approved budget date	Original approved Budget	duration (years)	Department	2022 Spend £	2022/23 Total £	2023 Spend £	cf	2023/24 Total £	2023 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/Headless 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. 1700737/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	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
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
Upgrade hardwired lifeline schemes				Community & Housing GF Services	0	0		0	0	0	0	0
Localilty Capital Projects - Garage Condition Survey (Housing)				Environmental Services	0	0		0	0	0	0	0
Digital Screens	2020/21	15,000	1	Planning, Regeneration & Leisure Services	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		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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Appendix B – Reserves Position

	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	2,069		(967)	1,584	2,686	200	(311)	2,575	0	(67)	2,508	63		2,571
General Fund Earmarked Reserves:														
Business Rate grants	0				0			0			0			0
Business Rates Retention Scheme	2,832			(1,500)	1,332	(200)		1,132			1,132			1,132
Support for Commercialism	0				0			0			0			0
Community Development	74				74			74			74			74
Community Safety	232				232			232			232			232
Corporate Services	149		(150)		(1)			(1)			(1)			(1)
Customer Services	93			(93)	0			0			0			0
Economic Growth	330				330			330			330			330
Electoral Services	49				49			49			49			49
Environmental Vehicles	29				29		(15)	14		(14)	0			0
Equalities	0				0			0			0			0
Equipment replacement	25			(25)	0			0			0			0
Financial Services	87				87			87			87			87
General Risk reserve	45			(45)	0			0			0			0
Housing Benefit Implementation	270			(130)	140			140			140			140
Housing Support	978				978			978			978			978
Land Charges	9				9			9			9			9
Land Drainage	129				129			129			129			129
Leisure	0				0			0			0			0
Mercury Emissions	0				0			0			0			0
Parks & Open spaces	8				8			8			8			8
Planning Services	516				516			516			516			516
Public Donations - Shop mobility	0				0			0			0			0
Sports Development	9				9			9			9			9
Town Centre	7				7			7			7			7
Warmer Homes	16				16			16			16			16
Transformational Growth	100				100			100			100			100
Pensions	200			(200)	0			0			0			0
Regeneration Income	273				273			273			273			273
Utilities Reserve				1,710	1,710		(570)	1,140		(570)	570		(570)	0
Covid-19 (General)	941			(941)	0			0			0			0
Covid-19 Sales Fees and Charges	100			(100)	0			0			0			0
Covid-19 (Collection Fund)	2,955		(1,478)		1,478		(1,478)	0			0			0
Total General Fund	10,456	0	(1,628)	(1,324)	7,504	(200)	(2,063)	5,242	0	(584)	4,658	0	(570)	4,088

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Appendix C - Strategic and Operational Performance Measures**1. Introduction**

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.

2. Background

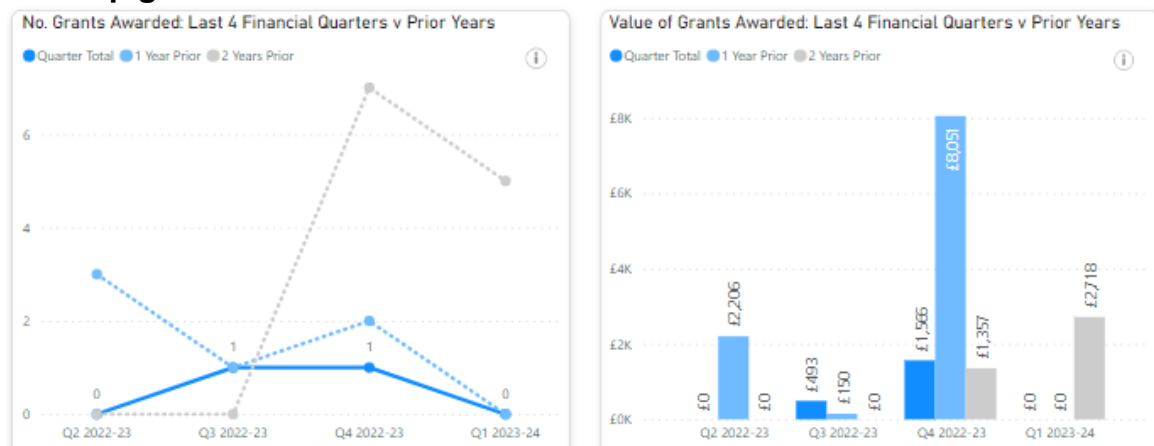
The performance measures for the current key priorities are shown in the next section.

3. Strategic Priorities and Performance Measures**3.1 Economic Development and Regeneration**

We will set up a catalyst for local economic growth and strengthen two critical elements of our infrastructure and Redditch Town Centre.

3.1.1 Supporting businesses to start and grow.**Performance measures:**

- Take-up of grants

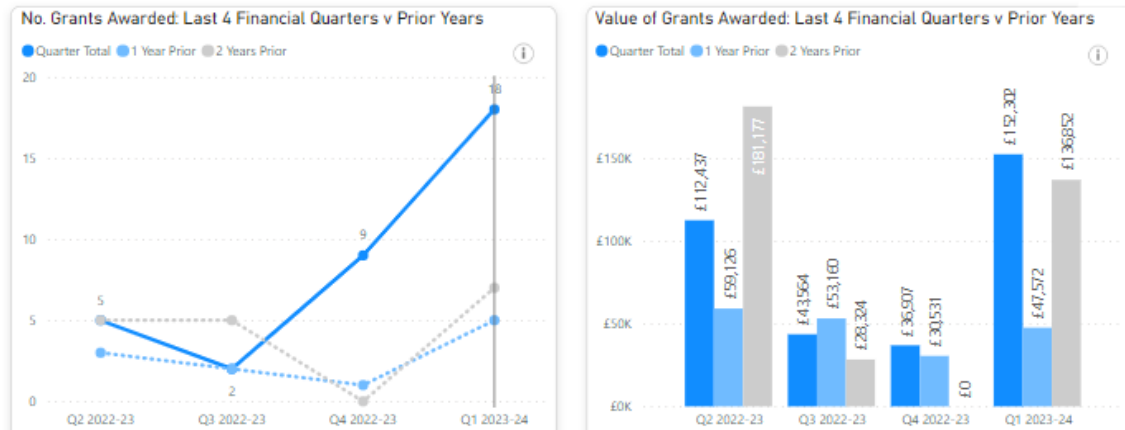
Start-up grants**Update**

No start-up grants were paid this month as the ERDF funded programme is closed and the Council is transitioning to the UKSPF funded programme. This is scheduled to open in Q2 (soft launch in August, formal launch in September) so it is unlikely that any grants will be paid until Q3.

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Grants to Established Businesses



Update

A significant number of grants were paid this quarter as the deadline to claim ERDF funded grants was 30/6/23. Grants were awarded from the Elevate programme providing grants to deliver growth plans. Grants were also awarded for energy efficiency and low carbon innovation. Businesses that received grants included manufacturers, facilities management companies, IT companies, logistics companies and a leisure company.

3.1.2 Regenerating our Infrastructure.

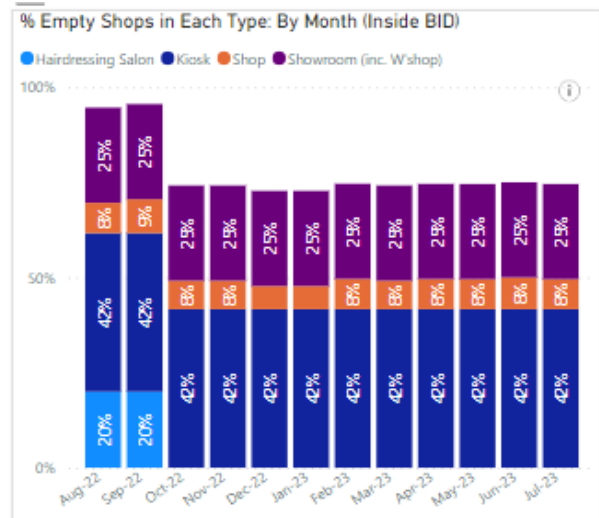
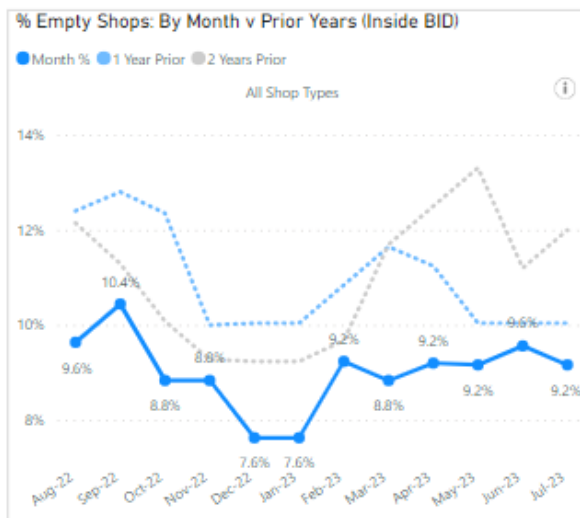
The past two years have emphasised the economic and wellbeing importance of local (a sense of place) and connection (information networks). To support this we have secured Town Investment Plan (TIP) funding for Redditch Town Centre.

