



Council

Mon 19 May
2025
7.00 pm

Parkside Hall
Parkside,
Market Street,
Bromsgrove
Worcestershire
B61 8DA



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

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GUIDANCE ON FACE-TO-FACE MEETINGS

Please note that this is a public meeting and will be live streamed for general access via the Council's YouTube channel.

You are able to see and hear the livestream of the meeting from the Committee Pages of the website, alongside the agenda for the meeting.

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

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 and for any such items the live stream will be suspended, and that part of the meeting will not be recorded.

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Monday, 19th May, 2025

7.00 pm

Parkside Suite - Parkside

Agenda

Membership:

Cllrs:

Juma Begum
(Mayor)
Joanna Kane
(Deputy Mayor)
Joe Baker
Juliet Barker Smith
William Boyd
Brandon Clayton
Claire Davies
Matthew Dormer
James Fardoe
Andrew Fry
Bill Hartnett
Sharon Harvey
Chris Holz
Sid Khan

Wanda King
Alan Mason
Sachin Mathur
Gemma Monaco
David Munro
Rita Rogers
Gary Slim
Jen Snape
Jane Spilsbury
Monica Stringfellow
Craig Warhurst
Ian Woodall
Paul Wren

1. Welcome

2. Apologies for Absence

3. Declarations of Interest

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

4. Mayor's Opening Remarks

The existing Mayor, Councillor Juma Begum, will provide opening remarks and report on her Mayoral year.

5. Election of the Mayor for 2025/26

Once the new Mayor has been elected s/he will make the declaration of acceptance of office, receive the chain of office and take the Mayor's seat in the front of the chamber.

6. Election of the Deputy Mayor 2025/26

When the new Deputy Mayor has been elected s/he will make the declaration of acceptance of office and receive the badge of honour.

7. Minutes (Pages 7 - 16)

8. Announcements

To consider Announcements under Procedure Rule 10:

- a) Mayor's Announcements
- b) Chief Executive's Announcements.

9. Leader of the Council

Members are invited to appoint a member of the Council to hold the office of Leader of the Council for the ensuing three years.

The Leader will report any Leader's Announcements at this stage.

10. Leader's Appointments

The Leader of the Council decides how the Executive powers of the Council will be carried out. Currently, Executive decisions are taken by the Executive Committee. The Leader also allocates Portfolios and will announce arrangements for these for the coming year.

The Leader's Appointments will be published in a supplementary pack for this meeting.

11. Appointments of Committee, Panels etc and their Chairs and Vice-Chairs (including Political Balance) (Report to Follow)

12. Outside Body Appointments (Pages 17 - 26)

The covering report is attached to the main agenda together with a draft appendix. The final appendix to the report will follow in an additional papers pack.

13. Constitution Review (Pages 27 - 122)

14. Executive Committee

To consider the recommendations made by the Executive Committee at its meetings held on 11th March 2025 and 13th May 2025.

Minutes of the Executive Committee meeting held on 11th March 2025

14 .1 Future Cemetery Provision (Pages 137 - 170)

14 .2 Redditch Council Plan (Pages 171 - 194)

14 .3 Quarter 3 Revenue and Performance Monitoring 2024/25 (Pages 195 - 248)

Minutes of the Executive Committee meeting held on 13th May 2025

At the time of publication of this agenda, the Executive Committee meeting on 13th May 2025 had not taken place. Therefore, any recommendations in respect of the reports considered at this meeting will be published in a supplementary papers pack to this agenda.

14 .4 Redditch Local Plan (Pages 249 - 294)

15. Regulatory Committees

15 .1 Recommendation from the Licensing Committee - Primate Keeper Licensing (Pages 295 - 304)

16. Urgent Business - Record of Decisions

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

(None to date).

17. Urgent Business - general (if any)

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

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

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Monday, 17th March, 2025

MINUTES

Present:

Councillor Juma Begum (Mayor), Councillor Joanna Kane (Deputy Mayor), and Councillors Joe Baker, Juliet Barker Smith, William Boyd, Claire Davies, Matthew Dormer, James Fardoe, Andrew Fry, Bill Hartnett, Sharon Harvey, Chris Holz, Sid Khan, Wanda King, Alan Mason, Sachin Mathur, Gemma Monaco, David Munro, Gary Slim, Jen Snape, Jane Spilsbury, Monica Stringfellow, Craig Warhurst, Ian Woodall and Paul Wren

Officers:

Peter Carpenter, Nicola Cummings, Claire Felton and Sue Hanley

Principal Democratic Services Officer:

Jess Bayley-Hill

74. WELCOME

The Mayor welcomed all those present to the meeting.

75. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Brandon Clayton and Rita Rogers.

76. DECLARATIONS OF INTEREST

Councillors Matthew Dormer, Andrew Fry and Craig Warhurst declared other disclosable interests in Minute Item No. 78 – Local Government Reorganisation – Interim Plan Proposals for Worcestershire – Redditch - in their capacity as Worcestershire County Councillors. They remained present throughout the debate in respect of this item and voted thereon.

77. MINUTES

RESOLVED that

the minutes of the meeting of the Council held on 24th February 2025 be approved as a true and correct record and signed by the Mayor.

Chair

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78. LOCAL GOVERNMENT REORGANISATION - INTERIM PLAN PROPOSALS FOR WORCESTERSHIRE - REDDITCH

The Leader presented a report concerning Local Government Reorganisation interim plan proposals for Worcestershire and in doing so highlighted that the interim plan had been attached at Appendix 5 to the report.

Council was informed that the Government's English Devolution White Paper had introduced a requirement for all remaining two-tier authority areas to become unitary authorities in a process of Local Government Reorganisation. There was no alternative option to this reorganisation and Members were asked to note that it was therefore essential that the Council considered the options available carefully.

Clarification was provided that there were three potential options that had been identified as available for Local Government Reorganisation locally, in terms of proposals for consideration at this interim stage in the process:

- Option 1 – One Unitary Authority for the whole of Worcestershire (covering the full area served by Worcestershire County Council and the six District Councils in the county).
- Option 2 – Two Unitary Authorities, one for North Worcestershire (covering the footprint of Redditch Borough, Bromsgrove District and Wyre Forest District Councils) and one for South Worcestershire (covering the footprint of Malvern Hills District, Worcester City and Wychavon District Councils).
- Option 3 – Exploring both models, in terms of both a single Unitary Authority and two Unitary Authorities in Worcestershire (representing the areas outlined in Options 1 and 2 above).

The Government had required that Councils in a two-tier authority area, like Worcestershire, should work together to develop proposals for Local Government Reorganisation in their locality. Councils were required to submit interim proposals to the Government by 21st March 2025. The Leader had been meeting with the other Leaders of Councils in Worcestershire by attending meetings of the Worcestershire Leaders' Board alongside the Chief Executive Officers of those Councils. At those meetings, the Leader had been highlighting his view that both potential models of reorganisation should be investigated further, in line with Option 3.

Confirmation was provided that Worcestershire County Council had unilaterally commissioned work from PricewaterhouseCoopers

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(PwC). A copy of this paper had been published for Redditch Borough Councillors' consideration in a Background Papers pack for the meeting. However, Members were asked to note that this document did not form part of the interim response that had been agreed by Leaders at meetings of the Worcestershire Leaders' Board. The assumptions underpinning this work had not been shared with District Councils by Worcestershire County Council, despite requests to do so. When the paper had been presented at a recent meeting of Worcestershire Leaders' Board, concerns had been raised about the fact that the assumptions had not been shared and the Leader confirmed that he had also raised concerns that he felt that the content appeared to be biased in favour of a single Unitary Authority for Worcestershire. The Leader advised that he had asked Officers at Redditch Borough Council to commission a separate piece of work to undertake an independent analysis and thereby hopefully provide a clearer picture of the implications of the different available models.

Reference was made to the different positions of the various Councils in Worcestershire and the Leader highlighted that further information had been included on this subject in the interim plan. Confirmation was provided that all of the District Councils, apart from Wyre Forest District Council, were due to consider the interim responses at meetings of their full Council scheduled to take place in March 2025. Wyre Forest District Council had already determined its position at a meeting of Council held in February 2025 when Members had debated a Motion on Notice on the subject. Worcestershire County Council was due to consider the matter at a meeting of the County Council's Cabinet in March, which would be pre-scrutinised at a meeting of the County's Overview and Scrutiny Performance Board.

In reviewing the options available, the suggestion was made that Members needed to ensure that the best option possible for Redditch residents was introduced. There were particular assets owned by Redditch Borough Council that were valued by local communities and there would be a need to ensure that these remained available for residents to enjoy in the future.

The Leader advised that he had attended the latest District Council Network (DCN) Conference, held the week commencing 10th March 2025. During this meeting, clarity had been provided by Jim McMahon MP, Minister of state for Local Government and English Devolution in the United Kingdom, with regard to requirements in terms of the population that would need to be served by any new Unitary Authorities. The English Devolution White Paper had referred to new Unitary Authorities generally being expected to serve populations of circa 500,000. However, at the DCN Conference, it had been clarified that new Unitary Authorities

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serving populations of a smaller size would be considered and there were a range of factors that would influence the Government's decisions in terms of new Unitary Authority structures, including population, financial implications and localism.

The Government had been clear that Councils in two-tier authority areas were expected to work together and to collaborate on proposals. Whilst legal powers were not currently available to the Government to enable it to intervene where collaboration did not occur, there was the possibility that this could be introduced in forthcoming legislation. Should this occur, there was a risk that decisions about Local Government Reorganisation in an area could be imposed by the Government in cases where local authorities could not demonstrate that they had been working together collaboratively.

Following the presentation of the report, Members discussed Local Government Reorganisation in detail. Members noted that at this stage in the process, insufficient data was available to enable Councillors to make informed decisions concerning a preferred option for reorganisation. There was also general consensus that it was important to be able to demonstrate to the Government that the Council remained open minded and prepared to investigate both options further. For this reason, Members agreed that they needed to endorse the interim plan agreed by Leaders at Worcestershire Leaders' Board, in which Option 3 had been proposed for further investigation.

Concerns were raised regarding the report that had been produced by PwC on behalf of Worcestershire County Council. In particular, Members expressed disappointment that the assumptions underpinning this document had not been shared with District Councils. Various Members expressed concerns that the content of this report appeared to be biased in favour of a single Unitary Authority for Worcestershire. Members also noted that the report suggested that whilst the costs of a single Unitary Authority would be paid back within a year, the equivalent period quoted for two Unitary Authorities had been 11 years and Members questioned the basis for these estimates.

The Section 151 Officer clarified that a single Unitary Authority would be cheaper to establish than two Unitary Authorities. However, it was not possible to test whether the figures included in the PwC report were accurate because the assumptions underpinning this had not been shared with District Councils, despite requests for that information. The content of the report needed to be regarded cautiously until this occurred and Members were asked to note that by contrast, in previous reviews of other areas considering unitarisation, such as Yorkshire, PwC had

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estimated that the costs for one Unitary Authority would be recovered in one year compared to two-and-a-half years for two Unitary Authorities serving the same geographic area. A major concern remained how to address the £70 million budget gap presently at Worcestershire County Council, which would need to be taken into account when reviewing the base budget position for a future Unitary Authority or two Unitary Authorities. It was estimated that 70 per cent of Worcestershire County Council's budget, like many County Councils, was allocated to social care costs and these pressures would remain regardless of which model of Unitary Authority(ies) were adopted in the county.

Reference was made to the ways in which Redditch differed from other parts of Worcestershire. This included acknowledging that Redditch Borough was a predominantly urban area in a largely rural county. The demographics of Redditch, including the significantly higher levels of employment of Redditch residents in manufacturing jobs compared to other parts of the county was highlighted as was the fact Redditch residents tended to travel North and East for work, rather than to the West and South into Worcestershire. The health inequalities in the Borough, which Members suggested was a situation more similar to populations living in larger urban conurbations than to rural parts of Worcestershire, were also considered. Members noted that this had not been addressed in the interim plan report, although it was acknowledged that specific details had not been included in respect of any of the Districts in this document, so Redditch had not been treated differently in this regard.

The projected future population figures included in the report were also cited and Members suggested that these figures did not necessarily accurately reflect the likely population trends for the future in the Borough. The suggestion was made that these figures, which indicated that the population was likely to reduce in Redditch, were inaccurate because significant levels of housing development were due to take place in the Borough in forthcoming years in line with Government targets. Officers clarified that these figures had been based on Office for National Statistics (ONS) data which had been used in the report when providing projections for all of the Districts and it had been felt that a consistent approach should be applied to all areas in respect of this matter.

During consideration of this item, concerns were raised that Redditch and the Leisure and Cultural assets in the Borough tended to receive limited promotion when considered at a sub-regional level. For example, the latest edition of the 'What's on in Worcestershire' publication was highlighted as containing very few details relating to Redditch. Concerns were raised in this context

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that Redditch could be neglected in a single Unitary Authority serving the whole of Worcestershire.

Questions were raised about the viability of a North Worcestershire Unitary Authority, given the suggestion in the Government's English Devolution White Paper that there would be a general expectation that populations of circa 500,000 would need to be served by new Unitary Authorities. Officers clarified that further guidance had since been issued by the Government on this subject. This had clarified that 500,000 was a guiding principle but not a hard target. The Government had been clear that there were a number of issues that would be taken into account when determining final Unitary Authority structures including population, financial implications, governance, localism and closeness to communities. Members were asked to note that there were already some efficient Unitary Authorities in existence that served much smaller populations than 500,000.

The position of Wyre Forest District Council was discussed at the meeting. Members commented that some Wyre Forest District Councillors had been very clear that they were opposed to joining Redditch Borough and Bromsgrove District in a North Worcestershire Unitary Authority. Questions were raised about whether a North Worcestershire Unitary Authority could be established, given this opposition. Members were advised that each authority was a sovereign Council and would need to make the decisions the Members of that Council felt to be most appropriate for their communities. Final submissions to Government, due in November 2025, would need to take into account the evidence that had been gathered.

In discussing this matter, Members questioned whether any consideration had been given to introducing two Unitary Authorities representing the east and west of the county. The Leader advised that he would be open to considering this option. However, Members were asked to note that at the Worcestershire Leaders' Board the Leaders had concluded that only two models would be viable for the county; a single Unitary Authority for the whole of the county and two Unitary Authorities representing the north and south of the county.

The opportunities created by introducing Unitary Authorities were discussed. Members commented that a Unitary Authority would have more powers in respect of economic investment. The suggestion was made that these opportunities needed to be explored further as part of the next stage of the process, in relation to both models of Unitary Authority. There were also opportunities highlighted in respect of localism and continuing to meet the needs of local communities. In addressing this, Members noted that public

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consultation would be important as well as a need to develop trust amongst residents in the democratic process.

The position of Parish and Town Councils was briefly discussed. Members noted that in a larger Unitary Authority environment it was likely that there would be a desire to introduce more Town and Parish Councils in the Borough, with certain powers being delegated to the Parish level. This would take time to arrange and Members commented that they would need to consider these arrangements moving forward.

The extent to which the Council was likely to have any greater certainty regarding future operating models prior to November was discussed. Officers clarified that within the Interim Plan written feedback from the Government on the options had been requested. However, the Interim Plan stage had always been intended as a first step in the process and final decisions were not anticipated at this stage

Council discussed the timescales available between March and November 2025 in which to explore the two options for Local Government Reorganisation further. Concerns were raised that these timescales were very tight which could create challenges. In response, Officers advised that there would be a need for Officers representing the authority to be involved in discussions. It was likely that both a strategic board of Leaders and a strategic board of Chief Executive Officers would need to meet regularly to discuss the matter, including consideration of the many risks associated with Local Government Reorganisation and mitigating actions required to address those risks. A Memorandum of Understanding (MoU) would need to be developed detailing how partner authorities would work together. In addition, there would be a lot of operational matters to discuss. There was the possibility that there would be a need for assistance from external organisations to help ensure that work was completed according to deadline.

The content of the report was discussed and it was noted that the covering report stated that there were no climate change implications arising from the proposals detailed in the report. Members suggested that this statement was not necessarily accurate, on the basis that Redditch Borough Council had declared a climate emergency and had set a deadline date on which to become carbon neutral. It was noted that other local authorities in Worcestershire might have made a similar decision in the past and aligning commitments such as this would need to be considered as part of the reorganisation process moving forward.

In discussing Local Government Reorganisation, Members commented that it was important for District Council representatives

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to work together. The suggestion was made that District Councils should collectively commission a paper from an external organisation that explored the available options and the implications of these options. In addition, Members commented that a strategic board of District Council representatives, chaired by an independent person, could be established to consider the options and evidence basis further. There was general consensus that this represented a good idea moving forward, although some Members questioned whether all District Council Leaders would sign up to the proposals and it was noted that Redditch Borough Council could not unilaterally decide to establish this board or to take this action as the other District Councils would need to be consulted on the proposal. Therefore, a request was made for this suggestion to be recorded in the minutes and for Officers and the Leader to raise this idea during future meetings with representatives of the other District Councils in Worcestershire.

As part of the next stage, Members commented that it would be useful to learn lessons from other parts of the country that had already gone through the process of introducing Unitary Authorities to replace previous two-tier local government structures. The example of Northamptonshire was cited as part of this debate: Members noted that Northamptonshire County Council had had a Section 114 Notice issued and subsequently two Unitary Authorities had been introduced in that county which appeared to be working well.

In concluding their discussions, Members sought to reassure the public that whilst Local Government Reorganisation was taking place, normal service delivery at the Council would continue.

The recommendations were proposed by Councillor Joe Baker and seconded by Councillor Matthew Dormer.

RESOLVED that

- 1) the Interim Plan, which identifies two options for a unitary structure in Worcestershire, be adopted as the Council's interim plan response. This is to be sent to the Ministry of Housing, Communities and Local Government setting out the Council's position on local government re-organisation and devolution; and**
- 2) authority be delegated to the Chief Executive and the Assistant Director of Legal, Democratic and Procurement Services to make any final amendments to the Council's interim plan response following consultation with Group Leaders.**

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79. URGENT BUSINESS - GENERAL (IF ANY)

There was no urgent business for consideration at this meeting.

Prior to closing the meeting, the Mayor highlighted that former Councillor and former Mayor of the Borough of Redditch, Mrs Madge Tillsley MBE, had sadly passed away since the previous meeting of Council. The Mayor led Members in paying tribute to Mrs Tillsley by observing a minute's silence in her honour.

The Meeting commenced at 7.00 pm
and closed at 8.31 pm

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Annual Council

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Outside Body Appointments 2025/26

Relevant Portfolio Holder		Councillor Sharon Harvey
Portfolio Holder Consulted		Yes
Relevant Head of Service		Claire Felton, Assistant Director of Legal, Democratic and Procurement Services
Report Author Claire Felton	Job Title: Assistant Director of Legal, Democratic and Procurement Services Contact email: claire.felton@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252	
Wards Affected		No specific ward relevance
Ward Councillor(s) consulted		N/A
Relevant Strategic Purpose(s)		An Effective and Sustainable Council
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

It is recommended that the Council makes appointments to the bodies listed in the appendix to the report.

2. BACKGROUND

- 2.1 This report sets out proposed appointments to outside bodies and seeks nominations accordingly.

3. OPERATIONAL ISSUES

- 3.1 A number of bodies ask the Council to make appointments to them for terms of office which vary from one year upwards.
- 3.2 Some of these appointments, generally to national or regional bodies, are usually made by office. Where there are specific requirements for appointments these are shown against the organisations in the appendix.
- 3.3 For ease of reference, the list at Appendix 1 includes all the outside bodies to which appointments are required to be made at the Annual Meeting of Council. There are some additional bodies that have been omitted from the list because the appointment(s) have already been made and no further nominations are needed for 2025/26.

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4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications.

5. LEGAL IMPLICATIONS

- 5.1 No specific legislation governs the appointment or nomination of members to outside bodies by the Council. Depending on the nature of the relationship the Council has with the organisation, the legal status of the organisation, its corporate, charity or other status and its constitution, there are differing legal implications for the members sitting on these bodies.

- 5.2 The Local Authorities (Indemnities for Members and Officers) Order 2004 governs the Council's ability to indemnify Members sitting on outside bodies

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

- 6.1 The action proposed in this report supports the strategic purpose "an effective and sustainable Council".
- 6.2 It is good practice to consider outside body appointments on an annual basis and for Council to review the outside bodies list, as attached at Appendix 1 to this report.

Climate Change Implications

- 6.3 There are no climate change implications.

Equalities and Diversity Implications

- 6.4 There are no equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 There would be risks arising if the Council failed to make appointments to the Outside Bodies listed in this report; the nature of the risk would vary depending on the type of body in question. The Council needs to participate in certain Outside Bodies to ensure that existing governance arrangements can be complied with. On other bodies the risk would be less severe but non-participation would detract from the Council's ability to shape and influence policies and activities which affect the residents of Redditch.

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8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – List of Outside Bodies

Details of the various organisations referred to are held by Democratic Services. A protocol for appointments to outside bodies, Part 27 of the constitution, gives advice for councillors appointed.

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REDDITCH BOROUGH COUNCIL**Annual Council**19th May 2025**APPENDIX 1 - BOROUGH COUNCIL REPRESENTATIVES ON
OUTSIDE BODIES – NOMINATIONS FOR 2025/2026****STRATEGIC APPOINTMENTS TO NOTE:**

Organisation	Appointee 2024/25	Appointment Requirements	Nomination 2025/26
Local Government Association	Councillor Baker	1 Representative (usually Leader) Term: 1 Year No liability issues identified.	
West Mercia Police and Crime Panel	Councillor Stringfellow Sub: Councillor Munro	1 representative (Relevant Portfolio Holder) and 1 substitute. Term: 1 Year Quorum 6 out of 17 (including at least 3 members from the Worcestershire authorities and 3 from the non-Worcestershire authorities) No liability issues identified.	
Assembly of the District Councils' Network	Councillor Baker	1 representative Term: 1 Year To represent the Council on the Assembly of this body which is a voice for District Councils within the Local Government Association. The Assembly of the DCN comprises the Leaders of the Member Authorities or equivalent. No liability issues identified.	
West Midlands Employers (WME) Shareholder Board	Councillor Baker	1 representative (preferably the Leader) Preferred Term: 4 years To represent the Council at meetings of the WME Shareholders Committee. There are 6 scheduled meetings per year plus an induction session to attend.	

REDDITCH BOROUGH COUNCIL**Annual Council****19th May 2025**

Organisation	Appointee 2024/25	Appointment Requirements	Nomination 2025/26
Corporate Parenting Board <i>(Worcestershire County Council)</i>	Councillor Spilsbury	1 Representative – Children and Young People’s Champion. Term: 1 Year (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30a.m. start) No liability issues identified.	
Redditch Partnership (Local Strategic Partnership including Redditch District Collaborative)	Councillor Baker	1 Representative – Leader Term: 1 Year No liability issues identified.	
Redditch Partnership Business Leaders Group <i>(Formerly an Economic Theme Group)</i>	Councillor Baker	1 Representative – Leader - Economic Development Portfolio Holder Term: 1 Year	
Redditch BID Limited <i>(Company no 11964088)</i>	Councillor Harvey	1 Representative to act as a director of the company. Term: 1 Year No liability issues identified	
Redditch Town’s Fund Board	Councillor Hartnett	1 Representative Term: 1 Year No liability issues identified.	
North Worcestershire Community Safety Partnership	Councillor Stringfellow Sub: Councillor Munro	1 representative (relevant Portfolio Holder) and 1 named substitute Term: 1 Year Each district Council has a place on the Partnership Board as an Invitee to Participate. No liability issues identified.	

REDDITCH BOROUGH COUNCIL**Annual Council****19th May 2025**

Organisation	Appointee 2024/25	Appointment Requirements	Nomination 2025/26
Waste Management Board (Lead Officer – Guy Revans)	Councillor Harvey Sub: Councillor Munro	1 representative (relevant Portfolio Holder) Term: 1 Year <u>Note</u> : Meets Friday <u>mornings</u> - 4 times per year No liability issues identified	
Worcestershire Health and Wellbeing Board	Councillor Stringfellow Sub: Councillor Boyd	1 representative and 1 substitute Term: 1 Year	
West Midlands Combined Authority Board	Councillor Baker Sub: Councillor Hartnett	1 Representative (Leader by Office) and 1 substitute Term: 1 Year	
West Midlands Combined Authority Housing and Land Delivery Board	Councillor Hartnett Sub: Councillor Baker	1 Representative (Must be relevant Portfolio Holder, function to include Housing and/or Land Use) Term: 1 Year	
West Midlands Combined Authority – Audit Risk and Assurance Committee	Councillor Woodall Sub: Councillor Fardoe	Worcestershire Non-constituent Authorities 1 Representative and 1 substitute. Must be members of the majority group	
West Midlands Combined Authority – Economic Growth Board	Councillor Baker	1 Representative – Leader Non-constituent Authorities Term: 1 Year	
West Midlands Combined Authority – Overview and Scrutiny Committee	Councillor Kane Sub: Councillor King	Worcestershire Non-constituent Authorities 1 representative and 1 substitute. Must be members of the majority group and ideally members of O&S	
West Midlands Combined Authority - Transport Delivery Overview & Scrutiny Committee	Councillor Munroe	Worcestershire Non-constituent Authorities 1 representative and 1 substitute.	