Performance measure

- % Of empty shops

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**Update**

Understanding the level of vacancies over a period of time is useful for showing trends and formulating courses of action. At the time of writing there is no further historical vacancy information available.

Officers are currently considering the Redditch town centre vacancy rates against national trends and comparable other towns.

In the interim it has been decided that there should be officer attendance at the BID (Business Improvement District) Board so that the council can work with partners on the compilation of data/ consideration of next steps.

Performance measure

- Level of funding secured.

Update

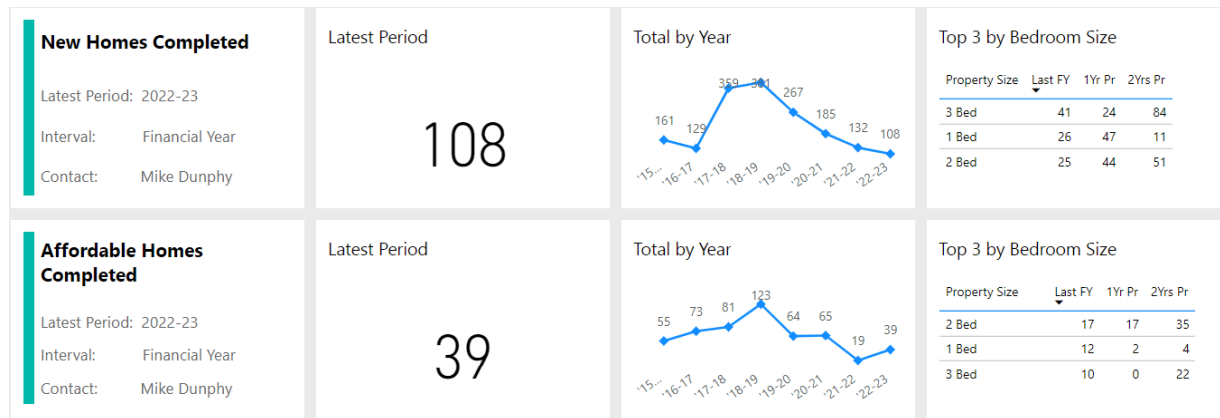
Approximately fifteen million pounds.

3.2. Housing Growth

During 2023/24 we will accelerate the pace of affordable housing development. We will deliver on the Housing Revenue Account (HRA) Housing Growth programme as a priority and, where possible, enable the building of market housing on our own land and the creation of additional income for the Council.

Performance measure

- Number of new homes - total and affordable (annual)

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Total number of homes built in 22/23:

- Total Homes Built (including affordable) - 108 (net)
- Total affordable homes built - 39 (net)

Housing completions which contribute towards meeting the Borough's housing requirement come from several sources including newly built properties, change of use to a dwelling from another use such as an office, conversions (for example from a barn to a dwelling) or sub-division (for example from a house to flats). In addition, dwellings are also either private for the open market or affordable for rent through Registered Providers, which meet the needs of those on the Council's housing waiting list. The supporting measure records all new build dwellings by size (number of bedrooms) but makes no distinction between tenure.

Performance measure

- Number of new council houses (HRA) projected to be built during 22/23.

Update

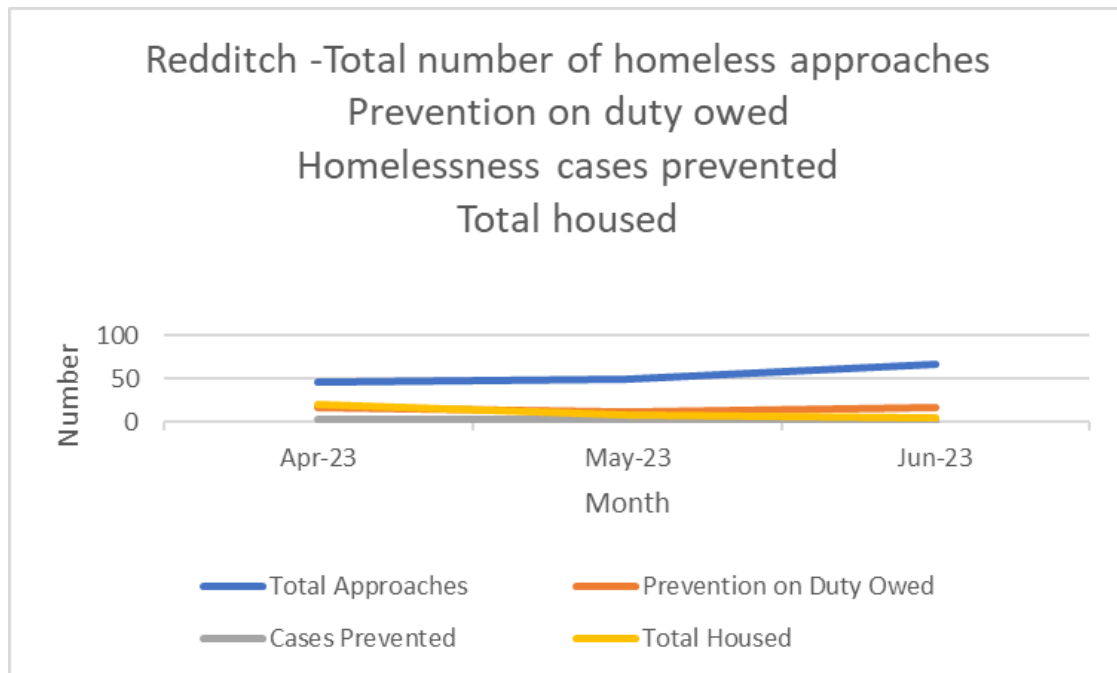
There were nineteen units projected to be built; however, due to delay in the build progress, the properties will not be expected until the end of Q1 2023/24. The development at Edgeworth Close is expecting practical completion end of June/beginning of July.

Performance measure

- Number of homeless approaches
- Number of threatened with homelessness preventions.
- Number of homeless applicants housed.

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It is not uncommon for RBC to be working in 'crisis' – as in many of their approaches are owed a relief duty. So effectively, RBC do not have opportunity to intervene sooner at prevention stage.

Update

The financial situation in the UK continues to affect the housing market, which creates unavoidable pressure on homelessness services.

There are and continue to be many private sector landlords issuing 'with' and 'without fault' S.21 notices on their tenants.

Many are selling their portfolios, due to cost of living rises and subsequent rent arrears of tenants already affected by rent affordability and cost of living. Many professional landlords must increase the rent cost in their properties to ensure that they are able to successfully remain in the rental market, and this simply isn't within reach of many residents in Redditch whom inadvertently present as homeless. This is further exacerbated by the local housing allowance remaining at the former rates, with no up-lift. The gap is such that many low paid working applicants and those not in employment cannot access the private sector. The gap is too big.

Homelessness approaches are as a result of the cost-of-living crisis, private rent affordability and economic struggles. The impending introduction of the banning of 'no fault' evictions by private landlords is likely to further exacerbate this situation, as landlords look to sell or re-let in the competitive rental market.

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Demand continues to outweigh supply in the social housing sector, and we as other local authorities need to identify increased build programmes.

The pressure on resources and limited exit options continues to put pressure on temporary accommodation, and the staff within homelessness services. The Homelessness and Housing Solutions (HHS) Manager is committed to upskilling the housing officers to identify more innovative temporary accommodation arrangements, with friends/family where possible. Well trained staff and stable teams in terms of staff retention are starting to offer a more consistent service offer.

The Voids, Allocation and Lettings Manager and HHS Manager are meeting with the young people's providers to facilitate a better move-on policy, and a single point of access arrangement to reduce the spaces offered to homeless individuals outside of the Redditch area. This should provide an increased streamlined through-put, fewer bed blocking instances and increased availability.

We are in discussions with providers who are keen to discuss what they can offer in Redditch, however the crisis in neighbouring Birmingham offers lessons to avoid pitfalls in exempt accommodation and as such it is crucial to understand what Redditch needs as well as commission appropriately and safely.

Property leasing is a consideration to develop alternative offers to households, at a more affordable rent. It is early days, but consideration is being given to all appropriate tenures to relieve the pressure on our service. We are committed to reduce the use of bed and breakfast and looking at all viable options that we can use to facilitate this. We have noticed a reduction in this use though it is expected to be as the result of a number of reasons, not least a more rigorous assessment process.

This winter we are hoping to offer a cold weather provision which is communal – whilst I understand that this may not directly affect the B&B usage as it is Severe weather emergency protocol (SWEP) led, it does mean that our available spaces are used by SWEP and this has on occasions forced us to source hotels outside of our usual providers which have been less favourable cost-wise.

The personal benefits to this are ten-fold as clients experiencing multiple complex needs which include street homelessness are offered quality support alongside accommodation.

We continue to look at ways to reduce costs, reduce reliance on B&B for temporary accommodation and identify appropriate solutions for our

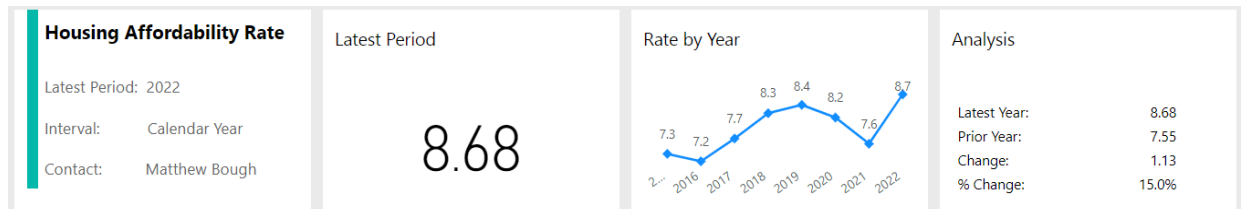
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households. We also look to create a fit for purpose service, with staff who feel confident to offer innovative ideas and suggestions.

Performance measure

Local housing affordability rate (annual, calendar year, 1 year lag)



Data extracted from Officer for National Statistics (ONS) – House Price Statistics for Small Areas, Annual Survey of Hours, and Earnings.

Update

The affordability ratio in England is currently 9.05.

There are a number of affordability ratios and the above relates to workplace-based income so looking at the median earnings of those employed in Redditch.

	Median House Price (Year ending Sept)	Median Earnings
2018	£200,000	£24,254
2019	£215,000	£25,472
2020	£220,000	£26,984
2021	£239,250	£31,692
2022	£235,000	£27,062

As the rate continues to rise this will push more households into needing affordable housing. We are working with developers to secure the maximum provision of affordable housing on developments and RP's to bring forward affordable housing. A "First Homes" policy with a local connection criterion was approved by Council in September 2022 to ensure these discounted homes are provided for local applicants in the first instance

3.3 Work and Financial Independence

In 2023/24, we will find ways to further support, engage, and empower our residents to maintain / achieve financial independence.

Our Financial Independence Team will continue to help residents to gain financial independence both through short and long-term solutions. This includes advising our residents on how to manage fuel and utility costs, maximise their income, manage their personal finances, and access other specialist agency support.

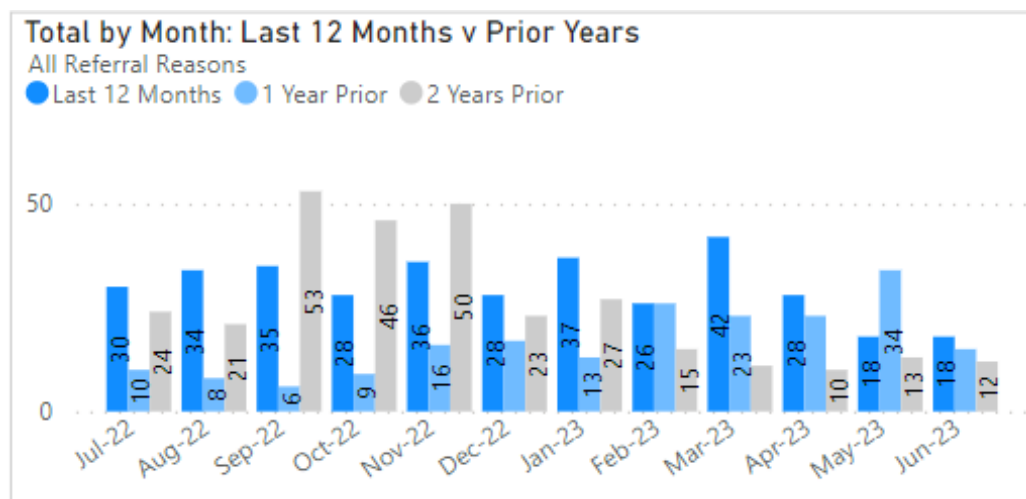
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We will provide quality services that help to empower residents through good financial advice, the effective coordination and signposting of services, and partnership working.

Performance measure

- Number of Financial Independence Team client contacts. The chart relates to the number of FI Team cases opened. The top 5 referral reasons (where a value has been provided) for the last 12 months are:
 - 'Under occupancy charge' (59)
 - 'Debt' (50)
 - 'Other' (36)
 - 'No value' (33) - excluded from top 5 reasons.
 - 'Budgeting Issues' (25) and
 - 'Cost of Living Crisis' (23)



For quarter 1, the top referral reasons were:

- 'Debt' (10)
- 'No value' (8) - excluded from top 3 reasons.
- 'Under occupancy charge' (5)
- 'Budgeting issues' (5)

The Assistant Financial Support Manager is currently liaising with the communications team to promote the FI Team where possible, so those in need are aware.

Performance measure

- Number of eligible children accessing nursery funding across the borough.

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Although data is shared termly (with a lag) from Worcestershire County Council, this has been inconsistent. Work is ongoing to improve the regularity of the supply of data. There is no additional data for the current quarter.

Term	% 2-year-olds accessing funding
Summer 2019/20	56%
Summer 2020/21	59%
Summer 2021/22	70%
Spring 2022/23	84%

The take up of nursery places supports parents in taking up work and the two-year-old funding considers vulnerable families to try and support reducing the early years attainment gap. In respect of the above, Redditch performance has increased and is higher than the County average of 77.3% for Spring Term 2023. The overall national average for 2022 was 72%.

Previously we received a list from Worcestershire Children First so we could contact families who had applied for 2-year-old funding but had not processed their application. Unfortunately, there is an ongoing issue between our commissioners (WCC Public Health/ H&W Health and Care Trust) and Worcestershire Children's First (WCF) Early Years. The DWP created an information sharing agreement which currently prevents WCF sharing the DWP list with us, this is yet to be resolved.

We continue to promote childcare funding at all our community events with a particular focus on 2-year-old funding and school readiness to encourage those eligible to take up the funding. We promote on our website and social media pages and with any families we encounter who may be eligible.

3.4 Improved Health and Wellbeing

In 2023/24, we will work with communities to help them identify and develop their strengths. We will look at ways to encourage physical movement into part of people's normal routines. We will also look to catalyse an integrated approach to care.

Success measures:

- Number of Community Builders in post.

Update

- There are 3 currently in post:
 - Abbeydale
 - Woodrow

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- Focussing on BME

Asset Based Community Development (ABCD) is an approach built on tried and tested methods from sustainable community development practice. The aim of ABCD approaches is to create the conditions that will enable both place and people to flourish, reduce inequalities, improve quality of life that supports communities to thrive and to reduce or delay the need for long term care and support.

The Bromsgrove and Redditch Shared Learning Network continues to meet, supported by Public Health at Worcestershire County Council, which includes community builders, the voluntary and community sector hosts, relevant RBC and BDC officers and the relevant portfolio holders. The purpose of the Network is to provide a forum to support and encourage the development of ABCD good practice locally. The most recent meeting fed back on very successful Christmas events, support being provided to vulnerable individuals and the in-depth scoping that has been undertaken by the BME Community Builder.

Community Builders are on fixed term contracts, but funding has been confirmed to extend the posts until end of March 2025. The longer-term aim remains that other areas will be covered if funding becomes available for additional Community Builders.

Performance measure

- Deliver improved outcomes by implementing the Leisure Strategy

Update

The short-term recommendations in the Leisure Strategy run to October 2026. Most are underway. Further Leisure Reports will be presented to members this municipal year.