REDDITCH BOROUGH COUNCIL**Annual Council****19th May 2025**

Organisation	Appointee 2024/25	Appointment Requirements	Nomination 2025/26
	Sub: Councillor Kane		
Worcestershire Local Enterprise Partnership (LEP)	<i>Councillor May (Bromsgrove)</i> <i>Sub: Councillor Baker</i>	1 representative on behalf of the 3 North Worcestershire authorities	<i>Redditch Councillor</i> <i>Sub: Bromsgrove Councillor</i>
Herefordshire and Worcestershire Integrated Care Partnership Assembly	Councillor Stringfellow	1 representative (Ideally Relevant Portfolio) and one named substitute Term: 1 Year	

REDDITCH BOROUGH COUNCIL**Annual Council****19th May 2025****LOCAL APPOINTMENTS**

<p>Worcestershire Health Overview and Scrutiny Committee</p> <p><i>(Worcestershire County Council)</i></p>	<p>Councillor Munro</p>	<p>1 representative (Must be a member of the Redditch Overview and Scrutiny Committee)</p> <p>Term: 1 year.</p> <p>Comprises 8 County Councillors and 6 District Councillors who scrutinise the local NHS and are consulted by the NHS on any proposed substantial changes to local health services.</p>	
<p>Redditch Highways & Transportation Forum Members Discussion Group</p> <p><i>(Worcestershire County Council)</i></p>	<p>Councillor Fry</p> <p>Councillor Clayton</p>	<p>Up to 2 Representatives</p> <p>Term: 1 Year</p> <p>Role is that of non-voting observers only.</p> <p>No liability issues identified.</p>	
<p>Worcestershire Local Access Forum</p> <p><i>(Worcestershire County Council)</i></p>	<p>Councillor Drew (Wyre Forest)</p>	<p>1 representative from north Worcestershire District Councils.</p> <p>Term: 1 year</p> <p><i>(Note: Would be beneficial if the representative had a keen interest in countryside access and recreation issues.)</i></p> <p>No liability issues identified.</p>	<p>Wyre Forest Councillor</p>
<p>Redditch Co-operative Homes</p>	<p>Councillors Slim, Spilsbury and Wren</p> <p>+ 1 vacancy</p>	<p>4 Representatives</p> <p>Term: 1 year</p> <p>Liability appears to be limited providing there are no breaches of duty or trust.</p>	
<p>Redditch One World Link Executive Committee</p>	<p>Councillor Barker Smith and Kane</p>	<p>2 Representatives</p> <p>Nominations should not include the Mayor who is a Member ex-officio*.</p> <p>Term: 1 year</p>	

REDDITCH BOROUGH COUNCIL**Annual Council****19th May 2025**

		Liability appears to be limited, provided there are no breaches of duty or trust.	
PATROL Traffic Penalty Tribunal (Civil Parking Enforcement)	Councillor Khan Deputy: Councillor Mathur	1 Representative plus 1 Deputy. Term: 1 Year No liabilities identified / unlikely to be any liabilities.	
'Where Next' Association	Councillors King and Slim	2 Representatives – <i>2 places variation previously agreed</i> Term: 1 Year Liability appears to be limited.	
Worcestershire Armed Forces Covenant Partnership	Councillor Harvey	1 Representative Term: 1 year Nature of representation: to represent the Borough Council.	
Eadie Mews Trust (Formerly Smallwood Almshouses Trust)	Councillor Rogers	1 Representative Term: (the three remaining years of a four-year term). Meets twice a year on a Monday morning. The trust requested that the Representatives is able to attend these meetings.	
Feckenham Educational Endowment	Councillor Barker Smith	1 Representative Needs to have local knowledge/experience with the Feckenham Ward. Term: 4 Year	

REDDITCH BOROUGH COUNCIL**Annual Council
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Constitution Review Including the Scheme of Delegations

Relevant Portfolio Holder	Councillor Sharon Harvey
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Procurement Services
Report Author Claire Felton	Job Title: Head of Legal, Democratic and Procurement Services Contact email: c.felton@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252
Wards Affected	No specific ward relevance
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	An Effective and Sustainable Council
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS**Council is asked to RESOLVE that:-**

- 1) The current version of the Officer Scheme of Delegations is agreed as set out at Appendix 1.**

2. BACKGROUND

- 2.1 The Council is required to review its scheme of delegations on an annual basis. This report presents the current scheme for noting.

3. OPERATIONAL ISSUES**Scheme of Delegations**

- 3.1 The Council's Constitution currently requires that the Scheme of Delegations be approved by Members at the Annual Meeting of the Council.
- 3.2 The Scheme of Delegations is the part of the Constitution that gives authority for certain decisions to be delegated from Council, the Executive Committee or other Committees to certain specified officers. It sets out the decisions which are delegated by Council to officers and the decisions which are delegated by the Executive Committee / Leader to officers. In relation to certain regulatory decisions, the

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delegation is from Council to the relevant Committee, namely Planning Committee or Licensing Committee.

- 3.3 The Scheme of Delegations is regularly altered and updated to reflect changes in the operation of the Council and changes to legislation.
- 3.4 Some new delegations were agreed by Members in the 2024/25 municipal year. These have been highlighted in Appendix 1 to the report.
- 3.5 Further changes have been made by the Monitoring Officer in accordance with the delegation that currently exists to amend the scheme to reflect changes in legislation, job titles and reallocation of functions. They do not extend the delegations.
- 3.6 No new delegations are requested in this report, which is instead designed to provide Members with an opportunity to note existing officer delegations.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications to this report.

5. LEGAL IMPLICATIONS

- 5.1 Review and revision of the Constitution is governed by Article 15 of the Constitution.
- 5.2 Section 101 of the Local Government Act 1972 (as amended) gives a general power to local authorities to discharge functions through officers. Local Authorities are required by the same Act to maintain a list of these, which is referred to as the Scheme of Delegation. This sets out those powers of the Council which can be carried out by officers of the Council.

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

- 6.1 The action proposed in this report supports the strategic purpose “an effective and sustainable Council”.
- 6.2 A report in respect of the current Scheme of Delegations is considered at the Annual Council meeting, in line with requirements set out in Article 15 of the Council’s constitution. This provides an opportunity

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for Members to review those delegations to ensure that they continue to meet the needs of the Council and communities it serves.

Climate Change Implications

- 6.3 There are no specific climate change implications.

Equalities and Diversity Implications

- 6.5 There are no specific equality and diversity implications.

7. RISK MANAGEMENT

- 7.1 The main risks associated with the details included in this report are failure to comply with governance requirements which may expose the Council to the risk of challenge by way of judicial review or which may result in awards of damages and costs against the Council and loss of reputation.

8. APPENDICES and BACKGROUND PAPERS**Appendices**

Appendix 1 – The Officer Scheme of Delegations.

Background papers

The Council's constitution

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PART 4 – INTRODUCTION**Redditch Borough Council**
Scheme of Delegation

1. This Scheme of Delegation will be updated regularly. However:
 - a) any reference to specific legislation or to statutory provisions shall be deemed to refer to any relevant aspects of any successive legislation or statutory provisions;
 - b) reference to a post holder shall be deemed to refer to any successor post holder(s) who is/are charged with the same responsibilities following any reorganisation or reallocation of functions, save that where there is any ambiguity as to who shall exercise a particular delegation of authority, the delegation shall refer to the higher-ranking Officer(s). For the avoidance of doubt, successor post holder(s) include Officers placed at the disposal of the Council under secondment arrangements pursuant to s113 of the Local Government Act 1972 or any other enactment or power.

Delegations to Committees and Sub-Committees

2. This Scheme of Delegation is not an exhaustive list of matters delegated to Committees and Sub-Committees. The Scheme of Delegation must be read in conjunction with the Terms of Reference for each Committee and Sub-Committee.

Delegations to Officers

3. All powers, duties and responsibilities appropriate and necessary for day to day operational activities shall be deemed to be delegated to the relevant Assistant Director with the responsibility for the discharge of that function or the exercise of that power unless otherwise specifically prescribed and shall include authority to incur normal revenue expenditure in the discharge of day to-day operational activities in accordance with Financial Regulations and where budgetary provision has been made unless the Executive Committee or Section 151 Officer has placed a conditional approval on any such item. The Scheme of Delegations is not intended to be an exhaustive and complete list of delegations to officers.
4. Notwithstanding that functions are delegated to an Officer, the relevant parent committee or other member body with decision-making powers will retain concurrent powers. An Officer may decide not to exercise any function in relation to a particular matter and invite the relevant committee or member body with decision-making powers to do so instead.
5. Where an Officer whose post is named under this Scheme is unable to act or is absent the powers delegated to him/her may be exercised by any officer authorised by him in writing or by any more senior Officer in that Officer's hierarchical line of management up to and including the Chief Executive except where this is not permitted in law or is subject to other qualification. Any delegation to the Chief Executive may in his/her absence be exercised by the Deputy Chief Executive, Executive Directors, Monitoring Officer or Section 151 Officer as may be appropriate.

PART 4 – INTRODUCTION

6. There are further delegations of powers which can be exercised by officers under Contract Procedure Rules.

Interpretation of the Scheme of Delegations

7. The Monitoring Officer shall be the final arbiter in relation to the interpretation and application of the Scheme.

CONSTITUTION – PART 4.02 – Chief Executive**CHIEF EXECUTIVE'S OFFICE AND CORPORATE DELEGATIONS****1. Miscellaneous** See service-specific delegations elsewhere

Subject	Detail	Delegated by:	Delegated to:
Secretariat / Civic Support	To agree expenditure in relation to civic support / civic events.	Council	[Chief Executive]
Town Twinning	To agree expenditure in relation to town-twinning events, based on the principle of equitable sharing of available funds over time between the Borough's link towns, but with variation permitted to deal with exceptional events / activity.	Executive Committee	[Chief Executive]
Legal Proceedings – Occupation of Council Land	To pursue legal proceedings (whether by possession action, injunction or otherwise) to recover possession of Council-owned land occupied without consent, or to secure the removal from other land (not in the Council's ownership) of a person or persons (and his/her/their possessions, including motor or other vehicles) occupying such land without, or in contravention of, any authority or consent (statutory or otherwise), or to prevent or stop any activity in contravention of legislation which it is the responsibility of the Council to administer or enforce.	Council / Executive Committee	[Chief Executive] or in his/her absence the [Duty Officer (Deputy Chief Executive)] or in his/her absence – [another Director]
Flags	To agree variations to approved protocols for the flying of flags at the Town Hall.	Executive Committee	[Chief Executive] following consultation with [Portfolio Holder – Finance and Enabling]
National Care Standards – Responsible Individual	To identify and notify the National Care Standards Commission of the "Responsible Individual" for the purposes of the Care Standards Act 2000. See Community Services delegations for reference to the registered provider and manager.	Council	[Chief Executive]

CONSTITUTION – PART 4.02 – Chief Executive

Returning Officer / ERO Functions	To fulfil the duties of Returning Officer and Electoral Registration Officer for Redditch in accordance with statute.	External / Council	[Deputy Chief Executive]
Urgent Business	To determine urgent matters where there is insufficient time to convene a meeting of the Council, Executive or other Committee, or it would be disproportionate to do so in relation to the scale of the decision required.	Council or Executive Committee/Leader as appropriate	[Chief Executive] following consultation with the [Executive/Leader], [S 151 Officer] and the [Monitoring Officer].
General Delegations	<p>1) In the absence of the Chief Executive, to exercise the various specific delegations (referred to elsewhere within Scheme of Delegations to Officers, etc.)</p> <p>2) In the absence of the Chief Executive, to exercise the Proper Officer functions which are the responsibility of the Chief Executive.</p> <p>3) In the absence of the relevant Director, to exercise the various specific delegations set out in the Scheme, except in circumstances where statute debars such action.</p> <p>4) To reply on the Council's behalf, where time limits require, to all consultations from adjoining local authorities, the County Council, the LGA, the Government and other bodies.</p> <p>5) Other than as detailed elsewhere in this Scheme of Delegation to Officers and subject to the agreed policy of the Council to accept bookings of all other Council accommodation.</p>	<p>Council / Executive Committee</p> <p>Council / Executive Committee</p> <p>Council / Executive Committee</p> <p>Council / Executive Committee</p> <p>Executive Committee</p>	<p>[Duty Officer (Deputy Chief Executive)]</p> <p>[Deputy Chief Executive] or [other Chief Executive Nominee]</p> <p>[Chief Executive]/ [Duty Officer (Deputy Chief Executive)]</p> <p>Directors / relevant 3rd and 4th Tier Officers</p> <p>[Chief Executive]/ [Deputy Chief Executive]/ Directors</p>
Miscellaneous delegations	To apply for Licences, on behalf of the Council.	Executive Committee	Directors/Officers authorised by Directors

CONSTITUTION – PART 4.02 – Chief Executive

Civil Emergencies	<ol style="list-style-type: none"> 1. To act in accordance with the delegated procedures set out in the Emergency Plan. 2. To enable Officers to undertake appropriate communications activity during an emergency without recourse to Members, should the situation require an immediate response. 3. To take any action and to incur expenditure essential to meet any immediate needs created by an emergency in accordance with the Financial Regulations. 4. To take any decisions, including key decisions, where any delay in taking the decision would seriously prejudice the Council's or the public interest to the extent that it is appropriate to exercise emergency powers. The Chief Executive will report any such decision to the next meeting of Council. 	Executive Committee / the Leader	[The Chief Executive], [Deputy Chief Executive], Executive Directors and Assistant Directors, following consultation with the Leader or, in his/her absence, the Deputy Leader
2. <u>Proper Officer Delegations</u>			
Subject:	Detail:	Delegated by:	Delegated to:
Council Summons	To sign summonses to Council Meetings and to receive notices regarding addresses to which summons to meeting is to be sent under provisions of paragraphs 4(2)(b) and 4(3) of Schedule 12 to the Local Government Act 1972.		[Chief Executive] or in his/her absence the [Monitoring Officer]

CONSTITUTION – PART 4.02 – Chief Executive

Local Government Act 1972	<p>To be appointed "Proper Officer" in relation to the following provisions of the Local Government Act 1972:</p> <ul style="list-style-type: none"> a. Sections 83(1) to (4) - Witness and receipt of acceptance of office b. Section 84 – Receipt of declaration of resignation of office c. Section 86 - authority, to declare the office of Councillor vacant immediately after a person has ceased to be a Councillor where s/he has not attended a Council or Committee meeting for six months or more. d. Section 89 (1) (b): Receipt of notice of casual vacancy from two local electors e. Section 229(5): Certification of photographic copies of document f. Sections 234(1) and (2): Authentication of documents g. Section 88 (2): Convening of meeting to fill casual vacancy in the office of Mayor h. Section 210 (6) and (7): Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities, or, if there is no such office to "Proper officers". i. Section 212(1) and (2): Proper Officer to act as Local 		<ul style="list-style-type: none"> a.[Chief Executive] b.[Chief Executive] c.[Chief Executive] d.[Assistant Director of Legal, Democratic and Procurement Services] e.[Assistant Director of Legal, Democratic and Procurement Services] f. [Assistant Director of Legal, Democratic and Procurement Services] g.[Chief Executive] h.[Assistant Director of Legal, Democratic and
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CONSTITUTION – PART 4.02 – Chief Executive

	<p>Registrar for Land Charges Act 1925</p> <p>j. Section 225: Deposit of documents</p> <p>k. Section 236(9): To send copies of byelaws for parish records</p> <p>l. Section 236(10): To send copies of byelaws to the County Council</p> <p>m. Section 238: Certification of byelaws</p> <p>n. Section 228 (3): Accounts of “any Proper Officer” to be open to inspection by any member.</p> <p>o. Section 191: Function with respect to ordnance survey</p> <p>p. Sections 115(2) and 146(1)(a) and (b): Receipt of money due from officers declaration and certificates with regard to securities</p> <p>q. Section 151</p>		<p>Procurement Services]</p> <p>i. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>j. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>k. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>l. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>m. [Executive Director of Finance and Resources]</p> <p>n. [Assistant Director of Planning, Regeneration and Leisure Services]</p> <p>o. [Assistant Director of Planning, Regeneration and Leisure Services]</p> <p>p. [Executive</p>
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CONSTITUTION – PART 4.02 – Chief Executive

			<p>Director of Finance and Resources]</p> <p>q. [Executive Director of Finance and Resources]</p>
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CONSTITUTION – PART 4.02 – Chief Executive

3. Regulation of Investigatory Powers Act (RIPA)			
Subject:	Detail:	Delegated by:	Delegated to:
	<ol style="list-style-type: none"> 1. To review, revise and update the Council's RIPA policy. 2. Under the provisions of Part 1 chapter 2 of the Regulation of Investigatory Powers Act 2000 relating to the Accessing of Communications Data, to appoint officers to act as SPOCs (Single Point of Contact). 3. To grant authorisations, subject to approval by the Magistrate's Court, under the Regulation of Investigatory Powers Act (RIPA) 2000 to conduct covert surveillance. 4. In relation to requests for Directed Surveillance, including authorisation as referred to above, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation 5. In relation to requests for Covert Human Intelligence Sources where the source is aged under 18, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation. 6. To maintain the central record of documents relating to RIPA policy, including authorisations. <i>(See also Transformation and Organisational Development delegations)</i> 	1 – 7 Council	<ol style="list-style-type: none"> 1. [Assistant Director of Legal, Democratic and Procurement Services.] 2. [Assistant Director of Legal, Democratic and Procurement Services] 3. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy. 4. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy. 5. [Chief Executive] or in his absence the [Deputy Chief Executive]. 6. The Information Management Team under the supervision of the [Assistant Director of Transformation, Organisational Development and Digital Strategy]. 7. [Assistant Director of Legal,

CONSTITUTION – PART 4.02 – Chief Executive

	<p>7. To carry out all necessary action to ensure that the Office of Surveillance Commissioners is satisfied with the Council's Policy and Procedures in respect of RIPA.</p>		<p>Democratic and Procurement Services].</p>
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Constitution Part 4 Table 4.03 – Transformation and OD

TRANSFORMATION, ORGANISATIONAL DEVELOPMENT AND DIGITAL STRATEGY			
1. <u>IT Services</u>			
Subject	Detail	Delegated by:	Delegated to:
Members' IT	To supply and maintain Members' IT facilities in accordance with approved Policy(-ies)	Executive Committee	[Assistant Director – Transformation, Organisational Development and Digital Services] / [ICT Transformation Manager]
Corporate IT New Proposed Delegation	To determine all the Council's IT Policies and Strategies	Council	[Assistant Director – Transformation, Organisational Development and Digital Services] / [ICT Transformation Manager]
Land and Property Gazetteer	To keep and maintain the Council's Local Land & Property Gazetteer (LLPG) and act as "Custodian" for this purpose.	Executive Committee	[Assistant Director - Transformation, Organisational Development and Digital Services]
Street Naming	To be responsible for Street / Property naming, in accordance with Council-approved Policy, and to maintain a list of candidate street and property names.	Executive Committee	[Assistant Director of Transformation, Organisational Development and Business Services], following consultation with Ward and other relevant Members /Portfolio Holder

Constitution Part 4 Table 4.03 – Transformation and OD

Street Numbering	To prescribe street numbers and renumber premises where necessary, in accordance with approved policy.	Executive Committee	[Assistant Director - Transformation, Organisational Development and Digital Services]
Regulation of Investigatory Powers Act (RIPA) (See also Chief Executive's/ Corporate delegations)	To maintain the central record of documents relating to RIPA policy, including authorisations.	Council	The Information Management Team under the supervision of the [Assistant Director – Transformation, Organisational Development and Digital Services]

Constitution Part 4 Table 4.03 – Transformation and OD

2. <u>Policy, Performance & Partnerships</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Publicity & Communication	To determine applications for non-commercial organisations to use the Borough Crest or Logo.	Executive Committee	[Communications Manager]
Policy and Engagement	To determine all the Council's policies and strategies relating to, Engagement and Performance, (including the Engagement Strategy and Performance Strategy)	Executive Committee	[Assistant Director Transformation, Organisational Development and Digital Services] / [ICT Transformation Manager]

Constitution Part 4 Table 4.03 – Transformation and OD

3. Human Resources			
<u>Employees</u>	<u>Staffing Matters</u> Within the terms of the Council's agreed policies and employment objectives, to deal with the following matters without reference to Committee: a. Appointments: i) to appoint Executive Directors ii) to appoint Assistant Directors iii) to appoint staff below the level of Assistant Director b. Disciplinary and Capability Action i) Within the Council's approved disciplinary and capability procedures and National Conditions of Service, to dismiss the Head of Paid Service, s151 Officer or Monitoring Officer subject to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended). ii) Within the Council's approved disciplinary and capability procedures, to take action against including (except in the case of the monitoring officer or the section 151 officer) dismissal of Executive Directors, subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing		
		Council	[Chief Executive]
		Council	[Chief Executive]/ Executive Directors
		Council	Assistant Directors
		N/a	Council
		Council	[Chief Executive]

Constitution Part 4 Table 4.03 – Transformation and OD

	Orders) (England) Regulations 2001.	Council	[Chief Executive]/ Executive Directors
	iii) Within the Council's approved disciplinary and capability procedures, to take action against including (except in the case of the monitoring officer or the section151 officer) dismissal of Assistant Directors and Assistant Chief Executive subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).	Council	Assistant Directors
	iv) Within the Council's approved disciplinary and capability procedures, to take disciplinary action against (including dismissal of) any member of staff in the department concerned below Assistant Director level.	Council	Any one of the following: The [Chief Executive], the [Deputy Chief Executive] or any Directors.
	v) To consider and determine appeals in respect of discipline and dismissal for staff below the level of Assistant Director.	Council	[Assistant Director – Transformation, Organisational Development and Digital Strategy]
	c. Terms and conditions of employment To determine all employment/ HR policies and procedures and terms and conditions of employment (save where specified by statutory provisions) in respect of all staff (<u>except</u> the Chief Executive).		

Constitution Part 4 Table 4.03 – Transformation and OD

	<p>d. Restructures</p> <p>To make decisions on service restructures, additions and deletions of posts and on adjustments to working conditions (but not generally) within the agreed budgets decided by Council. This does not apply to changes that impact on service delivery.</p>	Executive Committee	[Chief Executive], [Deputy Chief Executive], Executive Directors and Assistant Directors as appropriate.
	<p>e. Appeals (job evaluation)</p> <p>To consider and determine appeals in respect of salary grading.</p>	Council	Any Officer of Assistant Director level or above or a consultant selected by the [Assistant Director – Transformation, Organisational Development and Digital Services]
	<p>f. Posts – Grading</p> <p>Within the policy and budgets decided by the Council, to make decisions on the grading of posts and on adjustments to working conditions applying to particular posts (but not generally).</p>	Council	[Assistant Director – Transformation, Organisational Development and Digital Services]
	<p>g. Early Retirement Payments</p> <p>To exercise discretionary powers under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 to make a single lump sum payment (including any redundancy payment where necessary) of up to no more than 52 weeks actual pay to any employee in accordance with agreed criteria.</p>	Council	[Chief Executive] following consultation with [Assistant Director – Transformation, Organisational Development and Digital Services] and the relevant Portfolio Holder
		Council	

Constitution Part 4 Table 4.03 – Transformation and OD

	<p>h. Overtime Payments</p> <p>Within the budget determined by Council, to approve payments for overtime working where staff are required to work such overtime in pursuance of the Council's obligations or objectives.</p> <p>i. Pay Award</p> <p>Within the budget determined by Council, to implement increases in respect of the annual cost of living pay award as negotiated and agreed by the National Joint Councils or the Joint national Council for all staff.</p> <p>j. Pay Protection</p> <p>To determine an appropriate pay protection policy for all staff</p> <p>k. Travel Allowances</p> <p>i) To implement increases in respect of the lump sum and mileage allowance payable to all staff in accordance with circulars issued by the Joint National Council and National Joint Council.</p> <p>ii) To implement and review increases in respect of subsistence allowances on an annual basis.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>	<p>[Chief Executive]/ [Deputy Chief Executive]/ Executive Directors/ Assistant Directors</p> <p>[Financial Services Manager]</p> <p>[Assistant Director –Transformation, Organisational Development and Digital Services] in consultation with the [Chief Executive] and [Executive Director - Finance and Corporate Resources]</p> <p>[Financial Services Manager]</p>
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Constitution Part 4 Table 4.03 – Transformation and OD

Miscellaneous	<p><u>Operation of Scheme of Delegations</u></p> <p>a. Any Officer with a delegated power under this Scheme may authorise other Officers to exercise the powers on their behalf. Any such authorisation should be in writing, which in most cases, will be by way of Job Description.</p> <p>b. Any of the powers delegated to a specific Officer within this Scheme may be exercised by any of their line Managers, except where such exercise is not permitted in law or subject to other qualification. (Some powers may only be exercised by a specific type of Officer.)</p>	<p>Council / Executive Committee/ Planning / Licensing Committees</p> <p>Council / Executive Cttee/ Planning / Licensing Committees</p>	<p>[Chief Executive]/ [Deputy Chief Executive]/ Directors</p> <p>Various</p>
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Constitution Part 4 Table 4.03 – Transformation and OD

4. <u>Health and Safety</u>			
<u>Subject</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Approval of Health and Safety policies	To determine all health and safety policies	Council	[Assistant Director – Transformation, Organisational Development and Digital Services], following consultation with the Corporate Management Team, the Joint Corporate Health, Safety and Welfare Committee (where applicable), the Leader of the Council and the relevant Portfolio Holder

Constitution – Part 4 – Table 4.04 – Community Services

COMMUNITY SERVICES			
1.Community Safety			
Subject	Detail	Delegated by:	Delegated to:
Civil Injunctions	To seek a civil injunction in accordance with Sections 1 –21 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services] and in consultation with the [Principal Solicitor].
Community Protection Notices and Fixed Penalty Notices	To serve Community Protection notices (and Fixed Penalty Notices in the event of a breach) in accordance with Section 43 – 58 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services], [Assistant Director of Environmental and Housing Property Services] [Head of Worcestershire Regulatory Services] and the [Assistant Director of Planning, Regeneration and Leisure Services].
Public Space Protection Orders (PSPOs)	To initiate and implement the consultation process required to make a Public Space Protection Order (PSPO) in accordance with Sections 59 – 75 of the Anti Social Behaviour, Crime and Policing Act 2014.	Executive	[Assistant Director of Community and Housing Services], [Assistant Director of Environmental and Housing Property Services] and [Assistant Director of Planning, Regeneration and Leisure Services]