3.5 Community Safety and Anti-Social Behaviour

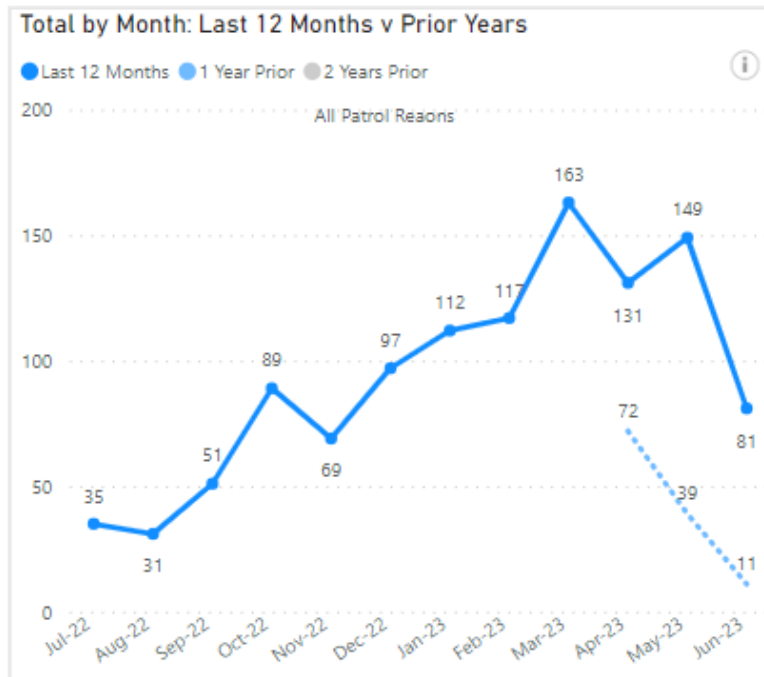
Working with Community Safety partners we will implement crime prevention projects and promote community safety services to reduce the hazards and threats that result from the crime, violence, and anti-social behaviour. We will also promote and support victim services that are in place to help and encourage recovery from the effects of crime.

Performance measure

- Number of young people engaged through Detached/Outreach youth work.

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This is a new measure from April 2022.

Update

During Q1 2023/24 (Apr-Jun) a total of 361 young people were engaged via the Outreach Youth Work. This was an increase of 239 on the same period last year, although it needs to be noted, it was a new service in quarter 1 2022/23.

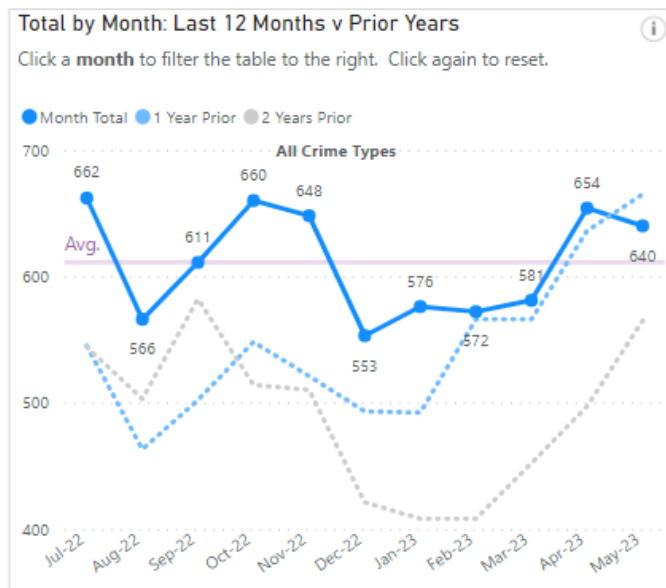
In April routine patrols were carried out in known areas of concern in Matchborough, Woodrow, Town Centre, Smallwood, Batchley, Greenlands, Lodge Park and Lakeside; young people engaged well with youth workers and were signposted to local youth provision and support services. Patrols continued in May and discussions took place with some year 11 students who were due to sit exams. The conversation included exam stress and coping mechanisms. In June engagement was also undertaken with some young people who had been excluded from school; they were signposted to local youth provision and support services.

Performance measure

- Levels of crime. (Up to and including May 2023)

Update

Data extracted from 'data.police.uk' below – there is a lag in data reporting.

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Crime Type	Total	% of Total	v 1 Mth Prior	v 1 Yr Prior	12 Mth. Avg.
Violence and sexual off...	3,173	47.2%	0	160	264.4
Public order	694	10.3%	-13	80	57.8
Criminal damage and a...	561	8.3%	-2	29	46.8
Shoplifting	558	8.3%	-16	199	46.5
Other theft	541	8.0%	3	79	45.1
Vehicle crime	393	5.8%	-8	74	32.8
Burglary	288	4.3%	-11	41	24.0
Drugs	162	2.4%	19	-3	13.5
Other crime	136	2.0%	6	13	11.3
Possession of weapons	83	1.2%	-2	23	6.9
Robbery	66	1.0%	5	23	5.5
Bicycle theft	35	0.5%	1	6	2.9
Theft from the person	33	0.5%	4	2	2.8
Total	6,723	100.0%	-14	726	560.3

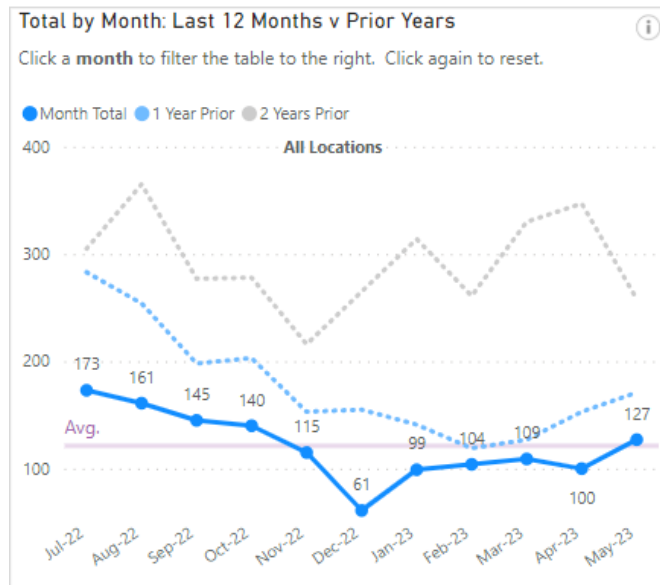
On average there has been a predicted increase in crime trends in 2022/23 compared to 2021/22 where multiple months had varied stages of COVID lockdowns in place. North Worcestershire saw increases (8%) across all crime types up to April 2023. This quarter (April – June 2023) has seen slight increases in 'violence with injury', 'shoplifting' and 'criminal damage' when compared to Qtr4 (Jan – March 2023). Increases were also seen in 'public order' offences although this was a predicted rise following recording changes to ASB reporting. In Redditch the Ward with the highest number of offences in 2023 was Abbey Ward which contains Redditch Town Centre. Other areas with increases were Church Hill and Winyates.

ASB (up to and including May 2023)

Data extracted from 'data.police.uk' below – there is a lag in data reporting.

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**Update**

ASB reports have been decreasing, certainly due to a recording change in Feb 2022 which reclassified some ASB incidents to Public Order offences. Since the change there has been little impact on ASB trends, with predicted seasonal increases in the summer months. In Redditch in 2023 increased numbers of reports were seen in Abbey Ward, particularly in the Town Centre and Greenlands Ward with high volume locations in areas of Woodrow.

Performance measure

- Number of crime risk surveys carried out.

	No. Surveys 2022/23	No. Surveys 2023/24
Q1	10	28
Q2	14	
Q3	11	
Q4	15	

Update

During quarter 1 2023/24 there were a large number of surveys undertaken these are outlined below:

Apr - Detailed written crime prevention recommendations were provided for planning applications in Webheath. A domestic abuse home security assessment and recommendations for works was carried out for a high-risk resident in Batchley. Crime prevention advice was provided in Crabbs Cross following reports of youth ASB and in Winyates following reports of loose dogs roaming.

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May – Detailed written crime prevention recommendations were provided for planning applications in Batchley and the Town Centre. Crime prevention advice was provided for a high-risk resident receiving MARAC domestic abuse support. Site visits and crime prevention advice was provided following ASB reports in Greenlands, Town Centre, Winyates, Church Hill and Batchley. Multiple sites visits were conducted following concerns raised about RBC land at risk of unlawful incursions. Crime risk advice was provided to relevant service areas in attendance.

June – Detailed written crime prevention recommendations were provided for planning applications in the Town Centre and Enfield. Site visits and crime prevention advice was provided following ASB issues in Woodrow, Town Centre, Batchley and Lodge Park. Advice was also provided following a neighbour dispute in Batchley. Sanctuary domestic abuse assessments were carried out for high risk residents in Batchley and Woodrow.

3.6 Rubicon Leisure

As reported in Q4 Rubicon has now implemented a new system and so measures data will be available for Q2. Unfortunately, this data is not available for Q1.

3.7 Green Thread

We continue to focus on innovation as we play our part in the response to climate change and biodiversity challenges. Working with partners across the region, including the LEPs and the Waste Partnership, we will explore the possibilities of modern technologies to our fleet but also how innovative technology can help us deliver greener and more efficient systems internally. We also need to maintain work around waste minimisation and maximising recycling, particularly around recycling quality and the implications of the new Environment Act.