Constitution – Part 4 – Table 4.04 – Community Services

Closure Notices and Closure Orders	To issue Closure notices (up to 48 hours) and to apply for a Closure Order in accordance with Sections 76 – 93 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services], [Assistant Director of Environmental and Housing Property Services], [Assistant Director of Planning, Regeneration and Leisure Services] and [Head of Worcestershire Regulatory Services].
Absolute Grounds for Possession of a Secure or Assured tenancy	To seek Absolute Grounds for Possession of a secure or assured tenancy where anti-social behaviour or criminality have been proven in court, subject to the required conditions being met in accordance with Sections 94 – 100 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services]

Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
Power of entry	To exercise the powers of Authorised Officers in respect of entry, inspection and investigation in relation to housing conditions as specified in any legislation the enforcement of which is delegated to Director of Leisure, Environment and Community Services	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader] / [Private Sector Housing Officer]
Service of Notices and obtaining warrants	To exercise the powers of Authorised Officers for the purposes of the legislation listed below, serve notices and obtain warrants of entry from a Justice of the Peace for the purposes of that legislation Housing Acts 1985, 2004 Management of Houses in Multiple Occupation Regulations 2006 Licensing & Management of HMO & other Houses (Miscellaneous Provisions) (England) Regulations 2006 Environmental Protection Act 1990 Building Act 1984 Local Government (Miscellaneous Provisions) Acts 1976, 1982 Prevention of Damage by Pests Act 1949 Public Health Act 1961 Licensing and Management of Houses in Multiple Occupation (additional provisions) (England) Regulations 2007 Mobile Homes Act 2013 Caravan Sites & Control of Development Act 1960		[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader] / [Private Sector Housing Officer]

Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
Caravan Site Licences	To approve a transfer or renewal of a Caravan Site Licence	Executive	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Caravan Site Licences	To approve licence for new site	Council	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager]
Houses in multiple occupation - licences	To approve a Licence for House in Multiple Occupation under the provisions of the Housing Act 2004 Pt2.	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Houses in multiple occupation – licence	To refuse or revoke Licences for Houses in Multiple Occupation	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the [relevant Portfolio Holder]
Housing Act 2004 – notices etc	To issue notices and orders in relation to improvement, prohibition, revocation, hazard awareness and emergency action under the Housing Act 2004, sections 11,12,14,16, 20,21,23,25,28,29,40,41 &43 and undertake default work in respect of such notices where necessary.	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Houses in Multiple Occupation – Management Orders	To issue interim and final management orders in relation to a House in Multiple Occupation under provisions of the Housing Act 2004 sections 101,103,112,113,121 & 122.	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager]

Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
Empty Dwellings - orders	To issue interim and final management orders in relation to empty dwellings under provisions of the Housing Act 2004 sections 133 & 136	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager]
Mortgage Rescue Scheme	To Agree each case for purchase through the Government's Mortgage Rescue Scheme Executive Committee October 2013	Executive Committee	[Assistant Director of Community and Housing Services]
Overcrowding - notice	To issue notice in respect of overcrowding in non-licensable Houses in Multiple Occupation under provisions of the Housing Act 2004 section 139	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Property Tribunal	To make application to a Residential Property Tribunal in relation to enforcement or other provisions under the Housing Act 2004	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager]
Illegal evictions and harassment	To institute legal proceedings in respect of illegal evictions and harassment under provisions of the Protection From Eviction Act 1977 and Housing Act 1988	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Building Act notices	To serve notices under the Building Act 1984, Sections 59, 63, 64, 70, 72(1)(a) & 76 in relation to housing conditions, to undertake work in default and recover expenses.	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader] / [Private

Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
			Sector Housing Officer]
Lifetime Grants - approval	To approve applications for Lifetime Grants under the Housing Assistance Scheme and any subsequent schemes for works of repair, improvement, adaptation or thermal efficiency and applications for Landlord (HMO) Lifetime Grant	Executive Committee	[Deputy Chief Executive] / [Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Disabled Facilities Grants	To approve applications for mandatory Disabled Facilities Grant	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]
Disabled Facilities Grant - Repayment	To waive the condition requiring repayment of a Disabled Facilities Grant in accordance with the Government's Criteria set out in Section 5.19(b) of the report to the Executive Committee on 7 th January 1999	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the relevant portfolio holder.
Lifetime Grants - cancellation	To cancel Lifetime Grant and recover interim payments for failure to complete eligible work within 12 months of approval date or to grant extensions of time for completion	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader]

Constitution – Part 4 – Table 4.04 – Community Services

Council land and premises - dealing with Trespassers	To authorise the exercise of Local Authority powers under the Criminal Justice & Public Order Act 1994 relating to occupation of council land and premises by trespassers.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Team Leader] / [Housing Strategy and Enabling Team Leader].
Proceedings for possession	To authorise the instigation of civil legal proceedings for possession of council land and premises occupied by trespassers without permission and further legal proceedings for their eviction from such land and premises.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader].
Council land - bunding	In connection with the construction of bunding to prevent trespass on council land or removal of bunding provided for such purpose the Executive Director of Leisure, Environmental & Community Services shall, before taking action, consult with relevant Ward Members and residents in the vicinity likely to be affected. The decision to construct or remove bunding shall be delegated to the Director of Leisure, Environment & Community Services following consultation with the relevant Ward Members	Executive Committee	[Deputy Chief Executive] / [Assistant Director of Community and Housing Services] / [Strategic Housing Manager] following consultation with Ward Members
Home Improvement Agency	To deal with day to day management of the Home Improvement Agency Service	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Team Leader]
Civil Penalty Notices	to approve the use of Civil Penalties in appropriate housing related offences as an alternative to prosecution	Council	[Assistant Director of Community and Housing Services]
Energy Efficiency	To implement enforcement powers under the Energy	Executive	[Assistant Director of Community and Housing

Constitution – Part 4 – Table 4.04 – Community Services

(Private Rented Property) (England and Wales) Regulations 2015	Efficiency (Private Rented Property) (England & Wales) Regulations 2015		Services]
First Homes	To make amendments to the First Homes Policy to reflect any future Government Guidance.	Executive	[Assistant Director of Community and Housing Services] following consultation with the Housing Portfolio Holder.

Constitution – Part 4 – Table 4.04 – Community Services

3. <u>Transport & Concessionary Fares</u>			
Subject	Detail	Delegated by:	Delegated to:
Dial-a-Ride / Shop-mobility	To deal with day-to-day management of the Dial-a-Ride and Shopmobility Schemes.	Executive Committee	[Assistant Director of Community and Housing Services] / [Dial a Ride and Shopmobility Manager]

(Bus passes, concessionary fares operators and eligibility removed as functions passed to Worcestershire County Council)

Constitution – Part 4 – Table 4.04 – Community Services

4. <u>Miscellaneous other</u>			
Subject	Detail	Delegated by:	Delegated to:
CCTV/Lifeline	Day to day management of the 24 hour CCTV/NEW Lifeline Monitoring Centre, Installation Team and telephone answering out of hours service, in accordance with the Council's adopted codes of practice and industry best practice. To include entering in to contracts to provide services on behalf of external organisations following consultations with Legal Services.	Executive Committee	[CCTV and Lifeline Manager]
License under Housing Act 2004	To issue and refuse licences as appropriate under the provisions of the Housing Act 2004.	Executive Committee	[Deputy Chief Executive]
Councillor Grants	To approve and to pay grants to Voluntary and Community Sector (VCS) organisations which have been recommended for approval by elected Members through the Councillor Community Grant Scheme (CCGS).	Executive Committee	[Assistant Director of Community and Housing Services]
Concessionary Rents	To administer the Concessionary Rents Policy and approve rent Relief following consultation with the Grants Panel.	Executive Committee	[Assistant Director of Community and Housing Services] in consultation with the [Deputy Chief Executive].

CONSTITUTION – PART 4 – TABLE 4.05 – Env Services

ENVIRONMENTAL SERVICES			
1. <u>Cemeteries / Crematorium</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Cemeteries & Crematorium.	To deal with day-to-day cemetery and crematorium matters.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Environmental Services Manager] / [Bereavement Services Manager].
Memorial Masons Registration Scheme.	To make decisions in accordance with the Memorial Masons Registration Scheme presented to Executive Committee on 25th September 2002 and approved by Council on 21st October 2002.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Environmental Services Manager]/ [Bereavement Services Manager].
Unsafe Monuments.	To make decisions and take appropriate action in respect of unsafe memorials in the Abbey, Edgioake and Plymouth Road Cemeteries in accordance with Council policy.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Bereavement Services Manager].

CONSTITUTION – PART 5 – TABLE 5.04

2. <u>Grounds Maintenance and Landscaping</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Grounds Maintenance & Landscaping.	Day-to-day management of all Council-owned parks, woodlands and open spaces.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Planning, Regeneration and Leisure] / [Environmental Services Manager].
Tree Preservation Orders	<p>1. All planning decisions, actions or advice/responses on behalf of the Local Planning Authority that relate to the protection of trees and falls within the list of Planning and Associated legislation/regulations are considered to fall within the delegation scheme and will be determined by officers, unless:</p> <p>a. Objections have been received where it is proposed that a tree preservation order protects a tree/trees previously unprotected; or</p> <p>b. It is proposed that a tree be protected which is located on Council-owned land.</p> <p>In all cases relating to trees, decisions made using delegated</p>	Council	[Assistant Director of Environmental and Housing Property Services]

CONSTITUTION – PART 5 – TABLE 5.04

	<p>powers shall be reported to members at Planning Committee within six months of the decision being made, for information purposes.</p> <p>2. To initiate Tree Preservation Orders.</p>	Council	[Assistant Director of Environmental and Housing Property Services]
Trees - Dangerous.	<p>1. Where notice is received under s23(2) of the Local Government (Miscellaneous Provisions) Act 1976 that trees are in such condition that they are likely to cause damage to persons or property on the land of the person giving notice:</p> <p>a. To take any steps necessary to make the trees safe (whether by felling or otherwise) where the owner of the land is not known.</p> <p>b. to serve a notice under s23 (3) of the Act on the owner or occupier of the land on which the trees are growing where the name and address of such or occupier is known requiring the taking</p>	Planning Committee.	[Assistant Director of Environmental and Housing Property Services].

CONSTITUTION – PART 5 – TABLE 5.04

	<p>of steps to make the trees safe and if the Notice is not complied with to take the steps specified therein and recover such expenses.</p> <p>2. To take any necessary action under s23 – 26 of the Local Government (Miscellaneous Provisions) Act 1976 to secure the removal of dangerous trees and to deal with dangerous excavations.</p>	Planning Committee.	[Assistant Director of Environmental and Housing Property Services].
High Hedges.	<p>1. To determine High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate when:</p> <p>a. such applications are submitted by or on behalf of any officer of the Council or any Parish Council within the Borough of Redditch.</p> <p>b. such applications are submitted by or on behalf of any County, District or Parish Councillor whose ward is within the Borough</p>	1. Council.	Planning Committee

CONSTITUTION – PART 5 – TABLE 5.04

	<p>of Redditch.</p> <p>c. any County, District or Parish Councillor whose ward is within the Borough of Redditch is affected by such an application.</p> <p>2. In all other circumstances to determine all High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate.</p>	2. Planning Committee	[Assistant Director of Environmental and Housing Property Services].
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CONSTITUTION – PART 5 – TABLE 5.04

3. <u>Highways</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Dedication of Land.	Acceptance of offers of dedication of land for highway purposes.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] following consultation with County Council.
New Street Byelaws.	Issue of consents under New Street Byelaws following approval of applications by the Executive Committee.	Executive Committee	[Assistant Director of Environmental and Housing Property Services] following consultation with County Council.
Licences to Plant trees / Dangerous Trees.	Issue of licences to plant trees, shrubs etc. and to deal with dangerous trees in a highway.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] following consultation with County Council.
Action – Highways Act 1989.	To take action in accordance with Highways Act 1989 Sections 219 – 225.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Principal Solicitor], following consultation with County Council.
Street Signs and Bus Stops.	Siting of street signs and bus stops.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].
Street Furniture.	Siting of street furniture other than bus shelters.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].
Land Drainage.	To carry out the Council's function under the Land	Executive Committee.	[Assistant Director of Environmental

CONSTITUTION – PART 5 – TABLE 5.04

	Drainage Act 1991 and Flood and Water Management Act 2010.		and Housing Property Services].
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CONSTITUTION – PART 5 – TABLE 5.04

Traffic Management.	To approve or otherwise, local traffic management proposals and associated works.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] following consultation with Worcestershire County Council.
Road Closures.	To deal with applications for temporary road closures for special events.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services]
Orders – Town Police Clauses Act.	To make, in appropriate cases, Orders under Section 21 of the Town Police Clauses Act 1847.	Executive Committee.	[Principal Solicitor].
Off Street Parking Order	<p>a. To take all necessary steps to finalise the draft Order, schedules and car park plans and then publish, consult upon, make and implement an Off Street Parking Order in terms similar to the draft “Redditch Borough Council (Off Street Parking Places) Order 2023” (“the Order”)</p> <p>b. To issue any passes or season tickets in accordance with the Order</p>	Executive Committee	[Assistant Director of Environmental and Housing Property Services and Assistant Director of Legal, Democratic and Procurement Services]

CONSTITUTION – PART 3 – TABLE 3.04**SCHEME OF DELEGATION TO OFFICERS**

4. <u>Waste Management</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Abandoned Vehicle Notices.	To issue abandoned vehicles notices under the Refuse Disposal (Amenity) Act 1978.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].
Fixed Penalty Notices – Environmental Protection Act.	To exercise the powers, including the issuing of Fixed Penalty Notices, within Section 47ZA of the Environmental Protection Act 1990.	Executive Committee	[Assistant Director of Environmental and Housing Property Services] or his/her nominee(s)
Abandoned Vehicles.	Removal, storage and disposal of abandoned vehicles.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Waste Management Manager].
Vehicle Amnesties.	To organise vehicle amnesties as and when required.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Waste Management Manager].
Garden Waste - Charges.	To set and/or vary the level of charges for the opt-in chargeable garden waste collection service, in relation to the overall agreed.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services], following consultation with Portfolio Holder for Local Environment.

CONSTITUTION – PART 3 – TABLE 3.04

5. <u>Home Energy and Conservation</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Home Energy Conservation Reports.	Home Energy Conservation Act 1996 - to prepare, publish and submit to the Secretary of State, the Council's Home Energy Conservation Reports.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].

CONSTITUTION – PART 3 – TABLE 3.04

6. Energy Efficiency and Climate Change			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Low Emissions Vehicle Strategy	To act, following consultation with the relevant Portfolio Holder, to apply for, accept, and administer (including in partnership with other local authorities) future funding in line with this strategy.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] and [Assistant Director of Community and Housing Services].

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CONSTITUTION – PART 4 – TABLE 4.06 - Housing

HOUSING SERVICES			
1. Housing Management - General			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Health & Social Care Act 2008	To identify and register with the Commission for Care Standards Inspection the “Registered Provider” and the “Registered Manager” for the purposes of the Health & Social Care Act 2008 and The Care Quality Commission Regulations 2009.	Executive Committee	[Deputy Chief Executive & Executive Director of Leisure, Environmental & Community Services] / [Assistant Director of Community and Housing Services] / [St. David’s House Manager]
Day to day management of St David’s House	Day to day management of St David’s House, Extra Care Housing Scheme	Executive Committee	[Assistant Director of Community and Housing Services] / [St. David’s House Manager]
Day-to-day management of housing stock	Day-to-day management of the Council’s housing stock, housing land and housing landlord services: <ul style="list-style-type: none"> • Repairs and Maintenance* • Capital Works* • Voids management*** • Allocations management (in accordance with the Housing Allocations Policy)** • Tenancy management** • Rent account management** • Equipment and Adaptations management*** • Garage waiting list/allocation management** 	Executive Committee	[Chief Executive & Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Community and Housing Services] / [Assistant Director of Environmental and Housing Services] [Repairs & Maintenance and Capital Manager]* [Housing Services Manager]** Repairs & Maintenance /Housing Services managers***

CONSTITUTION – PART 4 – TABLE 4.06 - Housing

Home Support Service	Day to day management of the Home Support Service to include the collection and recovery of support service charges	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Services Manager] / [Housing Performance and Database Manager]
Support Service Charges	To collect and recover support service charges within the Charging Policy adopted by the Council and to refer cases to the Assistant Director of Legal, Democratic and Procurement Services to institute proceedings to recover such charges.	Executive Committee	[Assistant Director of Community and Housing Services] (with [Assistant Director of Legal, Democratic and Procurement Services])
Day-to-day management of the housing register	Management of the Councils Housing Register in accordance with the Council's Allocations Policy.	Executive Committee	[Assistant Director of Community and Housing Services]/ [Housing Options Manager] / [Housing Services Manager]
Housing Allocations Policy	To make any future amendments to the Council's Housing Allocations Policy that are deemed to be necessary and which do not trigger the statutory obligation to consult the persons affected by the changes pursuant to section 168(3) of the Housing Act 1996.	Executive Committee	[Deputy Chief Executive and Executive Director for Leisure, Environment and Community services] in conjunction with the [Principal Solicitor] following consultation with the relevant Portfolio Holder.
Staff/Elected Member relations Housing Applications	In accordance with the Council's Allocations Policy, to approve a housing application for staff members, Elected Members or relatives of either.	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Options Manager] / [Housing Services Manager]
	To make any offers of accommodation in above cases.	Executive Committee	[Chief Executive] & in their absence [Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] & in their absence [Executive Director of Finance &

CONSTITUTION – PART 4 – TABLE 4.06 - Housing

			Corporate Resources]
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SCHEME OF DELEGATION TO OFFICERS

<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Homelessness Cases	In accordance with the Council's stated policies and guidelines on homelessness, to deal with all such cases under the Housing Act 1985 (applications for accommodation, etc.).	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Options Manager] / [Housing Strategy Manager]
Temporary Accommodation license breaches	<p>In respect of the management of Temporary accommodation for the purposes temporary housing for homeless families let under licences to authorise:</p> <ul style="list-style-type: none"> the service of notice to quit Referral to the principle Solicitor to institute and complete proceedings for possession 	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Options Manager]
<p>Housing Management: Introductory and Secure Tenancy breaches and unlawful occupiers</p> <p>Enforcement of possession proceedings for introductory and secure tenancy breaches</p>	<p>In respect of the management of Introductory and Secure housing tenancies to authorise:</p> <ul style="list-style-type: none"> The Service of Notice Seeking Possession (introductory and secure tenancies) Referral to the Principal Solicitor and complete proceedings for possession <p>To sanction applications for Warrants of Possession in above cases.</p> <p><u>Warrants for no access for adherence to Health & Safety/ statutory requirements</u></p>	<p>Executive Committee</p> <p>Executive Committee</p>	<p>[Assistant Director of Community and Housing Services] / [Housing Services Manager]</p> <p>[Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Community and Housing Services]/ [Housing Services Manager]</p> <p>[Assistant Director of Environmental and Housing Property Services] / Repairs & Maintenance/ Housing Services Managers</p>

SCHEME OF DELEGATION TO OFFICERS

Offer of Alternative accommodation / Family of Deceased Tenant	To make one offer of suitable alternative accommodation to occupants who are members of the family of a deceased tenant and who have been in occupation for one year or more prior to the death of the tenant, and who are under-occupying property where they have no right of succession upon the death of the tenant; and,	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Services Manager] / [Assistant Director of Legal, Democratic and Procurement Services]
Multi-Agency Public Protection Arrangements and emergency re-housing requests	To accept cases referred to the Council by the Police and the Probation Service through the Multi-Agency Public Protection Arrangements and protocols	Executive Committee	[Assistant Director of Community and Housing Services]
Housing Management; Tenancy changes	In respect of secure tenancies authorise within the guidelines of the Housing Act 1985 and Housing Management policy and procedures <ul style="list-style-type: none"> • Tenancy changes • Decants (temporary or permanent re-housing) 	Executive Committee	[Housing Services Manager]
Housing Rents / other Housing-related Debts	To collect and recover current housing rents and other housing-related debts.	Executive Committee	[Housing Services Manager]
Rent Account Write – offs of Debt and Credit balances	To authorise rent and sub-account credit balances and write-off's in accordance with Write-off policy.	Executive Committee	[Housing Services Manager]
Tenant Rent Account credit refunds	To authorise rent account credit refunds where a tenant has overpaid their rent leaving a credit in accordance with procedures up to £3,000.	Executive Committee	[Housing Performance and Database Manager] / [Housing Services Manager]

SCHEME OF DELEGATION TO OFFICERS

Right to Buy	<p>In respect of the management of the right to buy process within the guidance of the Housing Act 1985 within policy and procedure to authorise:</p> <ul style="list-style-type: none"> • acceptance or denial of a Right to Buy application • To agree/disagree waiver of the discount period of a completed right to buy 	Executive Committee	[Assistant Director of Community and Housing Services]/ [Housing Performance & Database Manager] / [Housing Services Manager]
Council Housing Growth Programme	To approve the necessary delivery agents for commissioning the construction of new HRA stock from the Council Housing Growth Programme budget.	Executive Committee	[Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Community and Housing Services]
Enforcement Action Inspection and Maintenance	<p>To take enforcement action in relation to the Inspection and Maintenance e.g. gas, electrical and other statutory or essential inspections or maintenance</p> <p>To gain entry to properties where a tenant does not permit access to the Council or Council's contractor to undertake safety inspections, routine servicing or maintenance .</p>	<p>Executive Committee</p> <p><u>Executive Committee</u></p>	<p>[Assistant Director of Community and Housing Services] / [Assistant Director of Environmental and Housing Property Services] / [Repairs & Maintenance and Capital Manger] following consultation with [Principal Solicitor]</p> <p>[Assistant Director of Community and Housing Services] or [Repairs & Maintenance and Capital Manger], following consultation with the [Principal Solicitor].</p>

SCHEME OF DELEGATION TO OFFICERS

Powers to Force Entry	To exercise the Council's powers within the guidelines of the Housing Act 1985 acting within policy and procedure to enforce entry to Council-owned properties in cases of emergency.	Executive Committee	[Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] / [Housing Services Manager] / [Repairs & Maintenance and Capital Manager], in consultation with [Principal Solicitor] or if out of hours, the [Duty Officer]
To agree inspections and maintenance requirements to Council Housing Stock	Day to day repairs and maintenance of tenanted properties and voids	Executive Committee	[Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community Services] and [Repairs & Maintenance and Capital Manager]
Improvements and Alternations	To approve an application of a secure tenant to make an alternation or improvement to their home	Executive Committee	[Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] / [Repairs & Maintenance and Capital Manager]
Major property Medical Adaptation works	To authorise major property works for OT recommended medical adaptations costing more than £5k	Executive Committee	[Assistant Director of Community and Housing] / [Assistant Director of Environmental and Housing Property Services] / [Repairs &

SCHEME OF DELEGATION TO OFFICERS

			Maintenance and Capital Manager Housing Services Manager]
Major property void works	To authorise major void works costing more than £10k	Executive Committee	[Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services]
Tenant Recharges	To authorise tenant recharges where works have been carried out and deemed as tenant responsibility	Executive Committee	[Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] / [Repairs & Maintenance and Capital Manager]
Local Lettings Plan	To agree and adopt future local lettings policies.	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the Portfolio Holder for Housing
Housing Policies	To agree any revisions to the Housing Policies following the consultation and in line with any legislative or government guidance updates.	Executive Committee	[Assistant Director of Community and Housing Services] and/or [Assistant Director of Environmental and Housing Property], following consultation with the Portfolio Holder for Housing

SCHEME OF DELEGATION TO OFFICERS

Housing Revenue Account – Rent Setting	To establish a Hardship Fund of £50,000 per annum to support homelessness prevention and this to be met from the HRA budget 2025/26 onwards. <i>(Added during the 2024/25 municipal year)</i>	Council	[Deputy Chief Executive and Assistant Director Community & Housing following consultation with the Housing Portfolio Holder
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CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement

LEGAL, DEMOCRATIC AND PROCUREMENT			
1. <u>Democratic Services - General</u>			
Subject	Detail	Delegated by:	Delegated to:
Constitution	To make minor variations to the form, but not the substance, of the Council's Constitution and associated documents where errors or omissions (previously approved) are found, including those of a grammatical and typographical nature.	Council	[Assistant Director of Legal, Democratic and Procurement Services] / [Principal Democratic Services Officer]
Scheme of Delegation	To make any necessary minor administrative amendments to the Scheme of Delegation, subject to report in due course to the relevant parent body.	Council / Executive Committee.	[Chief Executive] following consultation with Portfolio Holder for Finance and Enabling
Committee Membership	To accept nominations and fill vacancies which arise in any Council-approved Committee membership.	Various	[Chief Executive] following consultation with [Leader] / Group Leaders
Outside Bodies	To appoint Officer representatives to outside bodies.	Council	[Chief Executive]
Calendar of Meetings	To set the annual Calendar of Meetings, provided that existing agreed patterns and frequency of meetings are observed.	Council and Executive Committee	[Principal Democratic Services Officer] following consultation with relevant Chairs
Variations to the Calendar of Meetings	Within the municipal year, to set and vary dates for Council / Committee meetings, in accordance with relevant statutory and constitutional provisions.	Various	[Principal Democratic Services Officer], following consultation with relevant Members
Petitions	To respond to Petitions, in accordance with the approved Protocol.	Council	[Monitoring Officer]/ [Chief Executive]/ [Deputy Chief Executive] / Directors / Relevant Officers

CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement

2. <u>Democratic Services - Members</u>			
Subject	Detail	Delegated by:	Delegated to:
Members Allowances	To keep, maintain, and operate the Scheme of Allowances to Members.	Exec.	[Principal Democratic Services Officer]
Outside Bodies - Members	To fill vacancies on outside bodies where there is no contest for places.	Council	[Chief Executive] in consultation with [Leader] / Group Leaders / [Principal Democratic Services Officer]
Outside Bodies - Members	To confirm nominations of Council representatives to outside bodies when any issues of liability have been satisfactorily resolved.	Council	[Chief Executive]
Outside Bodies	To maintain and amend a list of external bodies and organisations to which Members have been appointed by the Council.	Council	[Monitoring Officer], in following consultation with the [Leader]
Outside Bodies - Indemnity insurance	To issue forms of indemnity (to be agreed by Chief Executive) and to arrange insurance of any of the Council's Members or Officers in relation to work in connection with Outside Bodies (whether by attending meetings or otherwise) where it is lawful to do so.	Council / Standards Committee – 02.02.05	[Executive Director Finance & Resources]
Indemnity insurance – other circumstances	To agree indemnities, issue forms of indemnity and arrange insurance of any of the Council's Members and Officers in other circumstances where it is lawful to do so.	Council / Standards Committee – 02.02.05	[Executive Director Finance & Resources]

CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement

3. <u>Legal Services</u> <i>(See also separate delegations in other Sections)</i>			
Subject	Detail	Delegated by:	Delegated to:
Legal Advice / Legal Proceedings	To provide, on behalf of the Council, legal advice and to take all necessary action in relation thereto, including the institution and defending of proceedings in the courts and other tribunals.	Executive Committee Council	[Principal Solicitor]
Proceedings and prosecutions	To sign any document required as part of any court procedure including statutory demands or bankruptcy petitions.	Council	[Principal Solicitor]
Proceedings and Prosecutions - Authorising officers to appear in the Magistrate's Court	To authorise officers to appear on the Council's behalf in Court proceedings, including RIPA matters	Council	[Assistant Director of Legal, Democratic and Procurement Services]
Signature of Documents	To sign any document necessary to any legal procedure or proceedings on behalf of the Council (- unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person).	Council	[Chief Executive] or [Assistant Director of Legal, Democratic and Procurement Services] or [Principal Solicitor] or other person authorised by them.
Signature of Contracts	To sign any contract entered into on behalf of the local authority in the course of the discharge of an Executive Committee function or made under the common seal of the Council attested and duly attested.	Council (Constitution – Article 14.04).	[Chief Executive] or [Assistant Director of Legal, Democratic and Procurement Services] or [Principal Solicitor].

CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement

Subject:	Detail:	Delegated by:	Delegated to:
Contracts	to sign or seal any document, Order or Notice on behalf of the Council and to serve or receive any documents on behalf of the Council to include contracts falling under the Contract Procedure Rules	Council	[Assistant Director of Legal, Democratic and Procurement Services] and [Principal Solicitor]
Independent Person Selection	To make any future appointments to the role of independent person.	Council / Standards Committee	[Assistant Director of Legal, Democratic and Procurement Services] / [Principal Solicitor] / [Principal Democratic Services Officer]
Standards Committee Procedure	Together with the Standards Committee, to administer the Standards procedures and processes relating to the Code of Conduct and arrangements for managing Standards complaints as adopted by the Council.	Council/ Standards Committee	[Assistant Director of Legal, Democratic and Procurement Services]
Affidavits etc.	To authorise Officers to sign statements of truth, Statutory Declarations and Affidavits on behalf of the Council.	Council	[Principal Solicitor], or their nominees duly authorised by them in writing.
Authorised Officer – Misc Provisions	To act as an authorised Officer for the purposes of paragraph 14 of schedule 1 of the Local Government (Miscellaneous Provisions) Act 1982.		[Assistant Director of Legal, Democratic and Procurement Services] or nominee(s).

CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement

Miscellaneous delegations	<p>1) Where an Officer has delegated powers to issue legal proceedings, they are also authorised to take action to enforce any judgment obtained.</p> <p>2) To pursue such urgent legal action when required in the future, in cases where existing authority is not sufficient, where the proposed action is not politically controversial, or in conflict with current decision, policy and practice, and where there are no other circumstances which, in the view of the Officer concerned or the Portfolio Holder, might suggest the need for a full Committee (or Council) decision.</p>	<p>Council / Exec / Planning / Licensing Committees</p> <p>Council / Exec / Planning / Licensing Committees</p>	<p>Various</p> <p>Various Officers, following consultation with [relevant Portfolio Holder]</p>
Local Land Charges	To keep and maintain the Register of Local Land Charges. To respond to applications for Searches on the Register, and to co-ordinate answers in respect of CON 29 and associated questions.	Executive Committee	[Assistant Director of Planning, Regeneration and Leisure Services]
RIPA	See Chief Executive's / Corporate Delegations	-	-

CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement

4. Monitoring Officer			
Subject	Detail	Delegated by:	Delegated to:
Constitution and Scheme of Delegation – amendments	1. To make amendments to the Scheme of Delegation and other areas of the Constitution in order to reflect changes in legislation or regulations, job titles and the reallocation of functions of the Council between departments, provided that the amendments do not extend or reduce the existing delegations or other powers and duties currently listed in the Constitution	Council	[Monitoring Officer]
	2. To make amendments to that part of the Constitution which comprises the Management Arrangements to the extent that such amendment reflects either a change in personnel or changes to the corporate structure which have been agreed by Council	Council	[Monitoring Officer]

PART 4 – TABLE 4.08 Leisure & Culture

LEISURE AND CULTURE			
1. <u>Leisure - General</u>			
Subject	Detail	Delegated by:	Delegated to:
Allotments – Notices to Quit, etc.	To grant, transfer and accept the termination of allotment tenancies.	Executive Committee.	[Assistant Director of Planning and Leisure Services] / [Assistant Director of Environmental and Housing Property]
Play Areas	Day-to-day management of play areas	Executive Committee	[Assistant Director of Planning and Leisure Services]
Forge Mill / Bordesley Abbey Visitor Centre	Day-to-day operation and normal lettings in respect of the Forge Mill Museum and Bordesley Abbey Visitor Centre.	Executive Committee	Rubicon Leisure
Circuses / Fairs / Fetes / Rallies, etc	Applications, and negotiation of charges for, use of Leisure facilities and open spaces for circuses, fairs fetes, rallies, tournaments and display purposes, where Committee approval has been given in previous years and where any necessary planning permission, and/or relevant licence, has been obtained.	Executive Committee	[Assistant Director of Planning and Leisure Services] for open spaces. Rubicon Leisure if their facilities
Annual Events	To approve the use of facilities for various annual events.	Executive Committee	[Assistant Director of Planning and Leisure Services], or other appropriate Assistant Director of Service

PART 4 – TABLE 4.08 Leisure & Culture

Sports Development	Day-to-day operation of Sports Development, and the setting of fees and charges for their activities.	Executive Committee	[Assistant Director of Planning and Leisure Services]
Play Areas – Representations	To determine representations (retrospective or otherwise) received which fall within the standards and policies to be applied for play areas within residential estates and that in all other cases they be referred to the Executive Committee for consideration.	Executive Committee	[Assistant Director of Planning and Leisure Services]
Off-Peak Charges at Sports Facilities	To negotiate off-peak charges for specific amenity events at Sports Centres	Executive Committee	Rubicon Leisure
Varying Charges	To vary charges at Leisure Facilities, in response to additional competition over 5% from previous year	Executive Committee	Rubicon Leisure in consultation with [RBC Client Officer]
Palace Theatre / Arts Development / Negotiation of Fees	Day-to-day operation of the Palace Theatre and Arts Development function; normal lettings and negotiation with artists and organisations of performing fees where appropriate.	Exec	[Assistant Director of Planning and Leisure Services] for Arts Development functions, Rubicon Leisure for Palace Theatre
Bank Holiday Closures	To determine dates for the closure of recreational facilities for the Christmas and New Year Holidays.	Exec	Rubicon Leisure in consultation with [RBC Client Officer]

PART 4 – TABLE 4.08 Leisure & Culture

Subject	Detail	Delegated by:	Delegated to:
Community Meeting Rooms	Normal lettings and day-to-day operation, in consultation with various Management Committees (where applicable), of the Community Meeting Rooms.	Executive Committee	Rubicon Leisure
Promotions – Short-Term / One-Off	To approve and implement short-term and one-off promotions at all Sports and Leisure facilities.	Executive Committee	Rubicon Leisure
Roundabout Sponsorship	To agree sponsorship fees with a maximum of 20% plus/minus variance of approved charges	Executive Committee	[Assistant Director of Planning and Leisure Services] following consultation with the appropriate Portfolio Holder.

PART 4 – TABLE 4.08 Leisure & Culture

2. <u>Civic Suite Hire/</u>			
Subject	Detail	Delegated by:	Delegated to:
Fees & Charges	To set charges in respect of the Civic Suite and to vary fees and charges set by the Council, in response to commercial considerations, in the light of experience of the new charges.	Executive Committee	[Assistant Director of Regeneration and Property Services] following consultation with [Chief Executive]
Bookings	Subject to the agreed policies of the Council, to accept bookings of the Town Hall Civic Suite.	Executive Committee	[Assistant Director of Regeneration and Property Services] following consultation with relevant Portfolio Holder
Concessionary Use	To agree requests for concessionary use of the Civic Suite.	Executive Committee	[Assistant Director of Regeneration and Property Services] and his / her authorised Managers, following consultation with relevant Portfolio Holder.

PART 4 – TABLE 4.08 Leisure & Culture

3. <u>Parks and Open Spaces</u>			
Subject	Detail	Delegated by:	Delegated to:
Public Open Space	To adopt Public Open Space on behalf of the Council which has previously been agreed as part of a Section 106 Agreement.	Executive / Leader	[Assistant Director of Planning and Leisure Services]
Playing Pitches	To grant hire agreements for the use of such facilities in line with the Budget and Policy Framework.	Executive	[Assistant Director of Planning and Leisure Services]
Recreational Land	To decide on arrangements for the access, usage and leasing of recreational land or facilities to Parish councils and other organisations and to determine any applications for consents required by such leases.	Executive / Leader	[Executive Director of Finance and Corporate Resources] and [Assistant Director of Planning and Leisure Services]

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PLANNING			
1. <u>Development Management / Plans</u>			
Subject	Detail	Delegated by:	Delegated to:
Calling in procedure for Ward Members for Planning Committee	<p>When a ward member wishes to call in an application to Planning Committee for consideration, they will, within 21 days of receipt of the notification of that application, contact the case officer and set out their reasons for wanting the application to be considered at committee rather than by officer delegation. The Case Officer will, in writing, record the request and reasons and send a written record to the Portfolio Holder, Planning Committee Chair and any other ward member(s) for the area in which the application site is situated, of the request and reasons.</p> <p>If a request is made after the deadline set out above, the Planning Committee Chair shall make the final decision, taking into account all relevant matters, as to whether the application is considered by the Planning Committee, and will inform the Case Officer of his/her decision within 2 working days of receiving the request from the Case Officer. The ward member who made the request will also be informed of the Chair's decision.</p>		
Planning Applications	All planning decisions, actions or advice / responses on behalf of the Local Planning Authority within the list of Planning and Associated legislation / regulations, are considered to fall within the delegation scheme and will be determined by Officers,	Council	[Assistant Director of Planning and Leisure Services]

UNLESS:

	<ol style="list-style-type: none"> 1. A Member makes a written request within 21 days of the application receipt for the application to be considered by the Planning Committee. (see procedure set out above) 2. The Planning Officer considers that the application should be considered by Committee. 3. The approval of the application would represent a departure from the policies of the statutory development plan. 4. The proposal involves the Borough or County Council either as applicant or 		[Assistant Director of Planning and Leisure Services] / Planning officers
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	<p>landowner.</p> <p>5. The applicant is a Councillor or known to be an employee of either Redditch Borough Council or Bromsgrove District Council, or employed by other local authorities who provide services for or on behalf of Redditch Borough Council under shared service arrangements.</p> <p>6. There is a known involvement by a Council employee or other employee as in 5 above in any capacity - e.g. as agent or adviser</p> <p>7. The application is for major development (as defined in the BV109 returns i.e. more than 10 dwellings - more than 1000 sq m new industrial / commercial floor space) where the recommendation is for approval or where five or more letters of support have been received.</p>		
	<p>8. The Council will be required to become party to a Planning Legal Agreement under Section 106 (applies only to those agreements where RBC would be a signatory and bear an obligation under the agreement – not to Unilateral Undertakings)</p> <p>9. a) The application is a Householder application and between 11 and 20 individual letters of objection from separate addresses and raising material planning considerations are received from separate members of the public and the Officer recommendation is for approval, in which case, the application will be determined by the Assistant Director of Planning, Regeneration and Leisure Services/Planning Officers in conjunction with the Chair of Planning Committee (or in their absence the Vice Chair)</p> <p>More than 21 individual letters of objection from separate addresses and raising material planning considerations are received from separate members of the public and the Officer recommendation is for approval.</p>		

	<p>b) The application is not a Householder application and between 5 and 10 individual letters of objection from separate addresses and raising material planning considerations are received from separate members of the public and the Officer recommendation is for approval, in which case, the application will be determined by the Assistant Director of Planning, Regeneration and Leisure Services/Planning Officers in conjunction with the Chair of Planning Committee (or in their absence the Vice Chair)</p> <p>More than 11 individual letters of objection from separate addresses and raising material planning considerations are received from separate members of the public and the Officer recommendation is for approval.</p> <p>10. The application has resulted in a formal objection being received (and has not been resolved through Officer negotiation) from a statutory consultee.</p> <p>11. The application seeks erection of a new, or Change of Use <u>to</u>, A4 (Pubs and wine bars), A5 (hot food take away), or D2 (assembly and leisure – cinemas, sports halls, dance halls etc), or seeks (change of use or erection of a new) consent for a night club, theatre or casino.</p> <p>12. The action involves responding to a consultation request from an adjoining Local Planning Authority, in which case, and if a response is justified, this will be prepared by the Assistant Director of Planning, Regeneration and Leisure Services/Planning Officers in conjunction with the Chair of Planning Committee (or in their absence the Vice Chair)</p> <p><i>Legislation / regulations under which decisions will be taken include:-</i></p> <ul style="list-style-type: none"> • Town & Country Planning Act 1990 (as amended) • Planning and Compensation Act 1991 		
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	<ul style="list-style-type: none"> • Town & Country Planning (General Permitted Development) Order 1995 (as amended) • Town & Country Planning (General Development Procedure) Order 1995 (as amended) • Planning (Listed Buildings & Conservation Areas) Act 1990 (as amended) • Building Act 1984 (as amended) 		
	<ul style="list-style-type: none"> • Circular 5/2000: Planning Appeals: Procedures (including inquiries into Called in Planning Applications) • Circular 18/1984: Crown Land & Crown Development • Town & Country Planning (Environmental Impact Assessment) Regulations 2011 • Highways Act 1980 • Planning (Hazardous Substances) Act 1990 • Hedgerow Regulations 1997 • Goods Vehicles (Licensing of Operators) Act 1995 • Goods Vehicles (Licensing of Operators) Regulations 1995 • Town & Country Planning (Control of Advertisements) Regulations 2007 • Wildlife and Countryside Act 1981 • Caravan Sites and Control of Development Act 1960 • Acquisition of Land Act 1981 • Telecommunications Act 1991 		

	<ul style="list-style-type: none"> • Electricity Act 1989 • Planning and Compensation Act 1991 • Flood and Water Management Act 2010 • Ancient Monuments and Archaeological Areas Act 1979 		
	<ul style="list-style-type: none"> • Local Government Planning and Land Act 1980 • Planning Listed Buildings and Conservation Areas Regulations 1990 (as amended) • Planning Act 2000 • Planning and Compulsory Purchase Act 2004 • Clean Neighbourhoods and Environment Act 2005 • Localism Act 2011 • The Town and Country Planning (Permission in Principle) Order 2017 (as amended) <p>Any reference to an Act of Parliament, Regulation or Order in this scheme of delegation shall be deemed to include reference to any statutory modification re-enactment or replacement thereof for the time being in force</p>		
Development Plans	Preparation of scoping reports and consultation with statutory consultees as required in connection with the preparation of draft SPD Sustainability Appraisals.	Council	[Assistant Director of Planning and Leisure Services] and/or [Development Plans Manager]
Planning Obligations	All planning obligation variations and discharges, other actions or advice /	Council	[Assistant Director of

	<p>responses on behalf of the Local Planning Authority within the list of Planning and Associated legislation / regulations, are considered to fall within the delegation scheme and will be enacted by Officers unless any of the following apply:-</p> <ol style="list-style-type: none"> 1. Deletion or addition of one or more of the heads of terms. 2. Significant change in overall area of land to be transferred to Redditch Borough Council. 3. Significant change in financial contributions to be provided to Redditch Borough Council [except where this is a result of (an)other Member decision(s)]. 4. A Member makes a written request for a case to be considered by the Planning Committee, as set out above in the Calling in Procedure. 		Planning and Leisure Services]
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PART 4 – TABLE 4.10 – Reg Services**REGULATORY SERVICES****1. LICENSING****HEAD OF REGULATORY SERVICES (WORCESTERSHIRE REGULATORY SERVICES)**

To determine applications made for licences of premises for acupuncture, tattooing, ear piecing and electrolysis.

To determine applications for the registration of animal trainers and exhibitors.

To be responsible for inspections of premises are undertaken to ensure compliance with animal welfare licensing legislation and to engage veterinary surgeons for these purposes where necessary.

To authorise officers for the purpose of Part II of the Local Government (Miscellaneous Provisions) Act 1976.

To be designated as “Proper Officer” for the provisions of the Breeding of Dogs Act 1973 and to act on behalf of the Council in respect of the provisions of the Act and to engage veterinary surgeons for the purpose of inspecting premises under the Act.

To determine applications for house to house and street collections.

To respond to applications where the Council is a responsible authority or consultee.

To be designated as “Proper Officer” for the purposes of the administration of the Dangerous Wild Animals Act 1976 and to be authorised to carry out all appropriate functions including the entering of premises.

To grant consents for uncontested Street Amenity Consents under the Highways Act 1980

To authorise the entry of premises for the purpose of enforcing the provisions of the following legislation on behalf of the Council:

- Animal Boarding Establishments Act 1963.
- Breeding of Dogs Act 1973.
- Gambling Act 2005.
- Licensing Act 2003.
- Local Government (Miscellaneous Provisions) Acts 1976 and 1982.
- Town Police Clauses Act 1847.
- Zoo Licensing Act 1981.

PART 4 – TABLE 4.10 – Reg Services**To determine all matters under the Gambling Act 2005 except:**

- Determination of fee levels.
- Applications for variations to premises licences, provisional statements, club gaming/club machine permits and other permits where representations have been received and not withdrawn.
- Applications for transfer of premises licences where representations have been made by the Gambling Commission.
- Review of premises licenses.
- Decision to give a counter notice to a temporary use notice.
- Refusal of applications for registration by societies wishing to promote lotteries.

Hackney Carriages and Private Hire Operators, Vehicles and Drivers**To determine all matters in relation to Hackney Carriage Drivers and Private Hire Operators, Vehicles and Drivers except:****Hackney Carriage and Private Hire Driver's**

- Determination of applications where the applicant does not meet the Council's application criteria.
- Suspension / revocation of a drivers licence, where suspension / revocation is required with immediate effect (in consultation with the Licensing Committee Chairman / Vice-Chairman) that since the grant of the licence they have:-
 - (i) been convicted of an offence involving dishonesty, indecency or violence; or
 - (ii) been convicted of an offence under or has failed to comply with the provision of the Act of 1847 or section 61 of the Local Government (Miscellaneous Provisions) Act 1976; or
 - (iii) any other reasonable cause.

subject to a report being presented to a meeting of the Licensing Sub-Committee

Hackney Carriage and Private Hire Vehicles

- Determination of an application where the vehicle does not meet the Council's criteria.
- Suspension / revocation / refuse to renew a vehicle licence, where suspension / revocation is required with immediate effect (in consultation with the Licensing Committee Chairman / Vice-Chairman) on any of the following grounds:-
 - (i) that the vehicle is unfit for use as a hackney carriage or private hire vehicle;
 - (ii) any offence under, or non-compliance with, the provision of the Act of 1847 or section 60 of the Local Government (Miscellaneous Provisions) Act 1976; or
 - (iii) any other reasonable cause.

PART 4 – TABLE 4.10 – Reg Services

subject to a report being presented to a meeting of the Licensing Sub-Committee.

Operator's

Determination of an application where the applicant does not meet the Council's criteria in respect of character

Fares/Stand

- Revisions to the Council's Table of Hackney Carriage Fares.
- Appointment of Hackney Carriage stands/revisions to existing Hackney Carriage stands.

To suspend Premises and Club Premises Licences following non payment of fees under sections 55A and 92A of the Licensing Act 2003 (as amended)

To determine all matters under the Licensing Act except:

- Application to vary designated premises supervisors if representations are made.
- Applications for personal licences, premises licences/ club premises licences and provisional statements where representations have been received.
- Applications for Interim Authorities if a police representation is made.
- Application to vary premises licences/ club premises certificates if representations are made.
- Applications to review premises/ club premises certificate.
- Any interim steps following an application for an expedited review.
- Determination of Temporary Event Notices where representations have been made by the Police.
- Applications to transfer premises licences if representations are made.
- Applications for minor variations if representations are made by the Police.

To determine all matters relating to Market and Street Trading except:

- Designation of consent streets and non consent streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
- Deciding the Council's policy in relation to the issue of street trading consents.

To determine applications for licences for riding establishments

To determine applications for Zoo Licensing

To carry out any other function or responsibility in relation to the legislation listed at RS1 not specifically referred to above

RS1

- Animal Boarding Establishments Act 1963.
- Animal Welfare Act 2006.
- Breeding and Sale of Dogs (Welfare) Act 2006.

PART 4 – TABLE 4.10 – Reg Services

- Breeding of Dogs Act 1973 and 1991.
- Dangerous Wild Animals Act 1976.
- Gambling Act 2005.
- Licensing Act 2003.
- Local Government (Miscellaneous provisions) Acts 1976 and 1982.
- Pet Animals Act 1951.
- Police Factories Act (miscellaneous provisions) Act 1916.
- Riding establishments Acts 1964 and 1970.
- Scrap Metal Dealers Act 2013.
- Vehicle Crime Act 2001 - Section 4 (13) - Motor Salvage Operators.
- Town Police Clauses Act 1847.
- Video Recordings Act 1984 and 1993.
- Licensing Act 2003.
- Hackney carriage licensing.
- Private Hire (including driver, vehicle and operator) licensing.
- Control of sex establishments (including lap dancing and sexual entertainment venues).
- Street Trading.
- Street amenity licences.
- Zoo Licensing Act 1981.

2. ENVIRONMENTAL HEALTH**HEAD OF REGULATORY SERVICES (WORCESTERSHIRE REGULATORY SERVICES)**

(i) In accordance with the legal agreement for Regulatory Services Shared Service, the Council has delegated to the Head of Service of Worcestershire Regulatory Services all the duties and functions listed below arising out of the legislation set out in Appendix RS 2.

- (a) Appointment of Inspectors, Authorised Officers or similar designated persons.
- (b) Undertaking inspections and investigation of complaints.
- (c) Signing and service of notices.
- (d) Signing and issuing, revoking and varying, any licence, permit, order or other document.
- (e) Executing, or arranging for the execution of, works in default.
- (f) Purchasing or otherwise procuring samples, seize equipment, goods and animals.
- (g) The exercise of powers of entry.
- (h) The engagement of specialist advisors/contractors to support/supplement service activity.
- (i) The institution of legal proceedings (in consultation with the Head of Legal Services of the Relevant Authority).
- (j) The obtaining of warrants of entry.

(ii) The Head of Service has authority to delegate further, in writing, all or any of their delegated functions to other officers, and may authorise certain of those officers to further delegate to officers under their management or control.

RS2

Accommodation Agencies Act 1953.
 Administration of Justice Act 1970 (Section 40).
 Agriculture (Safety, Health & Welfare Provisions) Act 1956.
 Agriculture Act 1970.
 Agriculture Produce (Grading & Marking) Acts 1928 & 1931.
 Animal Boarding Establishments Act 1963.
 Animal By-Products Regulations 2005.
 Animal Health & Welfare Act 1984.
 Animal Health Act 1981.
 Animal Health Act 2002.
 Animal Welfare Act 2006.
 Animals and Animal Products (Import & Export) (England) Regs 2006.
 Anti-Social Behaviour Act 2003.
 Avian Influenza (Preventative Measures)(England) Regulations 2006.
 Avian Influenza (Vaccination)(England) Regulations 2006.
 Biofuel (Labelling) Regulations 2004.

PART 4 – TABLE 4.10 – Reg Services

Bluetongue Regulations 2008.
 Breeding and Sale of Dogs (Welfare) Act 1999.
 Breeding of Dogs Act 1973 and 1991.
 Building Act 1984.
 Business Protection from Misleading Marketing Regulations 2008.
 Cancellation of Contracts made in a Consumers House or Place of Work etc Regulations 2008.
 Caravan Sites Act 1968.
 Caravan Sites and Control of Development Act 1960.
 Cat and Dog Fur (Control of Import, Export and Placing on Market) Regulation 2008.
 Cattle Identification Regs 2007.
 Charities Act 1993.
 Children & Young Persons (Protection from Tobacco) Act 1991.
 Children & Young Persons Act 1933.
 Chronically Sick and Disabled Persons Act 1970.
 Cinemas Act 1985.
 Civic Amenities Act 1967.
 Civil Defence Act 1948 and Regulations made thereunder.
 Clean Air Act 1993.
 Clean Neighbourhoods and Environment Act 2005.
 Construction Products Regulations 1991.
 Consumer Credit Act 1974.
 Consumer Protection (Distance Selling) Regulations 2000.
 Consumer Protection Act 1987.
 Consumer Protection from Unfair Trading Regulations 2008.
 Control of Pollution Act 1974.
 Copyright, Designs and Patents Act 1988.
 Criminal Justice and Immigration Act 2008.
 Criminal Justice and Public Order Act 1994.
 Crystal Glass (Descriptions) Regs 1973.
 Dangerous Wild Animals Act 1976.
 Dangerous Dogs Act 1990
 Deer Act 1991.
 Defective Premises Act 1972.
 Development of Tourism Act 1969 (Section 18).
 Disabled Persons Act 1981.
 Distance Selling Regulations 2000.
 Ecodesign for Energy-Using Product Regulations 2007.
 Education Reform Act 1988.
 Eggs (Marketing Standards) Regulations 2005.
 Eggs and Chicks (England) Regulations 2008.
 Electromagnetic Compatibility Regs 1992.
 Electro-medical Equipment (EEC Requirements) Regs 1988.
 Energy Act 1976 (Section 18).
 Energy Conservation Act 1981 (Section 20).
 Energy Efficiency (Refrigerators and Freezers) Regs 1997.
 Energy Information (Combined Washer-driers) Regs 1997.
 Energy Information (Dishwashers) Regs 1999.
 Energy Information (Household Air Conditioners) (No.2) Regulations 2005.
 Energy Information (Household Electric Ovens) Regulations 2003.