Performance Measure:

- Have an agreed and funded plan and capital replacement programme for the Council's fleet subject to any budget constraints.

Update

Nottingham City Council, through their government funding grant to undertake a review of its fleet, is providing an external consultancy service to the council. Officers have been working with Nottingham City Council and have now received a copy of their report which will be used to create the basis of the fleet replacement programme report that will go to CMT in readiness for Executive in the autumn.

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Performance Measure:

- Introduce vegetable derived diesel into the councils' vehicles to reduce carbon emissions subject to any budget constraints.

Update

Hydrogenated Vegetable Oil (HVO) has seen a severe increase in cost due to external influences such as the war in Ukraine. Due to this large increase in costs, and the wider financial pressures on the Council, Environmental Services have reverted back to using diesel for the vehicle fleet and will continue to monitor costs until they stabilise and settle down. Prices for HVO fuel remain high until prices reduce we will continue to use standard diesel.

Performance measure

- Households supported by the Council's energy advice service.

Period	Households
2019/20 (09/19-03/20 only)	21
2020/21	26
2021/22	6
2022/23 (part year)	57

Period	Households
Q1 2023/24	250

Update

In the first quarter of 2023/24 a total of 250 households received energy advice and guidance from Act on Energy. Of these, 6 received home visits due to vulnerability and 13 were provided with support through Warm Home Discount and Severn Trent Big Difference Scheme.

3.8 Financial Stability

The Councils resources continue to be constrained. To address this, we will continue to work to ensure our people, assets and financial resources are focused on the priorities and activities that most effectively deliver wellbeing and progress for our local population.

Success measures:

- Financial performance – actuals consistent with budget (earlier section of this report)
- Increased levels of General Fund Balances over medium term.
- Towns Fund Project delivered within budget.

3.9 Organisational Sustainability

The Council will work to maximise the use of digital infrastructures, including cloud technologies, to enhance its support for customers. We will encourage residents and businesses to access high speed fibre and wireless technologies to deliver growth in the local economy. Ensuring the Councils infrastructure can securely process the increased demand placed on it by the expanding use of Internet of Things devices will be key to its digital success. Any new delivery models, utilising technology, must deliver improved customer service at a lower cost.

Performance measure

- Number of corporate measures accessible through the dashboard.

Update

The organisation is moving from the current legacy dashboard to a new Power BI dashboard. Power BI is an interactive data visualisation software product with a primary focus on business intelligence. There are currently 34 strategic measures available via the dashboards. Work is also being undertaken on a number of operational measures.

Performance measure

- % of staff able to work in an agile way.

Update

This new measure is aligned with the ongoing agile project; we are continuing to work to devise an effective method of data capture. The Agile Policy has now been launched across the organisation.

3.10 High Quality Services

The Council's people are key to its long-term success. We aim to recruit, retain, and motivate the right employees, with the right knowledge, skills, and attitude to deliver excellent services and customer care.

Performance measure

- % of employees who undertake management training.

Update

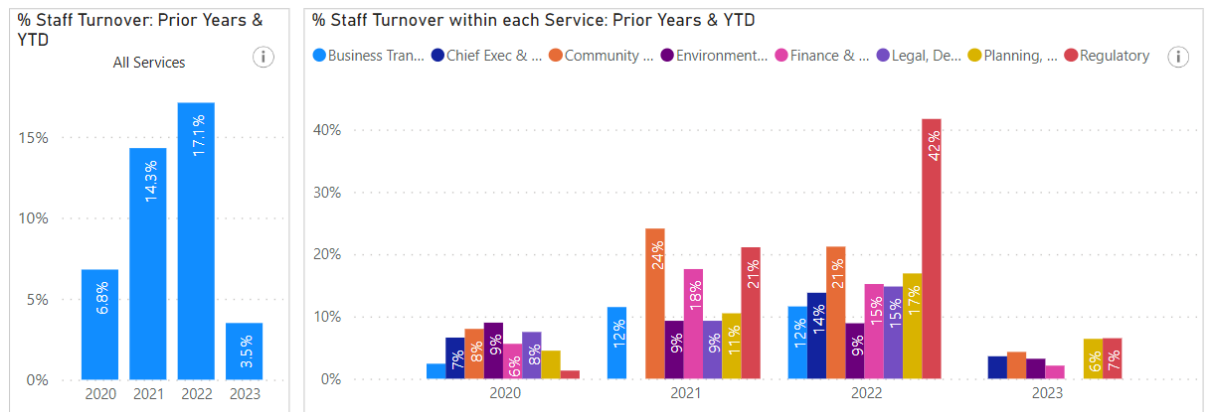
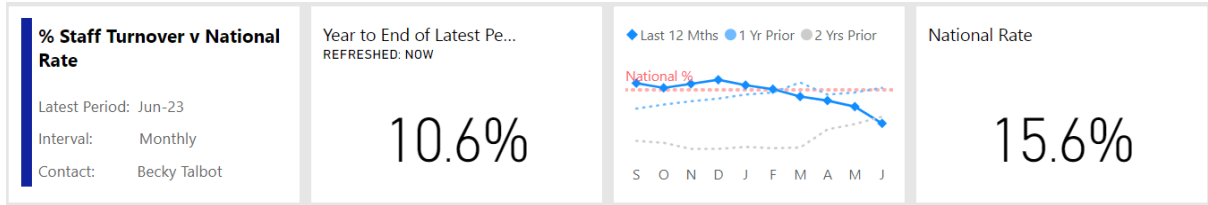
The management training was launched for the first time in Summer 2022. It is an annual measure; the first data will be reported in late 2023.

Performance measure

Staff turnover rates in relation to national rates

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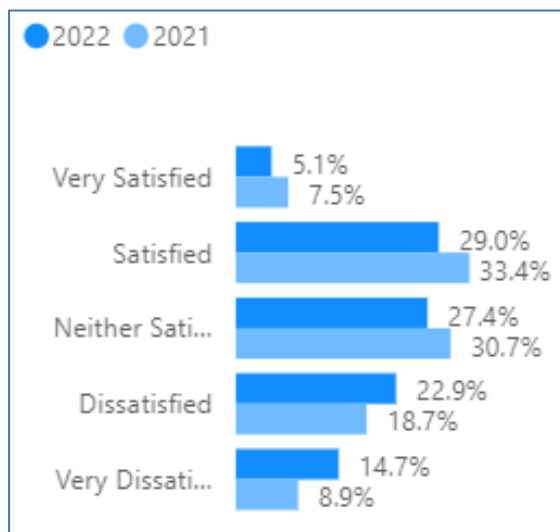
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Since January 2023, it can be seen there has been a continued improvement in turnover rates which brings the authority under the national average. We will be launching a process for exit interviews before the next quarterly report cycle. We will utilise this data to further understand context and undertake necessary actions.

Performance measure

- Customer satisfaction with service delivery, measured through the Community Survey.



Update

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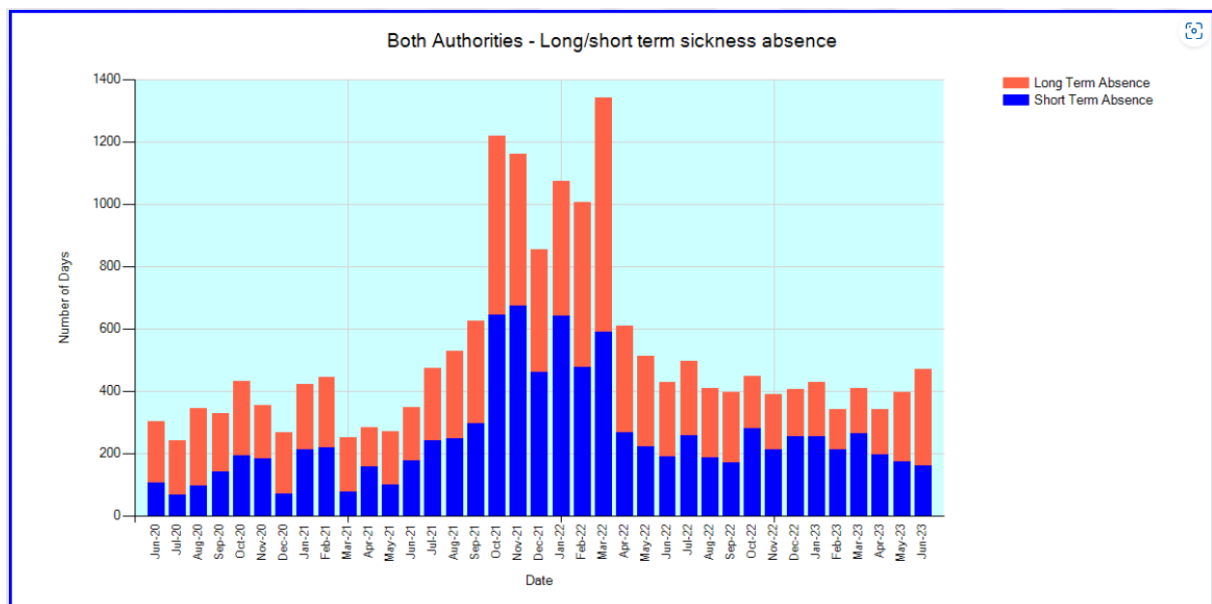
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This is an annual measure. Data is extracted from the annual community survey. 2021 was the first year the public were asked about their level of satisfaction with the way the council delivers its services. National satisfaction with LA's, according to the Local Government Chronicle is currently at 40%. The 2022 survey was carried out in October/November 2022. The top lines have been reported to CMT and will be reported to members in July 2023; they will also be published on the Council's webpages.

4. Operational Measures**4.1 Business Transformation, Organisational Development & Digital Services**

Performance measure

- Sickness absence

**Update**

The year end (2022-23) days lost per FTE is 7.04, lower than the previous year of 12.02 (national average in 2022 was 5.7 days per FTE); the national average date for year-end 2023 is not yet available. We are currently undertaking a fundamental review of the data source, data capture and data calculation, in order to utilise the increased functionality of PowerBI which will enhance both the overview and more in-depth analysis for this measure and in turn enable actions from the understanding gained.

Actions:

- Review of the data source, to include training where needed.
- Review of the absence reasons reported under in comparison to national data.
- Review of how the data is analysed and presented to managers.

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4.2 Environmental and Housing Property Services**Environmental Services - RBC Domestic Waste Collection
Performance measure**

- Percentage of household waste sent for reuse, recycling and composting.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2021/22	36.65	31.20	25.82	26.57	34.13	34.69	32.52	27.38	25.61	34.91	30.52	39.82
2022/23	35.27	28.45	28.16	29.31	39.52	38.06	33.21	27.96	28.89	38.44	30.74	37.50
2023/24	29.37*	25.01*	25.15*									

*Current figures are not including the Garden Waste tonnage for composting, and we are awaiting updated figures from WCC to recalculate this, which are expected to lift this percentage closer to the performance in 2022/23.

Update

This is a National Indicator measuring the percentage of household waste arisings which have been sent by the Authority for reuse, recycling, and composting, and is used in the national league tables ranking Local Authority performance. In 2021/22 Redditch was ranked 309th in the national league tables – Up from 315th in 2020/21. This ranking is currently limited due to the lack of a widespread garden waste service in Redditch.

Actions:

Discussions are being had with our neighbouring Worcestershire Authorities about how we can increase our resources collectively to support more proactive engagement with residents to educate on waste reduction and effective use of our services, as we still have regular contamination of our recycling with non-recyclable items. Work is also on-going to consider the future of waste collection services alongside new legislative requirements that will see the introduction of a weekly food waste collection and potential changes to how we manage both residual waste and dry recycling. We are also fitting new banners to the side of our refuse collection fleet during July/August to highlight the issue of food waste as part of a joint campaign with Worcestershire County Council, and have resources available via our website to support households in using our services and reducing waste: <https://www.worcestershire.gov.uk/lets-waste-less>

Performance measure

- Residual Waste per household (kg)

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2021/22	44.77	41.84	55.21	51	40.09	40.96	38.78	46.1	51.99	41.79	39.64	39.26
2022/23	36.68	46.17	47.97	42.65	35.23	36.11	36.02	47.54	42.52	39.24	36.33	39.23
2023/24	41.07	49.61	47.52									

Update

This measures non-recyclable waste thrown away per household. The increase in tonnages for April and May is believed to be partly due to the inclusion of garden waste in the grey bins, and the increased growth rate this year in comparison with 2022. Approximately 8% of residual waste in Redditch was identified as garden waste in analysis carried out during 2022.

The response from Central Government on their waste consultation, which will give details on precisely what is required of us as the Waste Collection Authority under the Environment Act 2021, has been deferred again and there are growing doubts as to whether this will be released before the next General Election.

Waste Composition Analysis was carried out across the Borough to sample waste during 2022 and identify what is being thrown away in our residual waste to support discussions on the future of our services, and any communication/education campaigns we may need to implement to support further recycling. In the samples taken, up to 20% of the residual waste put out for collection could have been collected as recycling, with nearly 8% of that being garden waste. Up to 35% of the residual waste was food waste (47% of that was still in its packaging unused). This information is being considered as part of the wider Task and Finish project to consider future options for how we collect our residents waste in the future.

Actions:

Discussions are being had with our neighbouring Worcestershire Authorities about how we can increase our resources collectively to support more proactive engagement with residents to educate on waste reduction and effective use of our services, as we still have regular contamination of our recycling with non-recyclable items. Work is also on-going to consider the future of waste collection services alongside new legislative requirements that will see the introduction of a weekly food waste collection and potential changes to how we manage both residual waste and dry recycling.

We are fitting new banners to the side of our refuse collection fleet during July/August to highlight the issue of food waste as part of a joint campaign with Worcestershire County Council, and have resources available via our website to support households in using our services and reducing waste: <https://www.worcestershire.gov.uk/lets-waste-less> .

Given the on-going lack of information from Central Government to support wider changes to the waste collection service, we are exploring options and

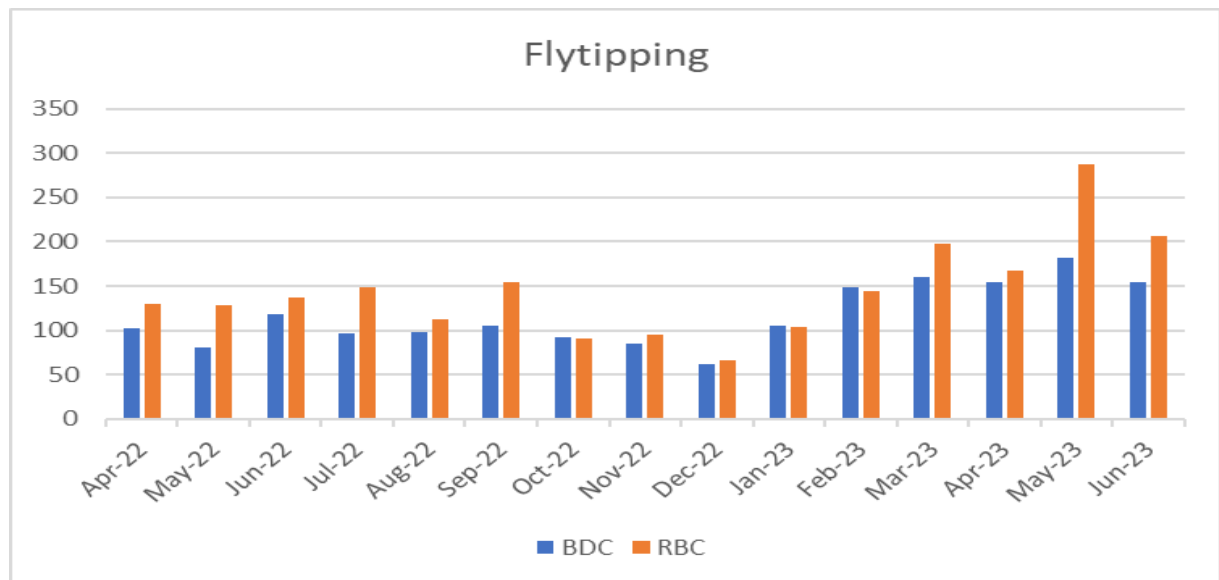
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costs to support consideration of a dedicated garden waste service in Redditch from 2025/2026, as the current service only supports a small proportion of Redditch Households, and this would support a reduction in residual waste as well as support the Borough's Climate Emergency aims.

Performance Measure:

- Fly Tipping

**Update**

The type of fly-tips is unchanged and is small domestic fly-tips. An increase in the numbers is due to the IT system making it easy for the crews to record/report fly-tips when they are out on site.

Actions

Start utilising the new software on site, so the information provided can enable us to look at specific locations and follow any trends.

Housing Property Services

The initial Operational KPIs for Housing Property Services are shown below. The Housing Property Services Manager has established several KPIs to provide both Operational and Strategic monitoring of Services delivered. These are supplemented by the 22 KPIs created by the Regulator of Social Housing (RSH), of which 10 are the responsibility of the Landlord to provide and 12 of which are as a result of Tenant Perception Survey, the format of which is dictated by the RSH. In the interim however please see below:

Performance measure

- Third Party Gas Audit Compliance- Frequency Monthly – Target 85%

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Update

The Performance Indicator is a measure of the compliance with Gas Regulations and Codes of Practice for the work undertaken by the in-house Gas Team. An Independent external company undertakes a random sample of Audits across several properties to assess the standard of workmanship and compliance and reports their findings monthly.