PART 4 – TABLE 4.10 – Reg Services

Energy Information (Household Refrigerators and Freezers) Regs 2004.
Energy Information (Lamps) Regs 1999.
Energy Information (Tumble Driers) Regs 1996.
Energy Information (Washing Machines) Regs 1996.
Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.
Enterprise Act 2002.
Environment Act 1995.
Environmental Protection (Controls on Substances that Deplete the Ozone Layer) Regs 2002.
Environmental Protection Act 1990.
Estate Agents Act 1979.
Explosives Act 1875.
Export Restrictions (Foot and Mouth Disease) Regulations 2007.
Factories Act 1961.
Fair Trading Act 1973.
Farm and Garden Chemicals Act 1967.
Feed (Hygiene and Enforcement) (England) Regulations 2005.
Firework Act 2003.
Firework Regulations 2004.
Food & Environmental Protection Act 1985.
Food (Jelly Mini-Cups) (Emergency Control) (England) Regulations 2009.
Food (Suspension of the use of E128 Red 2G as food colour) (England) Regulations 2007.
Food Act 1984.
Food Hygiene (England) Regulations 2006.
Food of Particular Nutritional Uses (Addition of Substances for Specific Nutritional Purposes)(England) Regs 2009.
Food Safety Act 1990.
Food Standards Act 1999.
Forgery and Counterfeiting Act 1981 Part 1.
Fraud Act 2006.
Game Act 1831.
General Food Regulations 2004.
General Product Safety Regulations 2005.
Guard Dogs Act 1975.
Hallmarking Act 1973.
Health & Safety at Work etc Act 1974.
Health Act 2006.
Highways Act 1980.
Home Energy Conservation Act 1995.
Home Information Pack Regulations 2007.
Home Safety Act 1961.
Horse Passports Regulations 2009.
House to House Collections Act 1939.
Housing & Planning Act 1986.
Housing Act 1980, 1985, 2004.
Hypnotism Act 1952.
Imported Food Regulations 1997.
Imported Food Regulations 2007.
Intoxicating Substances (Supply) Act 1985.

PART 4 – TABLE 4.10 – Reg Services

Land Drainage Acts 1976 & 1991.
 Litter Act 1983.
 Local Government & Housing Act 1989.
 Local Government (Miscellaneous Provisions) Acts 1976 & 1982.
 Manufacturing and Storage of Explosives Regulations 2005.
 Materials and Articles in Contact with Food England Regs 2007.
 Measuring Instruments (Automatic Catchweighers) Regulations 2006.
 Measuring Instruments (Automatic Discontinuous Totalisers) Regulations 2006.
 Measuring Instruments (Automatic Gravimetric Filling Instruments) Regulations 2006.
 Measuring Instruments (Beltweighers) Regulations 2006.
 Measuring Instruments (Capacity Serving Measures) Regulations 2006.
 Measuring Instruments (Cold Water Meters) Regulations 2006.
 Measuring Instruments (Liquid Fuel and Lubricants) Regulations 2006.
 Measuring Instruments (Liquid Fuel delivered from Road Tankers) Regulations 2006.
 Measuring Instruments (Material Measures of Length) Regulations 2006.
 Measuring Instruments (Non prescribed Instruments) Regulations 2006.
 Measuring Instruments (Rail - Weighbridges) Regulations 2006.
 Medicines Act 1968.
 Mobile Homes Acts 1975 & 1993.
 Motor Cycle Noise Act 1987.
 National Assistance Act 1948 Sec 47.
 Natural Mineral Water, Spring Water & Bottled Water England Regs 1999.
 Noise & Statutory Nuisance Act 1993.
 Noise Act 1996.
 Non-Automatic Weighing Instruments (EEC Requirements) Regs 2000.
 Offensive Weapons Act 1996.
 Offices, Shops & Railway Premises Act 1963.
 Official Controls (Animal Feed and Food) (England) Regs 2006.
 Official Feed & Food Controls (England) Regs 2007.
 Olive Oil (Marketing Standards) Regs 2003.
 Olympic Symbol etc. (Protection) Act 1995.
 Organic Product Regulations 2009.
 Package Travel, Package Holidays & Package Tours Regs 1992.
 Packaging (Essential Requirements) Regs 2003.
 Party Wall Act 1966.
 Performing Animals (Regulation) Act 1925.
 Personal Protective Equipment Regulations 2002.
 Pet Animals Act 1951.
 Petroleum (Transfer of Licences) Act 1936.
 Petroleum Consolidation Act 1928.
 Planning (Hazardous substances) Act 1990.
 Plastic Materials and Articles in Contact with Food England Regs 2009.
 Poisons Act 1972.
 Police, Factories etc (Miscellaneous Provisions) Act 1916.
 Pollution Prevention and Control Act 1999.
 Poultry Meat (Water Content) Regs 1984.
 Prevention of Damage by Pests Act 1949.
 Prices Acts 1974 and 1975.
 Private Security Industries Act 2001.
 Proceeds of Crime Act 2002.

PART 4 – TABLE 4.10 – Reg Services

Products of Animal Origin (Disease Control) (England) Regulations 2008.
 Products of Animal Origin (Import and Export) Regulations 1996 (as amended).
 Products of Animal Origin (Third Country Imports) (England) Regulations 2006.
 Property Mis-descriptions Act 1991.
 Protection of Animals Act 1911 as amended.
 Protection of Children (Tobacco) Act 1986.
 Public Health (Control of Disease) Act 1984.
 Public Health Acts (Amendment) Act 1907.
 Public Health Acts 1875, 1925, 1936 & 1961.
 Quick Frozen Food Stuffs (England) Regulations 2007.
 Radio Equipment and Telecommunications Terminal Equipment Regs 2000.
 REACH Enforcement Regulations 2008.
 Refuse Disposal (Amenity) Act 1978.
 Regulation (EC) No. 178/2002.
 Regulation (EC) No. 852/2004.
 Regulation (EC) No. 853/2004.
 Regulation (EC) No. 854/2004.
 Regulation (EC) No. 2073/2005.
 Rent Act 1977.
 Rice Products (Restrictions on First Packaging on the Market) (England) Regs 2006.
 Riding Establishments Acts 1964 & 1970.
 Road Traffic (Consequential Provisions) Act 1988.
 Road Traffic (Foreign Vehicles) Act 1972.
 Road Traffic Acts 1988 and 1991.
 Road Traffic Offenders Act 1988.
 Road Traffic Regulation Act 1984 (Section 5).
 Safety of Sports Grounds Act 1975.
 Sale of Goods Act 1979.
 Scotch Whisky Act 1988.
 Scrap Metal Dealers Act 2013.
 Simple Pressure Vessels (Safety) Regs 1991.
 Slaughter of Poultry Act 1967.
 Slaughterhouses Act 1974.
 Smokefree (Exemptions and Vehicles) Regulations 2007.
 Smokefree (Penalties and Discounted Amounts) Regulations 2007.
 Smoke-free (Premises and Enforcement) Regulations 2006.
 Smokefree (Signs) Regulations 2007.
 Smokefree (Vehicle Operators and Penalty Notices) Regulations 2007.
 Sunday Trading Act 1994.
 Supply of Goods and Services Act 1982.
 Supply of Machinery (Safety) Regs 1992.
 Telecommunications Act 1984.
 Textile Products (Indications of Fibre Content) Regs 1986.
 Theft Acts 1968 and 1978.
 Timeshare Act 1992.
 Town Police Clauses Act 1847.
 Trade Descriptions Act 1968.
 Trade Marks Act 1994.
 Trading Standards - Agricultural (Miscellaneous Provisions) Act 1968.
 Transmissible Spongiform Encephalopathies (England) Regulations 2008.

PART 4 – TABLE 4.10 – Reg Services

Unfair Terms in Consumer Contracts Regulations 1999.
Unsolicited Goods and Services Acts 1971 and 1975.
Video Recordings Acts 1984 and 1993.
Warm Homes & Energy Conservation Act 2000.
Water Acts 1973-2003.
Water Industry Act 1991.
Water Industry Act 1999.
Weeds Act 1959.
Weights and Measures Act 1985.
Wildlife and Countryside Act 1981.
Wine Regulations 2009.
Worcester City Act 1985.
Zoo Licensing Act 1981.

PART 4 – TABLE 4.11 - Resources

RESOURCES			
1. <u>Finance - Accounts, Financial Management & Advice</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Grant of Housing / Council Tax Reduction	Granting of Housing Benefit and Local Council Tax Reduction Scheme in all cases including matters of individual discretion and back-dating, except that, where a claimant is dissatisfied with the Officer's decision, the matter be referred to: The Social Security and Child Support Tribunal for Housing Benefit (and Council Tax Reduction) Valuation Office Agency for Local Council Tax Reduction Scheme.	Executive Committee	[Assistant Director of Financial and Customer Services]
Reduction of Council Tax payable	To reduce the Council Tax payable on a case by case basis, as provided by Section 13A 1 (c) of the Local Government Finance Act 1992.	Council	[Executive Director Finance and Resources] and [Financial Support Manager]
Debt Collection / Recovery	To collect and recover all debts, except housing rents.	Executive Committee	[Assistant Director of Financial and Customer Services]
Council Tax – Non – Domestic Rates - Refund of overpayments	To refund all overpayments of Council Tax and National Non-Domestic Rates including statutory interest.	Executive Committee	[Executive Director of Finance and Resources]
Council Tax Support Scheme	To carry out statutory consultation on draft Council Tax Support Schemes in accordance with legislative guidelines.	Council	[Assistant Director of Financial and Customer Services] following consultation with the

PART 4 – TABLE 4.11 - Resources

			[Portfolio Holder]
Discretionary Rate Relief	To grant applications under the Non-Domestic Rates – Discretionary Rate Relief Scheme recommended for approval by Executive Committee on 11th February 2004 where within budget with reference to Section 47 of the Local Government Finance Act 1988.	Executive Committee	[Financial Support Manager]
Local Discretionary Relief Scheme	To adjust the percentage relief awarded in order to ensure that the maximum level of support is provided to businesses and that the Government funding meets the overall costs of the relief.	Executive Committee / Council	[Executive Director of Finance and Resources] After consultation with the relevant Portfolio Holder.
Collection Fund	To administer the Collection Fund in accordance with Section 89(3) of the Local Government Finance Act 1988.	Executive Committee	[Executive Director of Finance and Resources]
Offences under Social Security Administration Act	To administer formal cautions for offences under the Social Security Administration Act 1992.	Executive Committee	[Assistant Director of Financial and Customer Services] or [Principal Solicitor], as the cautioning Officer
Discretionary Housing Payments	To administer the scheme of Discretionary Housing Payments in accordance with the policy statement attached at Appendix 1 to the “Revised Discretionary Housing Payments” report presented to the Executive Committee on 23rd August 2011.	Executive Committee	Benefits Officers
Essential Living Allowance	To administer the Essential Living Allowance scheme in accordance with Council Policy (agreed 12 th March 2013)	Executive Committee	[Assistant Director of Financial and Customer Services] and [Assistant Director of Community and Housing

PART 4 – TABLE 4.11 - Resources

			Services]
Stock Exchange Transactions	To seal Stock Exchange Transactions.	Executive Committee	[Executive Director of Finance and Resources]
Investment of Balances	To invest balances, other and special funds.	Executive Committee	[Executive Director of Finance and Resources]
Investments	To determine action to be taken in respect of the Council's funds invested by approved external Fund Managers.	Executive Committee	[Executive Director of Finance and Resources]
Legal Processes- Rates, Council Tax , NNDR	In respect of rates, Council Tax, penalties and the National Non-Domestic Rate and representation in the Valuation Tribunal, Issue of all legal processes, including applications for committal.	Executive Committee	[Executive Director of Finance and Resources]
Empty Property Rates - Exemptions	To determine legal exemption under the empty property rate provisions in accordance with Section 44(A) of the Local Government Finance Act 1988 in respect of national non-domestic rates except in cases of dispute.	Executive Committee	[Assistant Director of Financial and Customer Services]
Borrowing	To borrow money.	Executive Committee	[Executive Director of Finance and Resources]
Applications under LG Finance Act	To determine applications under Sections 43, 45, 49 and 64 of the Local Government Finance Act 1988.	Executive Committee	[Assistant Director of Financial and Customer Services]
Insolvency Procedures	To commence insolvency procedures, both against individuals and companies.	Executive Committee	[Assistant Director of Financial and Customer Services]/ [Principal Solicitor]
Debts - Write-off – Insolvency Cases	To write off any debt, irrespective of value, where insolvency proceedings have occurred and where the Council's claim has been formally acknowledged.	Executive Committee	[Assistant Director of Financial and Customer

PART 4 – TABLE 4.11 - Resources

			Services]/ [Assistant Director of Community and Housing Services]
Debts - Write-off – Imprisonment Cases	To write off any debt, irrespective of value, where the Magistrates have remitted or committed an individual to prison at committal proceedings.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Assistant Director of Community and Housing Services]
West Mercia Police and Crime Panel	To agree the budget for administrative support to the West Mercia Police and Crime Panel, subject to no financial contribution being sought from the Council	Council	[Executive Director of Finance and Resources]
Sure Start - Accounting	To take on the accounting duties of the accountable body of the Sure Start Programme.	Executive Committee	[S151 Officer] or in his/her absence the [Financial Services Manager] / Finance Team [Assistant Director of Community and Housing Services], with assistance from [Sure Start Finance and Evaluation Officer]
Debts – Write off – Admin Orders	To write off the balance of all outstanding debts in cases where an Administration Order has been made without prior Executive Committee approval (Bankruptcy and Liquidation).	Executive Committee	[Assistant Director of Financial and Customer Services] / [Assistant Director of Community and Housing Services]

PART 4 – TABLE 4.11 - Resources

Debts – Write-off - Irrecoverables	To write off debts due to the Council in accordance with Council policy.	Executive Committee	[S151 Officer] in consultation with other relevant Directors
Deputy Money Laundering Officer	To appoint a Deputy Money Laundering Officer to act in absence of Executive Director of Finance and Resources	Council	[Deputy S151 Officer]
Budgetary Control	1) To incur normal revenue expenditure, in accordance with Financial Procedure Rules and within the terms of budgets set by the Council.	Council / Executive Committee	[Chief Executive] / [Deputy Chief Executive] / Directors
	2) To approve and submit tenders on behalf of the Council up to a value of £250,000. The inclusion of an item in the capital programme shall not confer authority to incur expenditure until a financial report in a form specified in the Council's Procedure rules has been submitted to and approved by the Executive Committee.	Executive Committee	[Chief Executive] / [Deputy Chief Executive] / Directors
	3) To adopt revised Statutory Fees and Charges, in cases where the Council has no discretion, subject to their annual notification to Members as part of the Fees and Charges Review report.	Executive Committee	[Chief Executive] / [Deputy Chief Executive] / Directors / Assistant Directors
	4) In setting Fees and Charges, as a general principle, to round up or down to the nearest practical amount, any of the proposed fees and charges which it is felt would cause administrative difficulties.	Executive Committee	[Chief Executive] / [Deputy Chief Executive] / Directors / Assistant Directors

PART 4 – TABLE 4.11 - Resources

Tenders and Contracts	<p>1) To invite tenders for contracts from the approved list in the case of selective tendering where provision had been made for those items within the revenue budget and capital budget.</p> <p>2) Subject to Contract Procedure Rules, to engage the services of consultants operating within their own sphere of professional competence.</p> <p>3) (In instances where professions in other Directorates are involved, the Director of that Directorate is to be contacted to establish whether the necessary expertise is available in-house and, if not, to advise and engage outside consultants accordingly.</p> <p>4) If there is no available professional advice within the Council the Director is authorised to seek appropriate consultants direct.)</p> <p>5) Further separate delegations under the Contract Procedure Rules.</p>	<p>Executive Committee</p> <p>Executive Committee</p> <p>Council</p> <p>Council</p> <p>Council</p>	<p>[Chief Executive]/[Deputy Chief Executive]/ Directors / Assistant Directors</p> <p>[Chief Executive]/ [Deputy Chief Executive] / Directors/Assistant Directors</p> <p>Various</p> <p>Various</p> <p>Various</p>
Section 106 Monies	Authority to spend S106 monies up to a value of £50k to spend in line with the S106 agreement which caused the receipt of the S106 monies.	Council	S151 Officer
Ring fenced Government grant funding	Authority to accept, administer and distribute ring fenced Government Grant Funding, or Funding from bodies acting on behalf of Government, and to make the necessary and corresponding adjustments to the Medium Term Financial Plan following consultation with the relevant Portfolio Holder and subject to meeting the conditions of grant funding.	Council	S151 Officer

PART 4 – TABLE 4.11 - Resources

2. <u>Property, Assets and Facilities Management - Estates & Valuation</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Day-to-Day Management	Day-to-day management of Land and Property matters including implementing management measures for assets detailed in the Asset Management Plan.	Executive Committee	[Assistant Director of Financial and Customer Services]
Acceptance of Offers at Auction	The acceptance of an offer when a sale is effected by auction.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Leased / Tenanted Properties - Management	To manage and control all leased / tenanted properties excluding houses / flats let on residential secure tenancies under the Housing Act including those available for letting and to include those held by the Council in advance of requirements or surplus or appropriated properties.	Executive Committee	[Assistant Director of Financial and Customer Services]
Agreements - Various	Easements / wayleaves / rights of way / garden licences / grazing licences / cultivation licences and all similar agreements – to enter into such agreements on behalf of the Council for any Council-owned land or property.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Agreements - Minor	To enter into miscellaneous agreements of a minor nature affecting any land and / or property not provided for elsewhere including street trading licences.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Disturbance / Home Loss Payments	To negotiate and settle all disturbance or home loss payments, within prior approved budgets, or where such payments are to be funded from a capital receipt.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Assignment / Sub-letting –	The assignment or sub-letting of leased properties, subject to appropriate	Executive Committee	[Assistant Director of

PART 4 – TABLE 4.11 - Resources

Leased Properties	satisfactory references.		Financial and Customer Services] / [Principal Solicitor]
Rent Review Notices	To serve Rent Review Notices and agree new rents where proposal is to review rent to market value.	Executive Committee	[Assistant Director of Financial and Customer Services]
Voluntary and Community Sector Rent Relief	To agree applications for up to 70% rent relief for voluntary and community sector organisations, following recommendation from the Grants Panel	Executive Committee	[Executive Director, Finance and Resources]
New Leases, Lettings and Rents	To approve new leases, lettings and rents, where the proposal is to rent at market value, and accept surrenders, where a re-grant to the same or different tenant is requested.	Executive Committee	[Assistant Director of Financial and Customer Services]
Breach of Terms – Obtaining Possession, etc.	To obtain possession of premises, terminate agreements, authorise distraint or to institute proceedings to forfeit business leases, licences and agreements if the rent, payment or other terms are being breached.	Executive Committee	[Assistant Director of Financial and Customer Services]
Notices under Landlord and Tenant Act	To serve notices under the Landlord and Tenant Act 1954 to renew or terminate business tenancies and to serve other notices on any tenant for the remedy of any breaches of other covenants under the terms of leases as appropriate.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Sub-letting-Business Tenants	To approve applications from business tenants to sub-let maisonettes and garages no longer required in connection with shop premises, subject to satisfactory references and details of the sub-lease being approved by the Assistant Director of Legal, Democratic and Procurement Services / Assistant Director of Customer Access and Financial Support to include that vacant possession be granted to Council on determination of the lease.	Executive Committee	[Assistant Director of Financial and Customer Services] with [Assistant Director of Legal, Democratic and Procurement Services]

PART 4 – TABLE 4.11 - Resources

District Centres – Commercial Leases	To negotiate delays in exercising the redevelopment clause within a commercial lease for units in the Council's District Centres in appropriate cases.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Miscellaneous Delegation	1) To serve requisitions for information as to ownership of property.	Executive Cttee	All Directors / or in their absence, other relevant Assistant Directors / Managers
	2) To seek Planning Permission on behalf of the Council.	Council	Directors and Assistant Directors, subject to prior consultation with Ward Members

PART 4 – TABLE 4.11 - Resources

<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Disposals of Surplus Assets	To deal fully with all disposals of surplus assets approved by the Executive Committee / Council, subject to reports being submitted to the Executive Committee on the receipts generated from major land or building sales.	Executive Committee	[Director of Finance & Resources] / [Assistant Director of Financial and Customer Services]
'Minor Land' * Sales	<p><i>* Defined as any land and/or building of less than half a hectare where the value is £49,999 or less, plus VAT / fees, but excluding land previously designated as a play area or sites to be developed for one or more dwellings, unless it has specifically been declared surplus by the Executive Committee in accordance with the Minor Land Disposal Policy.</i></p> <p>To conduct and conclude negotiations for the sale of the freehold or leasehold interest of any land or property falling within the limits described above (or such limit that may be revised at any time by the Executive Committee, to reflect rising prices).</p>	Executive Committee	[Assistant Director of Financial and Customer Services]/ [Principal Solicitor]
Dedication of Council Land	To approve, and complete documentation in respect of, the dedication of Council land for the purposes of either footpaths, bridleways, cycle routes or roads, as requested in consultation with Worcestershire County Council.	Executive Committee	[Principal Solicitor]
Public Open Space	To accept, on behalf of the Council, land for Public Open Space, or land for other public purposes, in connection with the provisions of Section 106 of the Town & Country Planning Act 1990, or Section 111 of the Local Government Act 1972, following consultation with other appropriate Officers.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]

CONSTITUTION – PART 5 – TABLE 5.10

4. Right to Buy			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Right to Buy	To administer the Right-to-Buy scheme and carry out valuations of dwellings under the Right to Buy Scheme and for repurchases, including the interest to be sold with any necessary rights of way over Council land, as appropriate.	Executive Committee	[Assistant Director of Customer Financial and Customer Services]
Notices re Right to Buy	To serve notices in association with the Right to Buy Scheme.	Executive Committee	[Assistant Director of Financial and Customer Services] / [Principal Solicitor]
Buy Back	To refuse (but not accept) requests to buy back properties sold under the Right to Buy Scheme, in accordance with Council policy.	Executive Committee	[Assistant Director of Financial and Customer Services]
Repayment of Discount	To refuse (but not to agree) to waive the Council's entitlement to repayment of discount.	Executive Committee	[Assistant Director of Financial and Customer Services]
Discount for Disposals	To determine the level of discount to be repaid for relevant disposals under the Housing Act 2004.	Executive Committee	[Assistant Director of Financial and Customer Services]

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Executive Committee

Tuesday, 11th March, 2025

MINUTES

Present:

Councillor Joe Baker (Chair), Councillor Sharon Harvey (Vice-Chair) and Councillors Juliet Barker Smith, Bill Hartnett, Wanda King, Jen Snape, Jane Spilsbury, Monica Stringfellow and Ian Woodall

Officers:

Peter Carpenter, Rachel Egan, Rebecca Green, Georgina Harris, Doug Henderson, Helen Mole, Simon Parry and Guy Revans

Democratic Services Officers:

Jo Gresham

88. APOLOGIES

There were no apologies for absence from Members on this occasion.

89. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

90. LEADER'S ANNOUNCEMENTS

The Leader highlighted that, following consultation with Midlands Net Zero Hub as consortium lead for the Warm Homes Local Grant, Redditch Borough Council were looking to re-evaluate the delivery of the Warm Homes Local Grant in Redditch. The report at item seven of the agenda (Minute No 94) was therefore withdrawn and was not debated at this meeting. It was noted that it would be bought back to a future meeting of the Executive Committee for consideration.

The Leader advised that at the meeting of the Overview and Scrutiny Committee held on 10th March 2025, Members pre-scrutinised Future Cemetery Provision, UK Shared Prosperity Fund

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2025/26 and the Redditch Council Plan scheduled for consideration at the Executive Committee meeting.

Members were advised that at the end of their discussions, the Committee endorsed the recommendations in the reports but did not propose any further recommendations.

Prior to the Executive Committee meeting, the Budget Scrutiny Working Group had pre-scrutinised the Quarter Three Revenue and Performance Monitoring 2024/25 and the Finance Recovery Programme Report. Again, the Group did not propose any recommendations on these items for the Executive Committee's consideration.

On behalf of the Executive Committee, the Leader thanked Members of both the Overview and Scrutiny Committee and the Budget Scrutiny Working Group for their hard work in pre-scrutinising these reports.

91. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 25th February 2025 be approved as a true and correct record and signed by the Chair.

92. FUTURE CEMETERY PROVISION

The Environmental Services Manager presented the Future Cemetery Provision report for the consideration of the Executive Committee.

In doing so it was reported that, following the elections in May 2024, Members requested that Officers identified potential alternatives for burial provision within the Borough. This was undertaken and a potential new site for burial provision was identified on Land North of Morrisons and West of the B4497, B98 0JD.

If this site was to be investigated further, it would still result in the need for further burial provision whilst the investigation took place. It was therefore proposed within the report that a site within the Abbey Cemetery and Redditch Crematorium, previously used for

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scattering of ashes, be repurposed to provide ten years of further burial provision.

A further proposal contained within the report was that burial provision be considered as part of the development of the Redditch Local Plan which was currently underway.

Members thanked Officers for their hard work in respect of this sensitive matter. It was acknowledged that the use of the previous scattering area at the Abbey Cemetery and Redditch Crematorium could be upsetting for those who had used this area previously. However, it was confirmed that there would be detailed searches of records and communications provided to those residents who had used this site previously. These communications would be made through social media, websites, and notices posted at the location to inform people of the proposed future use. Residents would be listened to and reassured that this would be an open and transparent process throughout. An appropriate memorial could also be considered at this location if required in the future.