The maintained compliancy score can be attributed to the ongoing improvements within the Gas Team. These improvements include regular Toolbox Talks, coupled with regular manufacturer appliance training to ensure the Gas Engineers have the knowledge and confidence to carry out the tasks at hand effectively and efficiently.

Quarter 1, 2023/24		Quarter 2, 2023/24		Quarter 3, 2023/24		Quarter 4, 2023/24	
Apr 23	87.18%	Jul 23		Oct 23		Jan 24	
May 23	93.22%	Aug 23		Nov 23		Feb 24	
Jun 23	92.00%	Sep 23		Dec 23		Mar 24	

Performance measure

- Average time taken to complete repairs to standard voids – Frequency Monthly - Target 20 Calendar days.

Update

The performance indicator is a measure of the number of calendar days taken on average to complete works to standard voids. (This does not include properties requiring major works, decant properties, insurance claims following fire damage and currently dispersed units of accommodation).

Quarter 1, 2023/24		Quarter 2, 2023/24		Quarter 3, 2023/24		Quarter 4, 2023/24	
Apr 23	21.50	Jul 23		Oct 23		Jan 24	
May 23	25.17	Aug 23		Nov 23		Feb 24	
Jun 23	18.06	Sep 23		Dec 23		Mar 24	

There was one property in April and another in May that had significant delays which has resulted in the average over these 2 months exceeding the target.

4.3 Finance & Customer Services (inc Revenues & Benefits)**Performance measure**

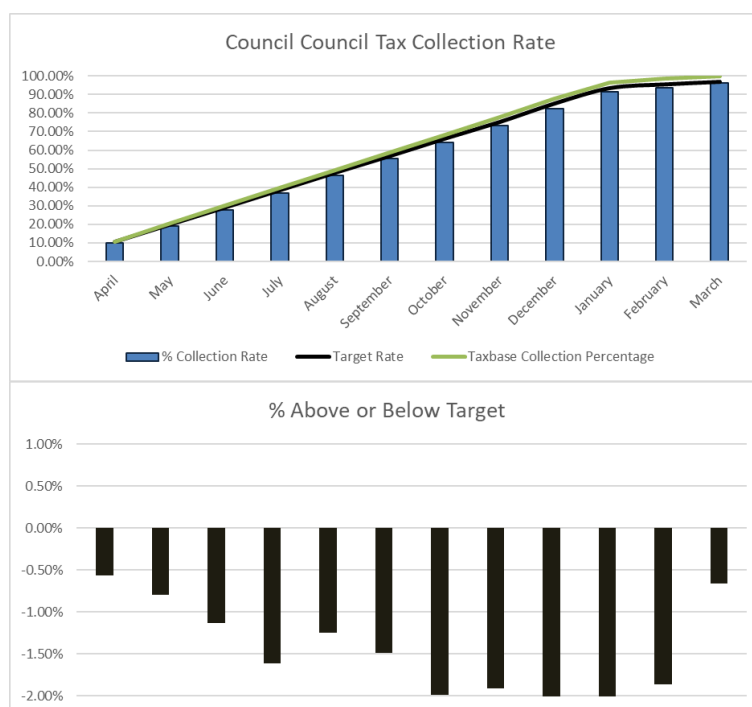
- Council Tax Collection Rate

The data remains as Quarter 4 2022/23 data. Revenues cannot accurately produce the updated information due to batch scheduling having stopped working within Civica-OpenRevenues; this issue is waiting to be addressed and is currently within the escalation process.

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The OpenRevenue system includes software titled "Civica Automation" - which is batch scheduling tool that is able to automate linear tasks. There was an issue with one of the process maps in April and the process maps have been switched off by systems admin/internal ICT.

The process map that is switched off is the one which runs the reports which we use to profile collections rates. We have now been without this process map for 4 months, and ICT/Systems Admin has not provided an adequate response as to the reasons or when this will be fixed.

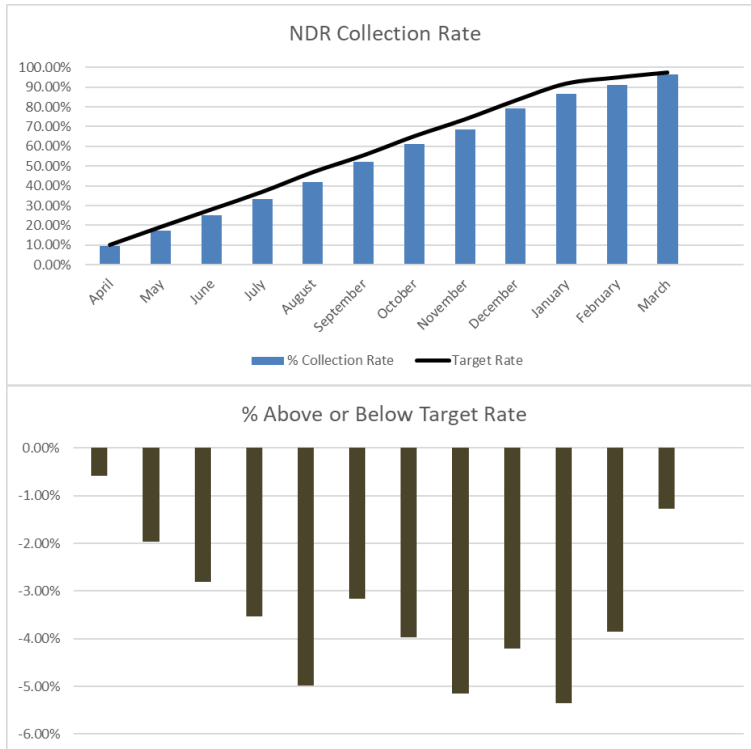
**Performance measure**

- NDR Collection Rate

The data remains as Quarter 4 2022/23 data. Revenues cannot accurately produce the updated information due to batch scheduling having stopped working within Civica-OpenRevenues; this issue is waiting to be addressed and is currently within the escalation process.

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Performance measure

- Revenues Processing

Month	Completed Items	Completed < 7 Days	Completed < 14 Days	Completed < 21 days	Completed < 28 Days	Completed > 28 days	Outstanding Documents
Apr-22	2082	588	301	308	517	368	1869
May-22	1659	409	230	138	75	807	2044
Jun-22	2115	442	239	152	201	1081	2031
Jul-22	2107	393	253	202	293	966	1605
Aug-22	1340	325	182	148	429	256	1421
Sep-22	2408	692	402	222	445	647	1430
Oct-22	3324	1070	675	338	537	704	1402
Nov-22	2778	1052	546	232	192	756	1399
Dec-22	2150	879	350	135	114	672	1270
Jan-23	3231	1391	361	234	215	1030	928
Feb-23	3376	1848	289	202	273	764	895
Mar-23	4357	2611	635	435	209	467	862
Apr-23	2764	1346	459	284	359	316	651
May-23	2368	1451	254	133	175	355	769
Jun-23	2321	1393	190	120	86	532	891

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Update

The Covid-19 Business Support Grants, Council Tax Energy Rebates, and Energy Bill Support Scheme – Alternative Funding schemes is no longer impacting on the workload for the Revenue Service. Some reconciliation work remains to be completed for these schemes, but there is no longer any day-to-day processing impact. This has enabled a reduction to the outstanding work items.

It is anticipated that the impact of inflation and rising interest rates will cause an increase in customer contact with regards to the payment of their council tax.

Actions

Available resources will be reviewed to ensure that they are sufficient to meet the ongoing demand on the service.

Performance measure

- Online Customer Interactions

Month	On-Line Service Requests	Auto Processed	Referenced	Rejected
Apr-22	1340	385	384	571
May-22	6811	5734	460	617
Jun-22	4242	3413	328	501
Jul-22	3199	2275	403	521
Aug-22	1427	527	386	514
Sep-22	2729	1785	396	548
Oct-22	1518	499	459	560
Nov-22	1183	197	401	585
Dec-22	906	170	283	453
Jan-23	973	186	274	513
Feb-23	752	138	235	379
Mar-23	1426	380	390	656
Apr-23	1014	278	274	462
May-23	1023	240	297	486
Jun-23	1039	227	337	475

Update

Customers are continuing to utilise the on-line portal to carry out service requests and transactional enquiries for Council Tax, Non-Domestic Rates and Welfare Benefits. The on-line forms include an element of automatic

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processing, at present, approximately 20% of enquires are processed automatically.

Actions

Lay-out of forms and systems parameters will be reviewed during quarters 2 and 3 to ensure that the full benefits of automation are being utilised.

Customer Service**Performance measure**

- Revenues Calls (shared service)

Date	Calls Answered	Avg in Queue	Avg Wait (mm:ss)	Avg Logged in	Avg call length (mm:ss)
Apr 2023	2712	1.06	05:19	5.22	08:27
May 2023	2601	0.98	05:47	4.51	08:32
Jun 2023	2708	0.56	05:04	5.72	08:49

Update

The service met expectations with regards to answering calls during the quarter. The spike in calls is due to the annual council tax billing which occurs in March and April. Where demand exceeds supply, particularly during March and April, then officers from the revenues team are requested to assist. Following the annual billing, then reminder letters are sent which explains the longer times resolving customer queries (e.g. payment arrangements / explanation of outstanding balances)

Performance measure

- Number of Web Payments

Update

Date	Number of Payments
Apr 2023	3764
May 2023	3868
Jun 2023	3699

Performance measure

- Customer Service calls (Switchboard)

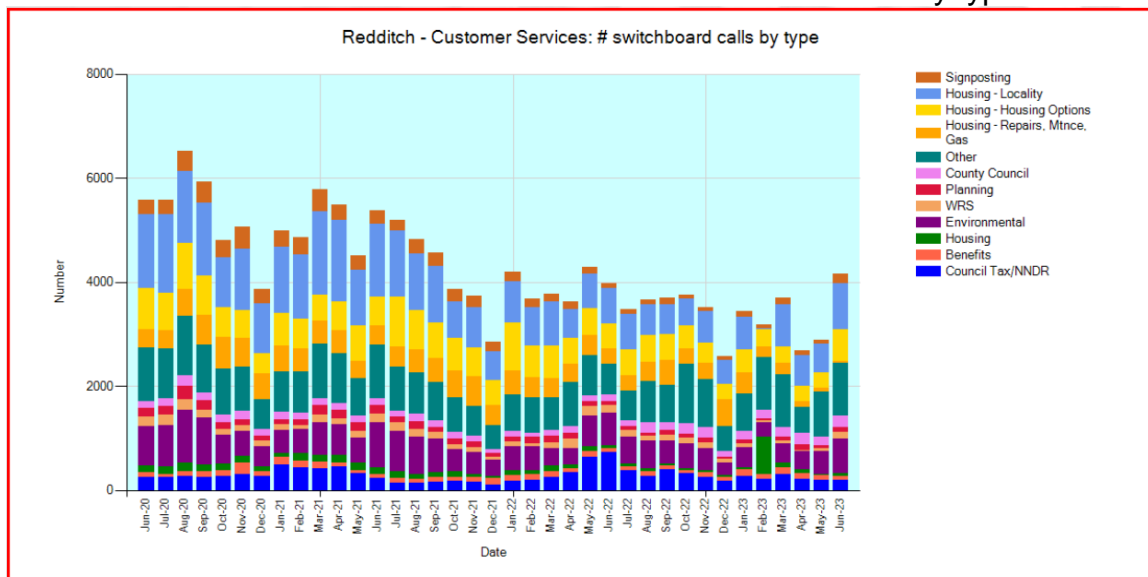
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Date	Calls Answered	Avg in Queue	Avg Wait (mm:ss)	Avg Logged in	Avg call length (mm:ss)
Apr 23	3597	0.08	00:41	1.93	00:43
May 23	4086	0.09	00:41	1.90	00:43
Jun 23	4340	0.11	00:45	1.55	00:39

Switchboard - The service met expectations with regards to answering calls during the quarter, despite an increase in demand across all areas. 2 FTE officers that provide switchboard service across both Bromsgrove and Redditch Switchboard. We have requested an automated single option for the welcome message for all areas of housing (locality, housing options and repairs/gas) to reduce demand on operators on switchboard, however we are awaiting approval from Housing before this can be implemented.

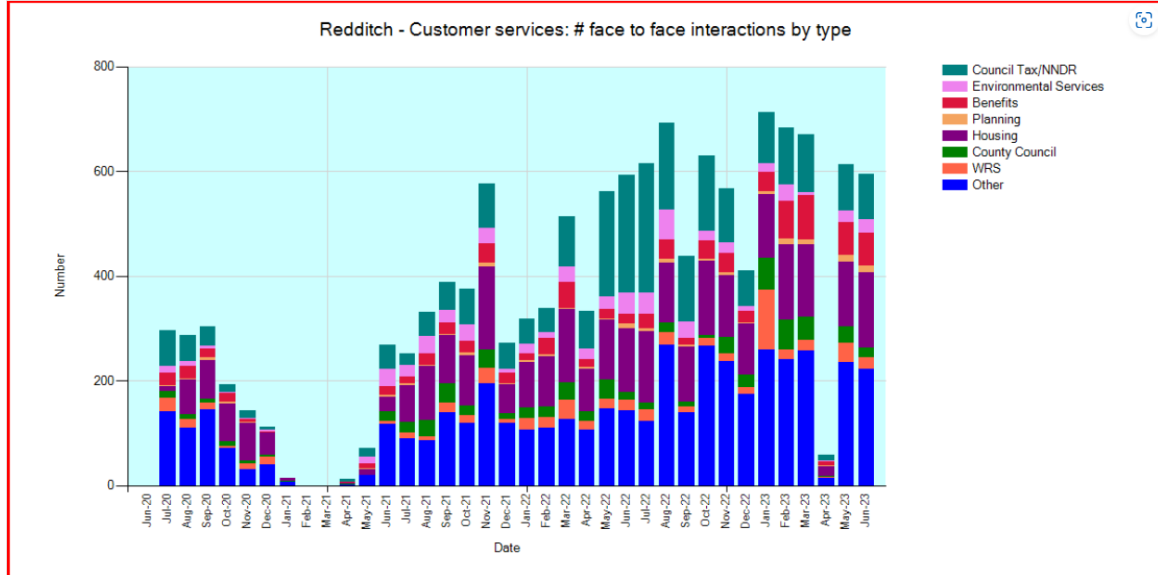
Measures Dashboard - Customer Services - Switchboard calls by type



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Measures Dashboard - Customer Services - Reception visits by type



Visitor numbers remain on average of 600 per month (150/week, 30/day) at the Town Hall. The highest demand is for ‘other’ which is for non-RBC services (signposting). The highest demand at the Town Hall for council-run services is Housing.

There was an ICT database error in April so these figures should be disregarded.

4.4 Planning, Regeneration & Leisure Services

The Leisure and Cultural Strategy has been endorsed by Committee. Recommendations in the strategy have been prioritised and are being worked through.

Performance measure

- Total number of applications determined in quarter (all types)

Update

Period	Number Determined
Quarter 1, 2022/23	63
Quarter 2, 2022/23	77
Quarter 3, 2022/23	49
Quarter 4, 2022/23	46
Quarter 1, 2023/24	See comment

Due to an issue with Uniform (system holding the data) we have been unable to extract any information for quarter 1, 2023/24

Performance measure

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- Speed of decision making for 'major applications' (over a rolling 2-year period) (Governmental targets for determining applications in time (or within an agreed extension of time) on major applications is 60%)

Period	% Determined 'on time'
Quarter 1, 2022/23	94.7%
Quarter 2, 2022/23	95.0%
Quarter 3, 2022/23	100%
Quarter 4, 2022/23	100%
Quarter 1, 2023/24	See comment

Update

Due to an issue with Uniform (system holding the data) we have been unable to extract any information for quarter 1, 2023/24

Performance measure

- Speed of decision making for 'non-major applications' (over a rolling 2-year period) (Governmental targets for determining applications in time (or within an agreed extension of time) on non-major applications is 70%)

Period	% Determined 'on time'
Quarter 1, 2022/23	82.6%
Quarter 2, 2022/23	83.3%
Quarter 3, 2022/23	84.3%
Quarter 4, 2022/23	85.7%
Quarter 1, 2023/24	See comment

Update

Due to an issue with Uniform (system holding the data) we have been unable to extract any information for quarter 1, 2023/24

5. Corporate Project Oversight & Monitoring

Currently twenty projects are being monitored. The table below provide a summary as of 19th July 2023. As can be seen over 50% (54.5%) have been rated as green for overall status.

All Projects (Number)	Overall Status RAG		Time Status RAG		Scope Status RAG		Budget Status RAG	
	No.	%	No.	%	No.	%	No.	%
Red	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Amber	8	36.4%	9	40.9%	7	31.8%	8	36.4%
Green	12	54.5%	11	50.0%	13	59.1%	9	40.9%

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of the Local Government Act 1972.

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