Members were pleased that future burial provision would be included as part of the development of the Local Plan as it was just as important as the provision of schools and health care when developing the local area. This would hopefully provide a long-term solution for the future.

RECOMMENDED that

a process begin of incorporating new burial provision within the new Borough of Redditch Local Plan.

RESOLVED that

- 1) the Land located at the current Abbey Cemetery site, used previously as an ashes scattering area be utilised for earth burial provision for an interim period of up to ten years commencing in January 2027.**
- 2) A review be commissioned of the potential to use the site at Land North of Morrisons and West of the B4497, B98 0JD for burial provision in the long-term.**

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93. DATA STRATEGY (INCL DATA STANDARDS POLICY)

The Business Improvement Manager – Business Transformation presented the Data Strategy (including Data Standards Policy) for Members' consideration.

In doing so, it was highlighted that the Data Standards Policy would provide a foundation and guidance to help safeguard the Council's data assets. This was essential in order to maintain consistency, quality and compliance within legal and regulatory requirements. In addition, it would provide a framework in which to adhere to data security measures, collaboration across services resulting in greater trust and transparency amongst stakeholders.

Members were advised of the governance structure contained within the Data Standards Policy and it was reported that there was a Systems and Data (SAD) Governance Board along with a SAD Governance Group which reported to the Board. There were several projects due to be undertaken which included Systems Procurement, Data Standards and Data Stewards projects.

A group of fourth tier managers within the organisation had carried out an assessment of the Council's Data Maturity against a Local Government Association (LGA) Assessment Tool. The results of this assessment had indicated that the Council currently had a Data Maturity score of 2.7 which equated to Level Three within the LGA's scoring matrix. This meant that Redditch Borough Council was 'developing' its 'capacity and capabilities in terms of data'. It was noted that although this was satisfactory in terms of where the Council should be at the start of this process it eventually needed to be at Level Four. This would require a review of six or seven systems across the organisation which focussed on key identifier fields across all Council data systems, for example Unique Property Reference Number (UPRN), address, postcode, name and customer ID.

An outline of the Data Standards, Data Stewards and Systems Procurement projects were provided to Members along with the timelines of these projects. This would not be an easy task and would take at least two years to complete. However, the result would be that the Council could collect, use and appropriately share accurate data providing a standard to support a 'single source of truth' or 'golden record' for Council customers.

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It was reported that an estimated £10,000 per system was needed to start to address data cleansing issues within core Systems, which held almost 90 per cent of Council data.

Following the presentation of the report, Members expressed that they were pleased that this policy had been developed and that it was important that the Council held accurate records for its residents.

Members were also pleased that the Council had assessed itself realistically in terms of where they currently were in terms of Data Maturity and queried how the levels would be monitored. Officers stated that this information would be included in the Quarterly reports considered regularly by Members.

In terms of Local Government reorganisation, it was noted that this project was very timely as whatever the outcome was for Local Authorities in the future it would be necessary for all Councils to have accurate data. It was noted that some neighbouring Authorities had the same systems as Redditch Borough Council so it would be possible to integrate with other Councils as necessary.

RESOLVED that

that the proposed Data Standards Policy be agreed and the guidance policy be implemented for all employees.

94. WARM HOMES LOCAL GRANTS FUNDING AND RESOURCES

As detailed in the preamble above (Minute No 90), the Warm Homes Local Grants Funding and Resources report was not debated at this meeting and would be considered at a future meeting of the Executive Committee.

95. UK SHARED PROSPERITY FUND 2025/26

The UK Prosperity Fund Manager presented the UK Shared Prosperity Fund 2025 – 2026 for Members' consideration.

In doing so it was highlighted that there had been a one-year extension of the UK Shared Prosperity Fund (UKSPF) for the financial year 2025 – 2026 at a reduced rate of funding. This had resulted in Redditch Borough Council being allocated £818,536.

Executive Committee

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It was reported that there had been some further changes in the UKSPF for this financial year, in that the list of fifty plus interventions had been replaced with five themes and twelve sub-themes.

The Investment Plan for the funding had been aligned with the priorities outlined by Members and included support for communities and the Voluntary Sector, improvement of the Town Centre, Parks and Green Spaces and the Cost of Living. Furthermore, there had been consultation with the Redditch Town Deal Board who also supported the priority of investment in upskilling, youth unemployment and support for local businesses as key priorities. Members were pleased that this support had been provided.

It was noted that one of the proposed recommendations contained within the report would also allow any funds that had not been spent as per the Investment Plan to be reallocated following consultation with the Portfolio Holder for Planning, Regeneration and Governance. This would ensure that all available monies were spent within the deadline, providing the best outcome for Redditch and its residents.

Members welcomed this report and felt that the investment would help those communities and groups that needed it most. It was further noted that the support was welcomed for those young people who were not in employment, education or training (NEET) particularly as many of these young people were care-leavers. Members queried how this support would be provided, and it was reported that Worcestershire County Council would provide this service through the Redditch Youth Hub, who already had strong support of this client group.

RESOLVED that

- 1) The Investment Plan be approved; and**
- 2) Authority to vary the Investment Plan, in order to maximise the use of the grant be delegated to the Assistant Director Regeneration & Property following consultation with the Portfolio Holder for Planning, Regeneration and Governance.**

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96. REDDITCH COUNCIL PLAN

The Policy Manager presented the Redditch Council Plan for the consideration of the Executive Committee.

This Plan had been developed with the Executive alongside Officers and the Local Government Association (LGA) who had assisted at the beginning of the process. It was proposed that there would be an implementation plan that sat alongside the Council Plan. It was anticipated that the Council Plan would be reviewed annually and key objectives and outcomes measured as part of the Quarterly monitoring reporting regime.

Members were further advised on the potential impact on this Plan as a result of the proposed Local Government reorganisation. Therefore, there would need to be amendments made as necessary, following consultation with the Portfolio Holder for Planning, Regeneration and Governance.

The Leader sincerely thanked the Policy Manager and the Corporate Leadership Team for their work on such a positive process which had resulted in a comprehensive new Council Plan, that provided new initiatives and improvements for Redditch and its residents for the future.

There were some comments from Members in respect of the Plan. Some Members requested that further information regarding the cultural activities within the Borough be included in order to demonstrate the rich cultural events on offer for residents.

Members also requested that any comments on the design, such as layout, photographs and colour palette of the proposed Council Plan document, be provided to the Policy Manager following the meeting.

It was queried how the new Council Plan would be disseminated. Members were advised that once it was approved communications would be released using the Council's usual channels such as social media.

RECOMMENDED that

- 1) The Council Plan be approved.**

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- 2) Authority be delegated to the Chief Executive, following consultation with the Portfolio Holder for Planning, Regeneration and Governance in respect of any changes as a result of the Local Government reorganisation.**

97. MEMBERS WARD BUDGET SCHEME

The Deputy Chief Executive and Section 151 Officer presented the Members' Ward Budget Scheme for the consideration of the Executive Committee.

Members were informed that the proposal for the pilot scheme was that each Councillor would receive £2,000 for the 2025 - 2026 financial year, and the following two financial years. As a result of the new Local Government reorganisation proposal, it was likely that this would be a one-time scheme.

Members could recommend allocating funds to projects and / or services within their ward and across wider communities across the Borough. Members could also join with other Members to "pool" their Ward Funds for specific Council wide projects and initiatives to make the overall sums greater.

It was highlighted that the required forms to be completed were contained within the report and that a clear statement would be required as to how the funds would be spent. In order to ensure a robust process was followed it would be necessary for Members to declare any Pecuniary Interests and any Other Disclosable Interests as part of the application stage. If necessary, Legal advice could be sought to provide any clarification in this matter.

Any payments would be made electronically to recipients of the funding in order to provide a necessary audit trail. No cash transactions would be made for funding payments.

Members were advised that the funds needed to be spent within the financial year to which they were allocated. If it was unlikely that the funding would be spent during this period, Officers would need to be notified in December of the relevant financial year.

The scheme would be subject to the Quarterly Performance monitoring reports which were regularly considered by Members.

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Members commented that this was a positive scheme for the residents of Redditch and communities. Through the robust process proposed within the report there would be no opportunity for fraud or abuse.

It was noted that the pre-election period (purdah) for the Worcestershire County Council elections was due to start imminently. Therefore, no applications would be processed prior to these elections on May 1st 2025.

RECOMMENDED that

the Ward Budget Scheme be agreed.

98. QUARTER 3 REVENUE AND PERFORMANCE MONITORING 2024/25

The Deputy Chief Executive and Section 151 Officer presented the Quarter Three Revenue and Performance Monitoring 2024/25.

It was reported that overall, the Council was currently forecasting a full year revenue overspend of £138,000 at Quarter Three, an improvement of £161,000 from Quarter Two.

Several further changes were also reported from Quarter Two to Quarter Three. These were as follows:

- An overspend in Environmental Services of £189,000 – this was largely due to an increase in Place Team spending.
- An overspend in Financial Services of £187,000 due to agency staff costs.
- An overspend in Planning, Regeneration and Leisure Services of £119,000 – this was mainly due to the variances on Planning Applications income compared to budget.

On 31st December 2024, the Council had £13.5m short term investments held and no short-term borrowing.

In terms of the Digital Manufacturing and Innovation Centre (DMIC) it was reported that the plans were now up and running and that a bid was underway to Birmingham City Council for the funding of £2.425m which had previously been allocated to Redditch Borough

Executive Committee

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Council by the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) before being disbanded. This would help fund the DMIC project going forward.

Public Realm works were under construction and had been reported to Members previously, the Town Centre library would not now be relocated to the Town Hall Hub.

As at 31st December 2024, the Council held £14.868m of Earmarked Reserves and £7.475m in the General Fund.

The Housing Revenue Account looked to break even for the financial year. The capital work programme would be accelerated this year as there had been some delays experienced due to the Covid-19 pandemic.

The Council's Procurement Pipeline included details of contracts expected to be reprocured and new procurement projects expected to be undertaken in the future. There were twenty-three contracts valued between £50,000 and £200,000, ten valued at over £200,000 and ten contracts procured by Redditch on behalf of Bromsgrove District Council. These ten contracts were all related to ICT.

The Policy Manager presented the Performance Measures data for Quarter Three for Members' consideration. It was noted that this was a new way to present the data in a more user-friendly way. It would be used to assess performance and identify areas of improvement. The development of the Power BI dashboard was also underway, and Members would be able to access this via a dashboard in the future providing clear and accurate performance data.

Some measures included within the report were still under development, such as Private Housing and Freedom of Information and Subject Access Request measures due to projects currently underway in these areas. These would continue to be developed for future reports.

All measures were aligned with the Council Plan and linked into the priorities contained within it. Members were informed that the service measures had also been developed as part of the Service Business Planning Framework.

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Following consideration of the report Members reported that they were pleased with the outcome of the Finance and Performance monitoring for Quarter Three. The budget pressures that had previously been identified were more positive and the clarity around the allocation of the £2.425m funding allocation from the GBSLEP was welcomed.

It was also noted by the Committee that the more detailed data provided in the performance monitoring offered a more accurate picture of what was going on in the Borough. For example, Anti-Social Behaviour monitoring was included in the report. It seemed that there had been an increase of instances of ASB, however, this had not necessarily been the case. As a new system had been implemented part way through the year which had meant more accurate data had been captured than had been previously. It was noted that tenants who behaved in an anti-social manner were dealt with appropriately and in accordance with the Tenant's Handbook.

Members highlighted the improvement in Gas Safety and Fire Risk Assessments which were currently measured at one hundred per cent. It was hoped that these kinds of areas would continue to improve with the appointment of caretakers for the homes within the Council's management, allowing Tenancy Officers to carry out their roles more effectively.

There were several other areas to note where improvements had been made such as the Damp and Mould Policy recently approved by Members which included the recruitment of a dedicated team to tackle damp and mould issues. It was noted that the relevant Senior Management Team Officers had worked exceptionally hard over recent months to ensure that residents received the best service possible.

Members queried the dip in residents accessing energy advice during this period. The Policy Manager suggested that it could be a seasonal trend, however, they undertook to find out further information from the relevant Officers. It was also questioned how long it took to complete the Disabled Facilities Grant works for those residents who were eligible. Officers would request this information from the relevant service area and would report back to Members accordingly.

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Following the detailed consideration of this report, Members stated that it provided clear and transparent information and would provide a useful overview for residents within the Borough now and in the future.

RECOMMENDED that

- 1) **the Balance Sheet Monitoring Position for Quarter Three be noted – which was the Treasury Monitoring Report and required to be reported to Council.**

RESOLVED that

- 2) **The current Revenue overspend position of £138k and actions the Council were taking to mitigate this position be noted.**
- 3) **The current Capital spending of £4.72m against a budget of £20.5m be noted.**
- 4) **The HRA Position be noted.**
- 5) **The updated procurements position with any new items over £200,000 to be included on the forward plan.**
- 6) **The Quarter Three Performance data for the Period October to December 2024 be noted that this will change over the year to link into the new Administrations priorities.**
- 7) **The Council submit a bid for £2.425m to Birmingham City Council for funding allocated to Redditch by Greater Birmingham & Solihull Local Enterprise Partnership to support the Digital Manufacturing Innovation Centre.**

99. FINANCE RECOVERY PROGRAMME REPORT

The Deputy Chief Executive and Section 151 Officer presented the Finance Recovery Programme Report for the consideration of the Committee. Members were advised that a report much like this was considered at each Audit, Governance and Standards Committee meeting. It was important that the processes put in place following the issuing of the Section 24 Statement were also continued via this half yearly Finance Recovery Plan.

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It had been a significant year for the Finance Team. Including the delivery of the Council's Statement of Accounts, with the closure of the accounts for the financial years 2020 – 2021, 2021 – 2022 and 22 – 23 with a 'Disclaimer Opinion' being received and approved for these years. Draft Accounts for the 2023 – 2024 year had been available for public consultation since 17th January 2025. This consultation was due to close on 3rd March 2025. The Accounting Opinion could not be issued until the external auditors had been onboarded. However, it was noted that Officers and Members had all now completed the validation process in just four months, ahead of the six to twelve months projected by Ernst & Young. The key issue still to be resolved across the Country was reported as what were the implications and impact of so many "Disclaimer Opinions" on the sector and individual Councils.

The Committee was informed that the Key Deliverables achieved since the last meeting included the following:

- TechOne had been upgraded to version 24B in February 2025.
- The 2025/6 MTFP process has been completed in both Councils and the 2025/6 process started.
- More Budget Consultation had been addressed in Tranche 1 of the budget.
- Performance Indicators had been reviewed and updated following the Strategic Priority and Service Business Planning sessions.

Members thanked the Deputy Chief Executive and all of the Finance Team for their hard work in respect of this positive report which detailed the significant steps Officers had made during this period.

RESOLVED that

1) Progress made on the financial recovery be noted including:

- **Delivery of the Statutory Accounts**
- **Delivery of Statutory Financial Returns**
- **Improvements in the Control Environment**

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- 2) The work still under way to move back to a best practice operation and the associated timetable for completion of this work, as contained in this report, be noted.

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

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

101. TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE HEAD OF LEGAL, DEMOCRATIC AND PROCUREMENT 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

There was no Urgent Business on this occasion.

The Meeting commenced at 6.00 pm
and closed at 7.57 pm

REDDITCH BOROUGH COUNCIL**Executive Committee
2025**

11th March

Future Cemetery Provision

Relevant Portfolio Holder	Cllr Harvey
Portfolio Holder Consulted	Yes
Relevant Assistant Director	Simon Parry
Report Author	Job Title: Environmental Services Manager Contact email: doug.henderson@bromsgroveandredditch.gov.uk Contact Tel: 07483 151469
Wards Affected	Greenlands & Lakeside Ward & Winyates Ward
Ward Councillor(s) consulted	N/A
Relevant Council Priority	Parks and Open Spaces/Community Safety & Regeneration
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

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

- 1) Land located at the current Abbey Cemetery site, as indicated in Figure 2 in Appendix 1, be utilised for earth burial provision for an interim period of up to 10 years commencing in January 2027.**
- 2) A review be commissioned of the potential to use the site indicated at Figure 3 of Appendix 1 for burial provision in the long-term.**

The Executive Committee is asked to RECOMMEND that:-

- 3) To begin a process of incorporating new burial provision within the new Borough of Redditch Local Plan.**

2. BACKGROUND

- 2.1** Redditch Borough Council operates and manages three cemeteries, Plymouth Road, Edgioake Lane and Abbey Cemetery and St Stephen's, St Luke's and Feckenham closed church yards.
- 2.2** Plymouth Road is closed to new burials, Edgioake Lane Cemetery has approximately five years burial provision available at its current usage, and Abbey had approximately 2 years left. These figures are only

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indicative based on trends; however, they can change for a number of reasons; including continued increase in cremations versus burials and fluctuating local/county death rates.

- 2.3 Work had been undertaken in recent years to assess the suitability of several different sites across the Borough to provide additional burial capacity, included in various reports to Council.
- 2.4 In total 26 sites were originally reviewed across the Borough with The Council previously agreed upon the Ipsley Church lane site as the most favourable option. This was agreed at the meeting of the Executive in December 2021 and subsequently at Council in January 2022.
- 2.5 The appropriation of land off Ipsley Church Lane was agreed at the meeting of the Executive on 13th December 2022.
- 2.6 Following the elections in May 2024, a new Labour Administration took on the leadership of the council, and their manifesto included putting a hold on any further works on the Ipsley Church Lane site whilst a review of alternative sites was carried out.
- 2.7 In November 2024, a new site review was independently commissioned with CDS Consultants that provide expert advice within a range of topics including Cemetery Provision. CDS looked at 10 locations , comprising a total of 13 sites . These sites were assessed in accordance with a holistic site search criteria tailored to cemetery development to further interpret their suitability.
- 2.8 Of the original 13 sites, eight sites were found to be potentially suitable for cemetery development.
- 2.9 The results of the review produced a short list of the most viable sites.
 - 2.9.1 Proposed Site 2A – Land North of Morrisons and West of the B4497, B98 0JD. (South of Arrow Valley Country Park).
 - 2.9.2 Proposed Site 2B – Land North of Morrisons and West of the B4497, B98 0JD. (South of Arrow Valley Country Park).
 - 2.9.3 Proposed Site 5B – Ipsley Church Lane, Ipsley, B98 0TJ. (South of St Peters Church).
 - 2.9.4 Proposed Site 4 – Edgioake Cemetery, Astwood Bank, B96 6BG.
- 2.10 Further analysis reduced this list further. Site 2A is effectively too small and wooded which would only give up to 15 years burial space at best with significant woodland clearance required so has been discounted. The potential extension at Edgioake Cemetery has been discounted because the land in question is privately owned, and following some initial enquiries, the owner has no interest in selling.

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-
- 2.11 With only 2 years of full earth burial space left at Abbey Cemetery and the risk of Funeral Directors diverting business to Bromsgrove sites should Abbey close for burials the following additional option was tabled.

To reuse a section of land at the Abbey Cemetery that has previously been used for ashes scattering . This land identified has not been scattered on since mid-2024 and was only used sporadically before that. There are no laws that prohibit this , so the main challenge for the council will be around the communication used to raise this with the community.

- 2.12 Following this the planning team also tabled the idea that burial provision should be considered in the next round of local plans as more new houses come online.
- 2.13 This then led to the current set of recommendations outlined in this paper that gives a short-, medium-, and long-term strategy for burial provision in the local area.

3. OPERATIONAL ISSUES

- 3.1 The purpose of the consultant's (CDS) report was to review the risk analysis of the two resolutions for the future burial provision for Redditch Borough Council.
- The Bromsgrove and Redditch area is reaching a capacity for new burial space, furthermore, as stated in the Redditch Local Plan, 1.7 hectares of land is required for burial provision.
- Both options were assessed against burial information across the Bromsgrove and Redditch area, with local policy in mind. Furthermore, the risk for each option was assessed using Risk Register analysis.
- Figure 1 shows the location of both Resolution 1 at Abbey Cemetery, B97 6RR and Resolution 2 (Proposed Site 2B) at Land North of Morrisons and West of the B4497, B98 0JD.

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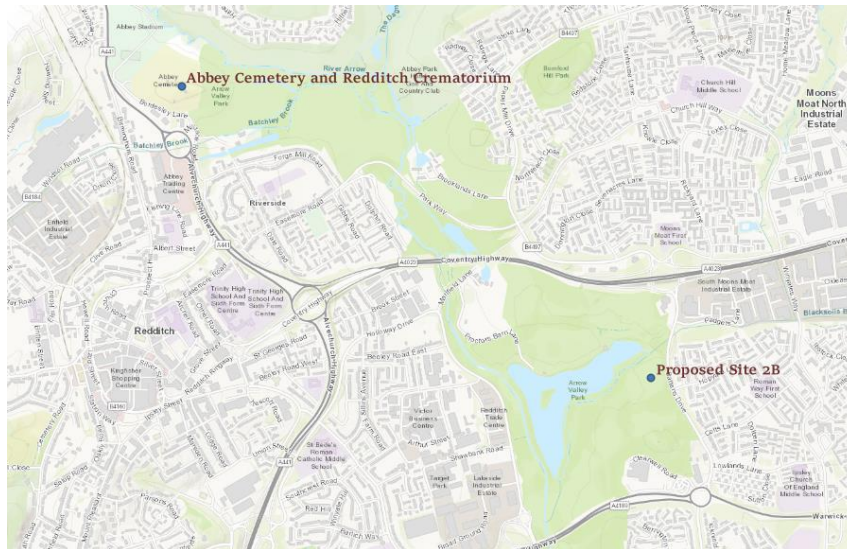


Figure 1.
the
location of
Resolution
1 (Abbey
Cemetery)
and
Resolution
2 (Proposed
Cemetery)
within the
Redditch
Area.

- 3.2 **Resolution 1** Abbey Cemetery and Redditch Crematorium, B97 6RR, has been proposed by Redditch Borough Council as an option for further burial accommodation. This would be achieved by repurposing existing space designation for ash scattering and using it to accommodate for full body interment .



The blue box to the left highlights the ashes scattering area being proposed for reuse as full burial, with the purple area denoting the remaining ashes scattering area.

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There is limited information on repurposing ash scattering land for burials. However, the reuse of graves is a similar topic, and it is understood from The Law Commission that a grave can be reused after 75 years of the original burial. This is of course permitting consent from the family of the deceased person, should there be an objection no reuse can occur for another 25 years.

It is therefore concluded that there is no current legislation stating that the repurposing of ash scattering land for burial use is not permitted. Furthermore, as this land is not including a physical burial or physical memorialisation, this topic can be taken lightly in comparison to burial re-use.

This resolution does however come with potential reputational risk due to the repurposing of up to 30% of the existing ashes scattering space that wraps round the back of the Crematorium for full earth burials. People may be upset at the idea so a clear well structure communication plan is needed with councillor support to mitigate the potential adverse reactions from some. It should also be noted that this resolution still leaves 3 acres of land for scattering with an open aspect looking over the hills behind the site.

With the land already within the boundary of the existing cemetery the costs will be for the ongoing installation of plinths, an opportunity to enhance roadways, paths, and landscaping to separate the new space from the rest of the ashes scattering area.

- 3.3 **Resolution 2.** The Land North of Morrisons and West of the B4497, B98 0JD was considered a suitable site for cemetery development following a site feasibility report undertaken by CDS. This site was referenced Proposed Site 2B alongside the total 13 sites assessed (of which eight were deemed suitable). The redline boundary of Proposed Site 2B is shown in Figure 3. The proposed site is approximately 6.2 acres. This would provide for an estimated 4,960 burials (excluding consideration for burial buffers and space for landscaping and potential infrastructure). The site is flat, open and has good transport links. Against the average of 71 new burials per annum, this would provide burial accommodation for a further 69 years. This is of course a high-level calculation based off estimates, which should be noted.

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Figure 3. The redline boundary of resolution 2 (Proposed site 2B)

As long as Resolution 1 is granted which will give 10 years additional full earth burials and gives enough time for the council to pursue a new site. As stated, the 2 main immediate concerns around Site 2b are any potential issues with geology & groundwater and from previous cases the potential impact Sport England could have due to the land having been used in the past for sport provision. There is a hope as this was only ever a temporary sport provision that this may not turn out to be a problem, but it is worth tackling it head on in the initial stages of the process.

Aside from this the land does currently hold 'Primarily Open Space' status within the existing Redditch Local plan that needs to be addressed.

At this early-stage initial funding will be utilised to investigate ground water and geology issues as this will dictate next steps.

Appendix 1 point 48 page 14 outlines a timeline.

- 3.4 **Recommendation 3** . Explore all feasible options for providing new burial space or funding the provision of new burial space though the policies and allocations in the new Borough of Redditch Local Plan, this

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will if successful attempt to keep pace with new housing stock and provide a long-term solution.

- 3.5 To conclude it essential that Resolution1 is agreed which will then give the council 10 additional years of burial provision . This then enables the council to progress resolution 2 which as proven by the process around Ipsley will take considerable time. This is because of items such as geology and hydrology work taking up to a year to assess , the overall planning process, consultations, council processes etc.

4. FINANCIAL IMPLICATIONS

- 4.1 The funding for new burial provision is included within the medium-term financial plan for 2025/6.

5. LEGAL IMPLICATIONS

- 5.1 Local Authorities Cemetery Order 1977 must be adhered to when identifying a new location for a cemetery.
- 5.2 As an authority we have no statutory duty to provide a cemetery however as a community resource to support the local population it could be argued there is a moral obligation. If no cemetery is provided, then people would have to travel further afield to find a location for a burial which could be of either a whole coffin or of a cremated remains casket.

6. OTHER - IMPLICATIONS**Relevant Council Priority**

- 6.1 This is aligned with the Parks & Green Spaces/Community Safety & Regeneration short and medium- long-term priorities within the Council Plan 2023 & 2024.

Climate Change Implications

- 6.2 As part of the environmental impact assessment to be carried out for the proposed burial site consideration should be given to the potential contamination of the soil and groundwater from the chemicals used in the embalming process. This will include options to mitigate any impact that is found a part of the assessment.

Equalities and Diversity Implications

- 6.3 A lack of cemetery provision within the Borough could lead to additional hardship for local families such as increased travel costs attending a

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site outside the Borough. This could further be difficult for the more vulnerable members of the Borough for whom traveling has to be by specialist arrangement.

A potential lack of cemetery provision could also lead to longer term health and social issues as families may struggle to grieve in the traditional way at a grave side.

The council will make sure that the new cemetery will provide the opportunity and capability to offer a number of alternative styles of burial as well as a greater range of memorial styles to provide greater emphasis on creativity, in addition areas for specific faith groups will be facilitated to include significant provision for the Muslim community, something which in a dwindling space at Abbey we have been unable to enhance for some years.

7. RISK MANAGEMENT

- 7.1 The authority may be at reputational risk if a new cemetery site is not provided as this could lead to the private sector opening a facility (subject to the standard planning approval process). This might lead to higher fees and charges being charged than would otherwise been the case if the authority had provided the service.
- 7.2 The authority may be at financial risk should a competing facility be opened within the Borough by the private sector. If this were to happen then the income levels projected in future plans will drop.
- 7.3 The authority may put other council owned cemeteries under pressure should Abbey close to further full earth burials and an alternative site is not secured.
- 7.4 Resolution 1 comes with reputational risk from the repurposing existing ashes scattering ground for full earth burials due to upset from the public.
- 7.5 Resolution 2 comes with the risk of failing to secure planning permission and the requirement to find yet another potential parcel of land .

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – A Risk and Options appraisal report for a new Cemetery
– Author CDS.

9. REPORT SIGN OFF

Executive Committee
2025

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Department	Name and Job Title	Date
Portfolio Holder	Cllr Harvey	24 th Feb 2025
Lead Director / Assistant Director	Simon Parry	20 th Feb 2025
Financial Services	Pete Carpenter	20 th Feb 2025
Legal Services	Nicola Cummings	20 th Feb 2025
Climate Change Team (if climate change implications apply)	Matthew Eccles	19 th Feb 2025

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A Risk and Options Appraisal Report for a New Cemetery.

Redditch Borough Council

Date: February 2025

The CDS Group, Building 51, Wrest Park, Silsoe, Bedfordshire, MK45 4HS
W: www.thecdsgroup.co.uk
T: 01525 864387



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1 Introduction

- 1 The purpose of this report is to review the risk analysis of two options for the future burial provision for Redditch Borough Council.
- 2 The Bromsgrove and Redditch area is reaching a capacity for new burial space, furthermore, as stated in the Redditch Local Plan, 1.7 hectares of land is required for burial provision¹.

1.1 Options

- 3 There are two potential options this report will consider for Redditch Borough Council. These options include:
 - **Option 1** - Repurpose an area of existing ashes scattering ground at Abbey Cemetery, B97 6RR.
 - **Option 2** – Next Steps for the proposed site 2B: Land North of Morrisons and West of the B4497, B98 0JD. (South of Arrow Valley Country Park).
- 4 Both options will be assessed against burial information across the Bromsgrove and Redditch area, with local policy in mind. Furthermore, the risk for each option will be assessed using Risk Register analysis. Figure 1 shows the location of both Option 1 at Abbey Cemetery, B97 6RR and Option 2 (Proposed Site 2B) at Land North of Morrisons and West of the B4497, B98 0JD.

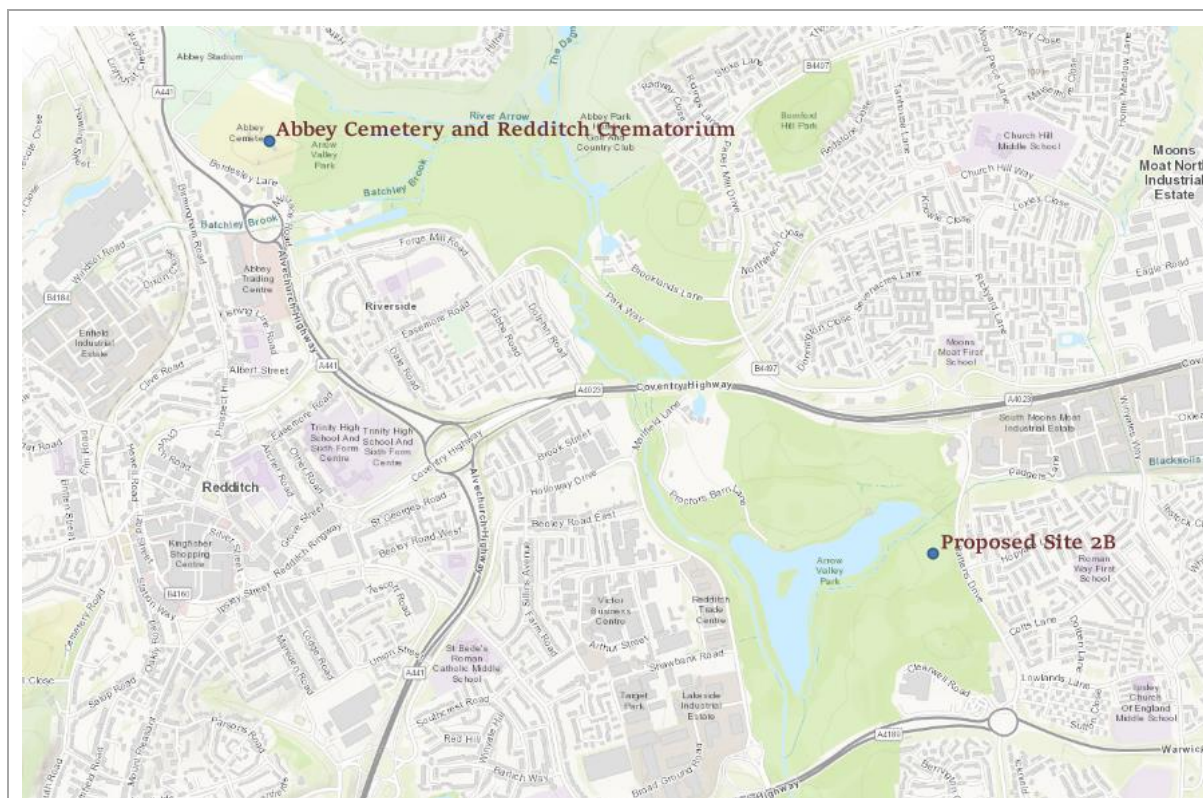


Figure 1. The Location of Option 1 (Abbey Cemetery) and Option 2 (Proposed Cemetery) Within the Redditch Area.

¹ Redditch Borough Council (2017). Available from: [Adopted Borough Of Redditch Local Plan No4 2011 2030](#)

2 Background

2.1 Population Demographics

- 5 The number of individuals living across Bromsgrove and Redditch has shown to have increased (Redditch by 3.4%² and Bromsgrove by 5.9%³) between the 2011 and 2021 Census. Additionally, both areas have been projected a growing and also aging population between 2018 and 2040, this has been presented in Table 1.
- 6 Both an increasing and aging population will produce a strain on current burial provision in the area.

Table 1. Population Projections and Aging Population of Bromsgrove and Redditch (2018-2040).

	2018	2040
Bromsgrove All Persons	98,662	115,103
Bromsgrove 65+	22,168	29,827
% 65+ within Whole Population of Bromsgrove	22.47%	25.91%
Redditch All Persons	84,989	85,819
Redditch 65+	15,450	19,147
% 65+ within Whole Population of Redditch	18.18%	22.31%

2.1.1 Muslim Population

- 7 The percentage of individuals practicing the Muslim faith has been presented in Table 2. This has been accounted for within demographic analysis as all Muslim deaths result in burials, therefore it is important that there is burial space accounting for this religious requirement. Table 2 demonstrates that the Muslim population is increasing across the Bromsgrove and Redditch areas as well as more broadly across the West Midlands.

Table 2. Muslim Individuals Across Bromsgrove and Redditch (2011-2021).

	2011	2021
Bromsgrove Muslim Population %	0.5	0.9
Redditch Muslim Population %	3.4	4.2
West Midlands Muslim Population %	6.7	9.6

2.2 Existing Cemeteries

- 8 The burial numbers from the last five years have been presented in Table 3. The average number of multi-faith new coffin graves (burials) from 2020 to 2024 has been calculated as 71 per annum. This equates to approximately 1-2 burials per week.

² ONS (2023). Available from: [How life has changed in Redditch: Census 2021](#)

³ ONS (2023). Available from: [How life has changed in Bromsgrove: Census 2021](#)

Table 3. Burials Per Annum Across the Bromsgrove and Redditch Area (2020-2024).

Year	2020	2021	2022	2023	2024
New Coffin Grave (Multi-faith)	77	86	61	70	65
Reopen Coffin Burial (Multi-faith)	69	64	65	70	60
New Coffin Grave (Muslim faith)	17	9	8	12	13
Reopen Coffin Burial (Muslim faith)	0	0	0	0	0

- 9 Further to this, Table 4 presents the list of cemeteries within the Bromsgrove and Redditch area, including whether there is accommodation for new burials and whether the cemeteries can accommodate for Muslim burials.

Table 4. New Burial Provision within Bromsgrove and Redditch Cemeteries.

Cemetery	Accommodating for New Burials?	Muslim Burial Provision?	Notes
Bromsgrove New Cemetery, Church Road, Bromsgrove B61 8QH	No	No	No new graves are available.
North Bromsgrove Cemetery, Barley Mow Lane, Catshill, Bromsgrove B61 0LU	Yes	Yes	The newest of cemeteries under Bromsgrove and Redditch Council, enough space remaining for many years currently with the authority owning the land next door and beyond. This Cemetery also holds a Muslim burial section.
Bromsgrove Old Cemetery, Church Lane, Bromsgrove B61 8QH	No	No	No new graves are available.
Abbey Cemetery and Redditch Crematorium, Bordesley La, Redditch B97 6RR	Yes	Not Currently	Approximately 50 full grave spaces left. Work currently underway to source room for a further 15 Muslim burials.
Plymouth Road Cemetery, Plymouth Road, Redditch, B97 4PX	No	No	Plymouth Road is closed, and no new graves are available.
Edgioake Cemetery, Edgioake Lane, Redditch, B96 6BG	Yes	No	sufficient room for roughly 50 grave spaces.

- 10 There are a recorded 100 new grave plots remaining between Abbey Cemetery and Edgioake Cemetery. Moreover, from satellite imagery screening, there appears to be approximately 1 acre of free space remaining at North Bromsgrove Cemetery. CDS assume that there is space for approximately 800 burials per acre. Therefore, there is a calculated total of 900 burial spaces remaining.
- 11 From the average of 71 burials per annum across Bromsgrove and Redditch areas (in Table 3), this leaves approximately 12 years remaining of burial space.
- 12 From the published minutes of the Redditch Borough Council Executive Committee meeting (2021) regarding new cemetery provision, it was stated that deciding to not provide new provision would impact in the region of 100 families each year ⁴.

⁴ Redditch Borough Council (2021). Available from: [Issue - items at meetings - New Cemetery Provision](#)

3 Option 1 - Repurpose an area of existing ashes scattering ground at Abbey Cemetery

3.1 Background and Location

- 13 Abbey Cemetery and Redditch Crematorium, B97 6RR, has been proposed by Redditch Borough Council as an option for further burial accommodation. This would be achieved by repurposing existing space designation for ash scattering and using it to accommodate for full body interment.
- 14 The redline boundary of Abbey Cemetery (Option 1) can be seen in Figure 2, the satellite imagery shows that there is potential space for burials to the eastern area of the site, the purple polygon represents this remaining space. The yellow polygon shows the proposed area for burials and the blue polygon represents this space following a 30% contingency for hard infrastructure, tree protection orders, among others. It is understood that without repurposing the area for ash scattering, there are approximately 50 new burial plots left.

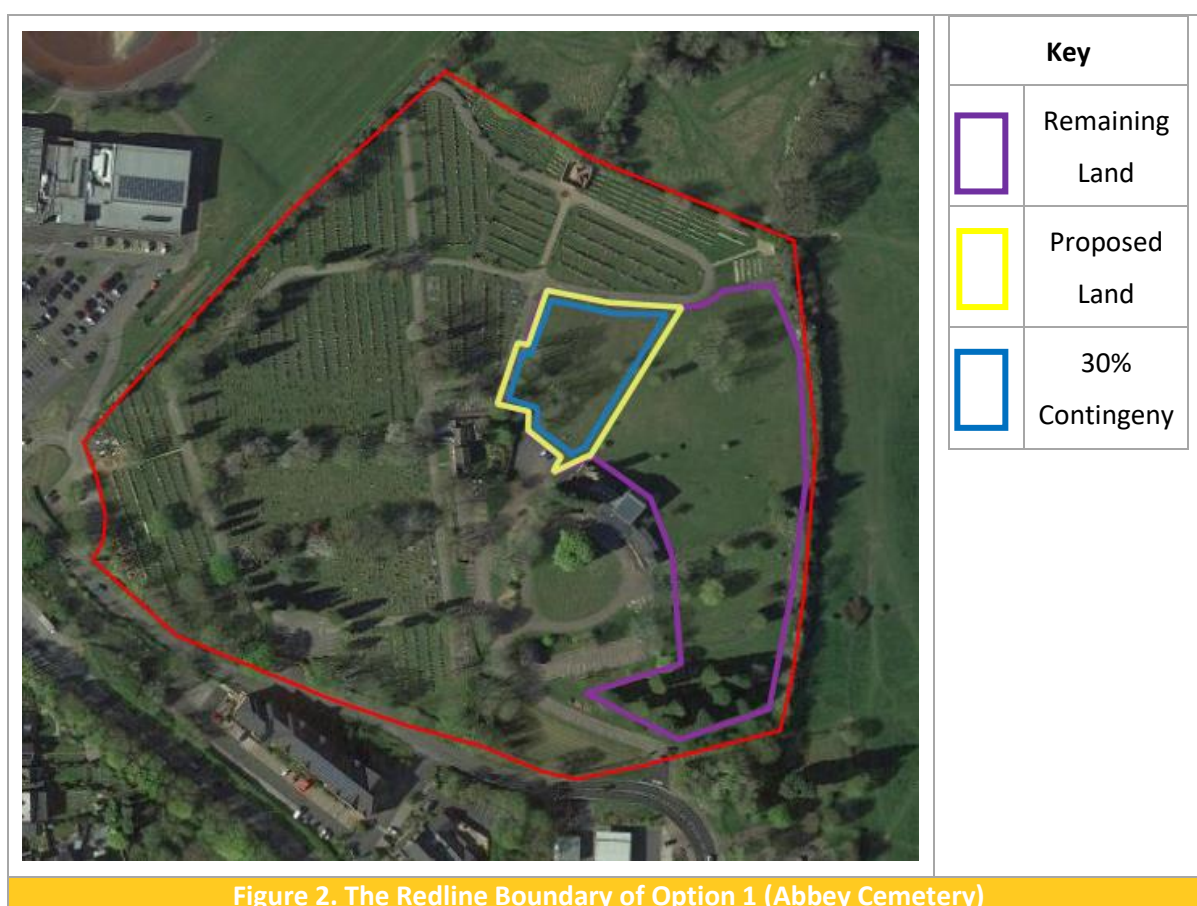


Figure 2. The Redline Boundary of Option 1 (Abbey Cemetery)

3.2 Burial Provision

- 15 From satellite imagery, it appears as if there is approximately 0.9 acres of land remaining for use (the yellow polygon in Figure 2). It is unclear how much of this land has been reserved for future burials (although as stated it has been provided that there are approximately 50 new burial plots remaining) and how much is currently used for ash scattering. However, applying a 30% contingency to the 0.9 acres (to allow for infrastructure, root protection areas etc.) leaves 0.63 acres. This provides an estimated 504 burials. Against the average of 71 new burials per annum,

this would provide burial accommodation for a further estimated 7 years which would help alleviate the burden of burial capacity across the Bromsgrove and Redditch area in the short term.

- 16 Table 5 shows the new burials for multi faith and Muslim faith alongside the numbers of new and re-open loose burials (scattered cremated remains within a plot) of the last five years. There is evidently a greater need for burial accommodation over ash scattering. This is likely because individuals will prefer to keep the ashes of the deceased to scatter in a preferred place with sentimental value.

Table 5. Selected Burials Per Annum at Abbey Cemetery (2020-2024).

Year	2020	2021	2022	2023	2024
New Coffin Grave (Multi-faith)	32	22	27	26	37
New Coffin Grave (Muslim)	11	3	5	8	8
New Purchased Loose Burial	1	1	3	1	0
Re-Open Loose Burial	2	5	8	2	5
Exhumation of Ashes	1	1	2	0	2

3.3 Limitations of Repurposing

- 17 There is limited information on repurposing ash scattering land for burials. However, the reuse of graves is a similar topic and it is understood from The Law Commission that a grave can be reused after 75 years of the original burial⁵. This is of course permitting consent from the family of the deceased person, should there be an objection no reuse can occur for another 25 years.
- 18 It is therefore concluded that there is no current legislation stating that the repurposing of ash scattering land for burial use is not permitted. Furthermore, as this land is not including a physical burial or physical memorialisation, this topic can be taken lightly in comparison to burial re-use.

3.3.1 Public Objection

- 19 It can therefore be suggested that there is reasoning to repurpose ash scattering land for full body interment. However, there may be objection from the public regarding the existing scattered ashes in the memorial garden of Abbey Cemetery. But as there was no original burial (full body interment or ash interment), it would not be possible for any retrieval in exhumation.
- 20 During any grave reuse process, families of the buried must be consulted regarding any changes to the use of the burial ground, land management is therefore dependant on open communication⁶. Although repurposing ash scattering land is a different situation, it is still regarding the repurpose to burial accommodation and surrounds a sensitivity of the deceased. A long-term approach of communications would be necessary.

3.3.2 Loss of Revenue on Memorialisation

- 21 Should the area of memorialisation and ash scattering be repurposed for burials then there would be a loss in revenue for the service of scattering ash remains. This is a charge of £111.00 (Scattering Cremated Remains in Grave or in rose/memorial garden (Roll Back Turf) 18 years and over) as per

⁵ The Law Commission (2024). Available from: <https://lawcom.gov.uk/law-commission-considers-changes-to-update-centuries-old-burial-laws/>

⁶ FOIL (2024). Available from: <https://www.foil.org.uk/wp-content/uploads/2024/10/Burial-Laws.pdf>

the Redditch Borough Council ⁷. However, should this be repurposed for burials, the cost of a ‘full earth burial’ (18 years and over) is £802.00.

3.4 Capital Expenditure

- 22 Based on The CDS Group (CDS) experience and previous projects, the estimated cost for the necessary infrastructure improvements to repurpose the existing ash scattering ground at Abbey Cemetery is anticipated to be approximately £250,000. This estimate accounts for the key elements required to prepare the site for full-body interment, including internal roadway modifications, minor landscaping enhancements, and biodiversity improvements.
- 23 The primary scope of capital expenditure (CAPEX) includes:
- **Internal Roadway Development (£250k Allocation):**
 - Construction or reinforcement of internal access roads to ensure ease of movement for funeral services and visitors.
 - Potential resurfacing or widening of existing paths to accommodate increased footfall and vehicle access.
 - **Site Preparation:**
 - No releveling required, minimizing groundwork costs.
 - Clearance and preparation of designated burial sections to ensure optimal land utilization.
 - **Drainage Considerations:**
 - As no major drainage works are required, only minor adjustments may be necessary to ensure adequate surface water management and prevent localised flooding.
 - **Landscaping and Biodiversity Enhancements:**
 - Minor landscaping to integrate the new burial ground seamlessly within the existing cemetery layout.
 - Planting of native species and biodiversity improvements to enhance ecological value and maintain a respectful, natural setting.
- 24 Given the estimated 7-year burial capacity provided by the repurposed area, this investment ensures the sustainable use of available land while balancing financial feasibility and long-term cemetery management goals. Future considerations may include incremental improvements based on public feedback and operational needs.
- 25 It should be noted that this is an estimate at this stage without a detailed design, and actual costs could be higher depending on various factors such as unforeseen ground conditions, additional infrastructure requirements, or regulatory considerations. Therefore, a contingency of 20-25% is recommended at this stage to account for potential cost variations. Additionally, we advise the council to undertake a **Certificate of Lawfulness** planning application once a concept design has been developed to ensure that the proposed plans align with extant permissions and legal requirements.

⁷ Redditch Borough Council (2024). Available from: [Redditch-Fees-Charges 2024-Apr](#)

4 Option 2 - Next Steps for the Proposed Site 2B: Land North of Morrisons and West of the B4497, B98 OJD. (South of Arrow Valley Country Park).

4.1 Background and Location

- 26 The Land North of Morrisons and West of the B4497, B98 OJD was considered a suitable site for cemetery development following a site feasibility report undertaken by CDS.
- 27 This site was referenced Proposed Site 2B alongside the total 13 sites assessed (of which eight were deemed suitable). The redline boundary of Proposed Site 2B is shown in Figure 3.
- 28 Furthermore, the site's location in relation to local amenities has been presented in Figure 4, the proposed cemetery location is situated within open space, south of the Arrow Valley Country Park along the B4497.



Figure 3. The Redline Boundary of Option 2 (Proposed Site 2B).

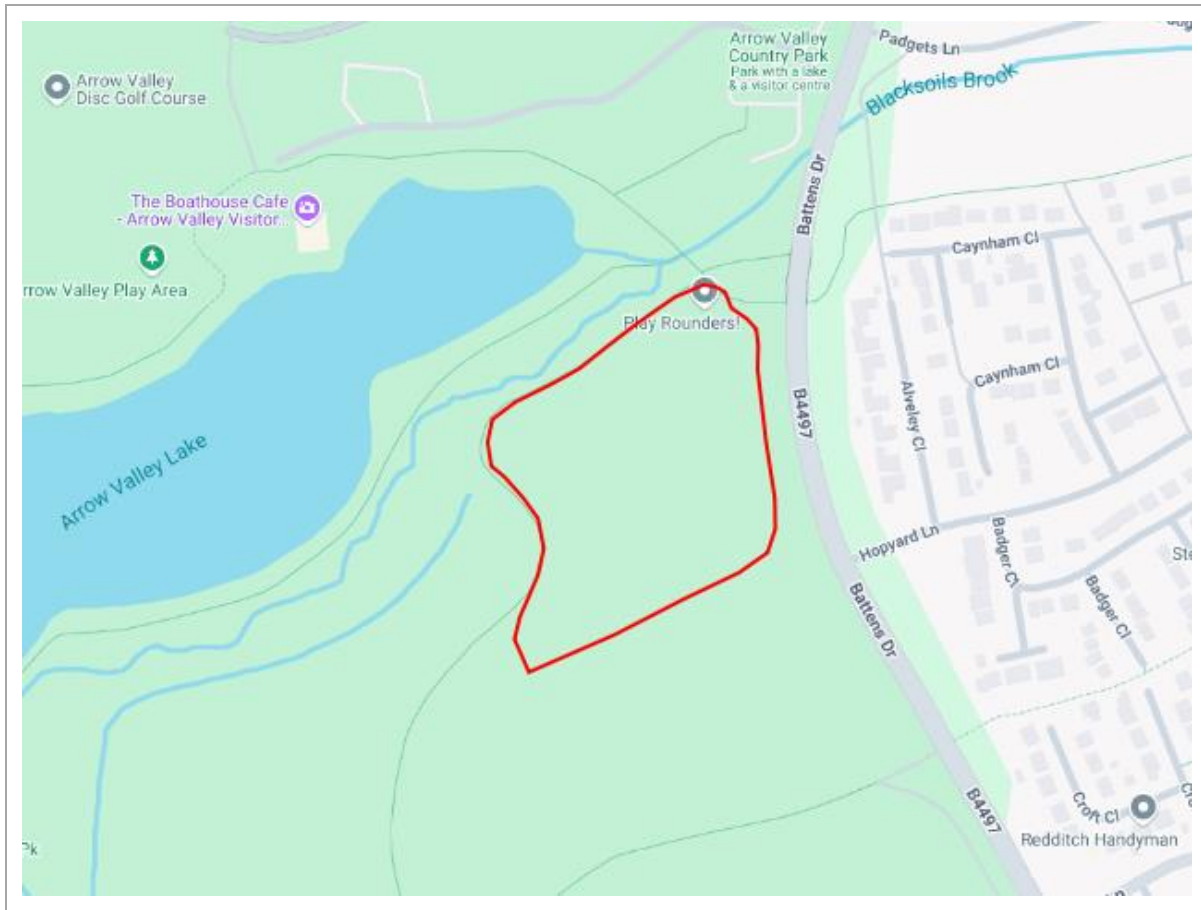


Figure 4. The Redline Boundary of Option 2 (Proposed Site 2B) Alongside the Local Amenities.

4.2 Burial Provision

- 29 The proposed site is approximately 6.2 acres. This would provide for an estimated 4,960 burials (excluding consideration for burial buffers and space for landscaping and potential infrastructure).
- 30 Against the average of 71 new burials per annum, this would provide burial accommodation for a further 69 years. This is of course a high-level calculation based off estimates, which should be noted.

4.3 Feasibility and Potential Constraints

- 31 The site feasibility report originally completed by CDS for potential burial provision across the Bromsgrove and Redditch areas assessed Proposed Site 2B. The key concerns found with the site include:
- Local Policy – The site is designated as Primarily Open Space as per the Redditch Local Plan policies map.
 - Vehicular Access - There is an existing entrance to the east of the site along the B4497 although it is currently warded off with bollards and overgrown. It would therefore need clearing up. The entrance is on a bend but the road is 40 mph and visibility splays are over 120 metres, therefore it is acceptable. Reconfiguring of the road to allow for smooth entry and exit of the site is likely.
 - Geology – There is an absence of superficial soils in the south-eastern half of the site, with deposits of Alluvium in the northwestern half. Alluvium is granular in nature and highly

permeable. The bedrock is of the Mercia Mudstone Group however which is impermeable in nature lowering the risk.

- Hydrogeology - The superficial aquifer is Secondary A and the bedrock aquifer is Secondary B.
- Groundwater Monitoring - To the north of the site there are reported groundwater strikes with groundwater encountered <1.00m depth below ground level.
- Ecology - There are areas of dense woodland surrounding the site and Arrow Valley Lake, further mitigation could be required as both are likely to provide habitats for a number of species.

4.3.1 Policy

32 There are no past or present planning applications that are impacting the site. The site is not constrained by any major local planning policy. However, as per the Redditch Local Plan policies map, the site is in a designated Primary Open Space.

33 Policy 13 'Primarily Open Space' of the Redditch Local Plan states:

"Open space will 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"

34 Additionally:

"Proposals for development on Primarily Open Space land that contribute to both the Green Infrastructure Network in the Borough and the nature and purpose of the open space may be deemed acceptable by the Borough Council."

35 This demonstrates that a cemetery development would not be impacting Primary Open Space as a cemetery is green and would be protecting the 'Green Infrastructure Network' and enhancing the open space by serving the community.

4.3.2 Environment Agency – Geology and Groundwater

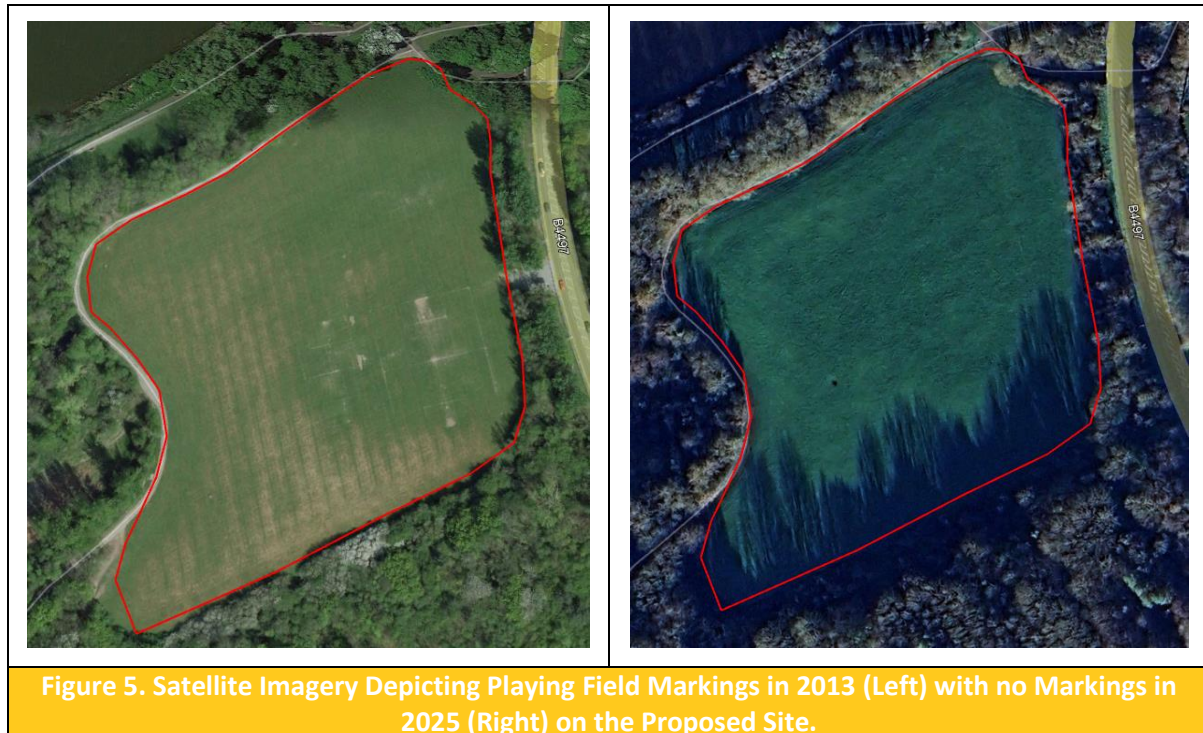
36 As previously stated, there are concerns regarding the geology and groundwater at the site. The geology comprises of either absent superficial deposits or highly granular superficial deposits such as alluvium. The bedrock is a more impermeable group of Mercia Mudstone however. Despite this, it is likely the Environment Agency may object to development of a cemetery at this site, due to risk of burial pollutants encountering groundwater.

37 This objection is more likely due to the previous records of boreholes accounting shallow groundwater at depths less than 1m below the surface.

38 Further investigative works such as a Tier 2 will be required to determine the suitability for a cemetery.

4.3.3 Sport England – Playing Field

39 Upon further investigation this site appears to be listed by Sport England data as a grass pitch. However, satellite imagery suggests this site has not been used as such since 2013 as there are no evident markings of a pitch or playing field following this date. Figure 5 demonstrates the changes in satellite imagery from 2013 (left) to 2025 (right).



- 40 It is therefore believed that the site is no longer used as a playing field or for sporting use of any kind. However, there is still likely to be objection from Sport England.

4.3.4 20/01774/FULL1 – Objection Example

- 41 The planning application for a cemetery at Orchard Fields, Bromley, SE20, 8BG is an example of a cemetery proposal objected to by Sport England due to an existing playing field on site. This playing field in question appears neglected (for several years) and is also on a private site, not accessible to the public.
- 42 The letter of objection, dated 25/08/2020 concludes that *“Sport England objects to the application because it is not considered to accord with any of the exceptions to Sport England's playing fields policy or with Paragraph 97 of the NPPF.”*
- 43 Furthermore, Paragraph 97 in question, now Paragraph 104 in the latest edition of the National Planning Policy Framework⁸, states as such:

“Existing open space, sports and recreational buildings and land, including playing fields and formal play spaces, should not be built on unless:

- a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or*
 - b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or*
 - c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.”*
- 44 There is strong reason to believe that Sport England will therefore object to a planning application that threatens the recorded playing field on the Proposed Site 2B, whether it is in use or not.

4.4 Public Objection

⁸ NPPF (2024). Available from: [National Planning Policy Framework](#)

- 45 Due to the site's location, south of the Arrow Valley Country Park, there is likely to be public objection. The site (as shown in Figures 3 and 4) is surrounded by public footpaths and the development of a cemetery may restrict the previous use that members of the public will have had with this site, such as dog walking and family games, among others.

4.5 Capital Expenditure and Timeline.

- 46 The estimated cost to achieve full planning permission for Proposed Site 2B is approximately £100,000, which includes professional fees and necessary planning assessments. The full site development cost is estimated between £1.25 million to £1.75 million, depending on the level of infrastructure and landscaping works required. Given the uncertainties at this stage, a contingency of 25% is recommended to account for potential unforeseen costs.

- 47 The primary costs involved in the development include:

- **Planning and Approval Costs (£100k at risk):**
 - Environmental Agency (EA) assessments to address groundwater and geological concerns.
 - Full planning application submission, including potential objections from Sport England and considerations for open space policy.
 - Biodiversity Net Gain (BNG) compliance requirements and mitigation measures.
- **Site Development Costs (£1.25m - £1.75m):**
 - Groundworks and drainage to meet EA and planning standards.
 - Roadway and pathway construction for site access and visitor circulation.
 - Landscaping, biodiversity improvements, and buffer zones.
 - Additional infrastructure such as fencing, memorial areas, and service facilities.

- 48 Estimated Project Timeline:

- **Planning Application & Approvals (18-24 months):**
 - Completion of required environmental and technical assessments.
 - Consultation with key stakeholders, including EA, Sport England, and local authorities.
 - Submission and review of the full planning application.
- **Post-Planning Design & Procurement (6-12 months):**
 - Development of detailed design based on planning conditions.
 - Tendering and procurement of contractors for site development.
- **Construction & Site Development (6 months):**
 - Groundworks, drainage, and infrastructure implementation.
 - Final landscaping, biodiversity enhancements, and service installations.
- **Settlement & Establishment Period (6-12 months):**
 - Allowing for ground settlement and grass establishment post-construction before the site becomes operational.

- 49 The total estimated timeline from the initial planning stages to project completion is approximately 3.5 to 4 years. Due to the higher risks associated with securing planning permission compared to Abbey Cemetery, careful consideration of regulatory requirements and stakeholder engagement will be essential to progressing the project efficiently.

5 Risk Analysis

- 50 The risk for both options has been assessed via Risk Register analysis. These have been presented in Tables 6 and 7. Within the risk register assessment for each option, a list of risks will be assessed for the impact level and the probability level of each risk, these will both be scored on a scale of 1-5, 1 being low risk and 5 being high risk. The overall score is assessed against the Risk Matrix, seen in Figure 6.

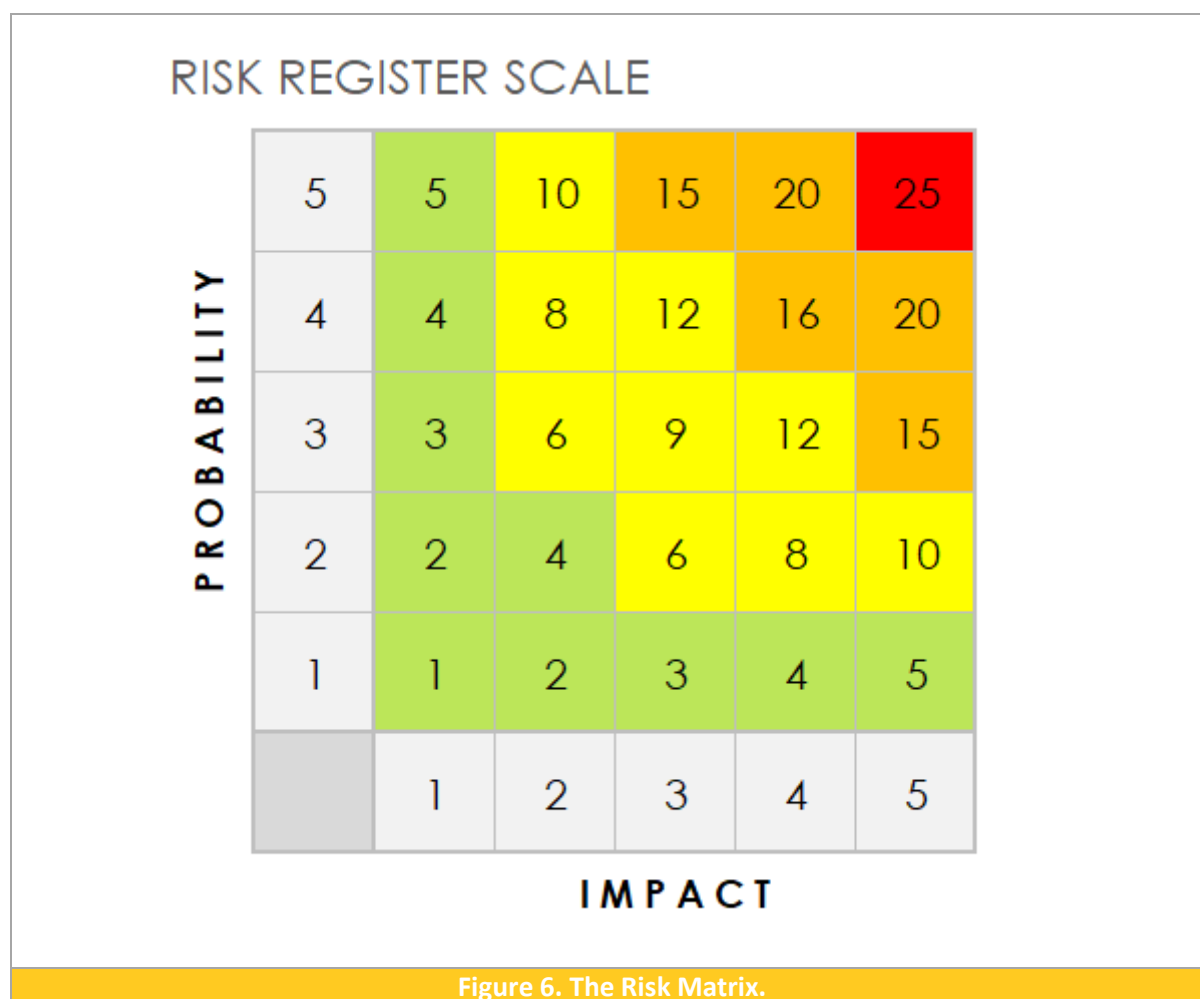


Table 6. Risk Register Assessment for Option 1.

RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
Planning Risks						
Environment Agency Objection	Due to the burial use the EA will need to be consulted. There is a low probability level due to the nature of the existing site (Abbey Cemetery) being a burial ground.	5	2	10	Further field investigative works to be completed at earliest opportunity.	Environmental Engineer / Planning Agent
Public objection	Risk moderate due to sensitivity of repurposing land. However, due to the current legislative permission to conduct re-burials and carry out exhumation, there is less of a legal concern but rather a moral objection.	3	5	15	Need to conduct comprehensive public consultation to ensure the public understand need for burial space.	Planning Agent / Council
Highways	Access is already established for the existing cemetery, therefore the risk is low.	3	1	3	Engage with a highways consultant at earliest convenience.	Planning Agent/ Traffic Consultant
Site Risks						
Attenuation Basin Requirement	Surface water issues could result in the requirement for an attenuation basin which could reduce burial space on site, due to the requirement for a 30m burial buffer around drainage features.	2	3	6	Liaise with a drainage engineer early on	Civil Engineer

Drainage Outfall	Need to ensure there is a drainage outfall and get permission from the LLFA and utility company (if required). There is a risk of not being able to contain consent if the current infrastructure is overstretched.	3	2	6	Liaise with a drainage engineer early on	Civil Engineer
Contamination	Could be made ground below the site which needs treating, risk highlighted due to surrounding roads but is low as the site is not in direct proximity.	3	2	6	A Tier 2 investigation would highlight the probability of this risk	Environmental Engineer
Earthworks	Moderate risk due to nearby road.	4	2	8	Any earthworks close to road, must consult with necessary stakeholders.	Civil Engineer
TPO's / tree felling licenses	To free up burial space, tree felling may be required, the risk is moderate due to multiple trees on site.	3	3	9	Arboricultural assessment required.	Arboricultural surveyor
Project Risks						
Budgets	Investment required to accommodate burial land, this is council owned land so the risk is low. The requirement for a full planning application and extensive programme increases risk of inflation and therefore increases probability.	5	2	10	Consistent cost plans against the business case must be undertaken. A balancing measure against a new out of borough site must be reviewed.	Council / Agent
Burial Space	Certain constraints could reduce the overall burial capacity, due to new EA guidance.	4	3	12	Need to undertake all necessary pre-application steps to mitigate and reduce risk.	Planning Agent / Design team

Average Risk	8.5
Total Risk	85

Table 7. Risk Register Assessment for Option 2.

RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
Planning Risks						
Environment Agency Objection	Due to a change of use - the EA will need to be consulted, and a Tier 2 Groundwater assessment will need to be completed. Moderate probability level due to site having geology of moderate risk (absent and alluvium superficial deposits) and groundwater monitoring would be required due to the recorded shallow groundwater.	5	4	20	Tier 2 Groundwater Assessment to be completed at earliest opportunity.	Environmental Engineer / Planning Agent
Archaeology Risk	Due to change of use, we will have to liaise with the county archaeologist, they may request a geophysical survey which could result in further archaeological works required. Due to the intrusive nature of burials - sometimes archaeology can be prohibitive to development on areas of the site and can result in major costs for trial trenching. However, there are no mapped archaeological sites or listed buildings in the area making this low risk.	4	1	4	To conduct early discussions with County Archaeology	Planning Agent

Public objection	Risk moderate due to sensitivity of replacing open land within a park space, the risk is therefore moderate to high.	3	5	15	Need to conduct comprehensive public consultation to ensure the public understand need for burial space.	Planning Agent / Council
Sport England Objection	The risk is moderate to high due to the site being mapped as a grass pitch on the Sport England database. Satellite imagery shows this playing field to no longer be in use, Sport England will aim to protect open space for health and wellbeing.	5	4	20	To conduct early discussions with Sport England.	Planning Agent
Ecological risks	Possibility of having to do further surveys to attain planning permission, there is dense woodland and Arrow Valley Lake bordering the site. Both are likely to provide habitats for a number of species, this provides a moderate to high risk.	4	4	16	Conduct a PEA survey at the earliest opportunity.	Planning Agent / Ecologist
Biodiversity Net Gain	Required on all new sites - must achieve >10% net gain. There are no current conservation designations on site, there is a dense woodland bordering the site, risk would be moderate. If conditions are not met planning could be rejected.	5	3	15	Need to do an early screening analysis - landscape architect must work closely with an ecologist at the earliest opportunity.	Planning Agent / Ecologist / Landscape Architect
Highways	There is historic established access currently prevented via bollards. This could be made accessible and current visibility splays are clear which provides a low risk.	4	2	8	Engage with a highways consultant at earliest convenience to undertake assessment.	Planning Agent/ Traffic Consultant

Planning Consent	This application is not impacted by any conservation policy but there is the difficulty of geology and groundwater risk. If all necessary steps are taken and the need is strong to be placed on this site, then a consent could be granted but risk is moderate.	5	4	20	Need to undertake all necessary pre-application steps to mitigate and reduce risk.	Planning Agent
Site Risks						
Attenuation Basin Requirement	Surface water issues could result in the requirement for an attenuation basin which could reduce burial space on site, due to the requirement for a 30m burial buffer around drainage features.	2	3	6	Liaise with a drainage engineer early on	Civil Engineer
Drainage Outfall	Need to ensure there is a drainage outfall and get permission from the LLFA and utility company (if required). There is a risk of not being able to contain consent if the current infrastructure is overstretched.	3	2	6	Liaise with a drainage engineer early on	Civil Engineer
Contamination	Could be made ground below the site which needs treating, risk highlighted due to surrounding roads, but is low as the site is not in direct proximity.	3	2	6	The Tier 2 investigation will highlight the probability of this risk	Environmental Engineer
Earthworks	Moderate risk due to nearby road.	4	2	8	Any earthworks close to road, must consult with necessary stakeholders.	Civil Engineer
TPO's / tree felling licenses	To free up burial space, tree felling may be required, the risk is low with trees only bordering the site.	1	3	3	Arboricultural assessment required.	Arboricultural surveyor

Project Risks						
Budgets	Significant investment required for change of use to burial land, this is council-owned land so the risk is lower. The requirement for a full planning application and extensive programme increases risk of inflation and therefore increases probability.	5	3	15	Consistent cost plans against the business case must be undertaken. A balancing measure against a new out of borough site must be reviewed.	Council / Agent
Burial Space	Certain constraints could reduce the overall burial capacity, due to new EA guidance.	4	3	12	Need to undertake all necessary pre-application steps to mitigate and reduce risk.	Planning Agent / Design team
Average Risk				11.6		
Total Risk				174		

5.1 Summary

- 51 The risk register analysis shows both Option 1 and Option 2 to be of moderate risk during a planning application process. Option 2 does have a higher total risk of 174 with an average of 11.6, Option 1 in comparison has a risk total of 85 and an average risk of 8.5.
- 52 The key risks for Option 1 include the archaeological risk and public objection. The key risks for Option 2 include the potential objection from the Environment Agency and the risk of ecology, public objection, and Sport England objection regarding a lack of playing field facilities. Furthermore, as this development would require a change of use, unlike Option 1, there is a greater risk retrieving planning consent.
- 53 When considering burial capacity timeframes, Option 1 would be suitable for short-term alleviation by providing burial capacity for a further estimated 7 years, whereas burial space as a result of a full planning application for a change of use (such as Option 2) would future proof burial provision.
- 54 Of course, the budgeting outcomes do differ and CAPEX analysis shows Option 2 to have a predicted cost of £100,000 for a full planning application, followed by £1.25 million to £1.75 million for full site development. Whereas the cost for development for Option 1 is approximately £250,000.
- 55 It is recommended that the risk register analysis in Tables 6 and 7 are thoroughly considered to review an option moving forward. Option 1 is initially recommended as it would alleviate the burden of burial capacity in the short-term, but a further planning application for a cemetery is recommended in the long-term. CDS recommend that Redditch Borough Council begin considering the provision of a new cemetery as this type of development can take approximately four to five years from inception to operation.

6 Conclusion

- 56 The purpose of this report was to review the risk analysis of two options for the future burial provision for Redditch Borough Council. Option 1 being to repurpose an area of existing ash scattering land at Abbey Cemetery, and Option 2 being the next steps for the Proposed Site 2B cemetery development.
- 57 The demographic analysis of the Bromsgrove and Redditch area showed both an increasing and aging population which would provide a strain on current burial provision. Investigation into burial statistics in the area demonstrated the average number of multi-faith new coffin graves (burials) from 2020 to 2024 to be calculated as 71 per annum.
- 58 Moreover, of the existing cemeteries across the Bromsgrove and Redditch area, there are a recorded 100 new grave plots remaining between Abbey Cemetery and Edgioake Cemetery and from satellite imagery screening, there appears to be approximately 1 acre of free space remaining at North Bromsgrove Cemetery. This has been calculated to provide a predicted 12 years remaining of burial space. Therefore, an option providing the most burial provision is strongly advised.
- 59 Option 1 (repurposing at Abbey Cemetery) provides an estimated burial accommodation for a further 7 years (including a 30% contingency) and Option 2 provides an estimated burial accommodation for a further 69 years.
- 60 Regarding the possibility of repurposing ash scattering land (Option 1), there is limited information on this action across existing burial grounds. Public objection is a main concern due to the ethical issue of reusing a memorial space for burials, however its closest similarity of conducting new burials in the replacement of old existing burials, is permitted (under regulation). Moreover, there is no current legislation stating that the repurposing of ash scattering land for burial use is not permitted.
- 61 Option 1 is the Less costly of the two options as it is an existing burial ground and would be a case of road infrastructure to allow access. If the decision is to move forward with Option 1, obtaining a certificate of lawfulness is recommended once a concept design has been developed.
- 62 Option 2 is the more costly of the two as full planning application for change of use required. There is the potential for EA and Sport England concerns, due to the higher risks associated with securing planning permission compared to Abbey Cemetery, careful consideration of regulatory requirements and stakeholder engagement will be essential to progressing the project efficiently.
- 63 Redditch Borough Council should consider the CAPEX and risk register analysis for both options, with focus on Tables 6 and 7. Following an option choice, it is recommended that these potential objections are to be addressed and stakeholder engagement and relevant surveys should be instigated.
- 64 When regarding the remaining burial space across the Bromsgrove and Redditch area, Option 1 would be suitable for short-term alleviation by providing burial capacity for a further estimated 7 years. This allows Redditch Borough Council time to investigate developing future burial provision by a new planning application for a cemetery. CDS recommend that Redditch Borough Council begin considering the provision of a new cemetery as this type of development can take approximately four to five years from inception to operation.

7 Report Verification

Report Completed By: Jessica Cheal MSc, Graduate Planner

Report Sign Off: Ben Copeland BSc (Hons), Senior Planning Projects Manager

Date: 17/02/2025

Version Control: Version V1.5

REDDITCH BOROUGH COUNCIL**Executive Committee
2025**11th March**Redditch Council Plan 2025/28**

Relevant Portfolio Holder	Councillor Sharon Harvey
Portfolio Holder Consulted	Yes
Relevant Assistant Director	Sue Hanley, Chief Executive
Report Author Rebecca Green	Job Title: Policy Manager Contact email: r.green@bromsgroveandredditch.gov.uk Contact Tel: 01527 881616
Wards Affected	All
Ward Councillor(s) consulted	
Relevant Council Priority	All
Non-Key Decision	

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

1. The Council Plan attached at Appendix 1 be approved.
2. Authority be delegated to the Chief Executive, following consultation with the Portfolio Holder for Planning, Regeneration and Governance in respect of any changes as result of the Local Government reorganisation.

2. BACKGROUND

- 2.1 Work to develop a new Council Plan began in 2024, with the new Executive Committee working closely with the Corporate Leadership Team and supported by the Local Government Association. Building on the election manifesto, sessions were undertaken to pull together the priorities, supported by data, evidence and service specific expertise and guidance.

3. OPERATIONAL ISSUES

- 3.1 The Council Plan and the priorities contained within it will help to set the direction for the Council and how it works with its partners. Service areas will be working towards these priorities, which will inform the development of service business plans. The Council Plan will be reviewed annually and supported by quarterly measures (where applicable) to ensure that the key objectives and projects are actioned. These will be included in a separate Implementation Plan to sit alongside the Council Plan, which will detail how the key objectives and projects will be monitored and progress reported.

Executive Committee
202511th March

4. FINANCIAL IMPLICATIONS

- 4.1 Finance and performance reporting are already aligned through the quarterly reports and the Council Plan, by setting out the priorities, objectives and projects, will help to structure the service business planning process and will underpin the medium-term financial planning.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising directly from this report.

6. OTHER - IMPLICATIONS**Council Priorities**

- 6.1 This Council Plan proposes three new Council Priorities, based on data, evidence and community engagement:
- Economy & Regeneration
 - Green, Clean & Safe Redditch
 - Community & Housing

Climate Change Implications

- 6.2 The new Council Plan has 'Green, Clean & Safe Redditch' as one of the three priorities, and explicitly supports work around climate change through the identification of a key objective on renewable energy and key projects to work with the community on climate change, support the Warm Homes initiative and increasing the number of electric vehicle charging points.

Equalities and Diversity Implications

- 6.3 There are no equality and diversity implications arising directly from this report; however, the Council Plan highlights the importance of listening to communities and will empower officers to meet the needs of those communities, which could include specific issues relating to equality and diversity.
- 6.4 Specific Equality Impact Assessments (EQIAs) of projects detailed within the Council Plan will be undertaken as required.

7. RISK MANAGEMENT

- 7.1 By publishing a Council Plan the strategic direction of the Council will be clear to employees and Members and as such will support the

REDDITCH BOROUGH COUNCIL**Executive Committee
2025**11th March

management of risks identified around robust decision making and the accuracy/effectiveness of performance data.

- 7.2 The annual review process will allow for any risks potentially arising from the local government reorganisation process to be addressed.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1- Redditch Council Plan 2025-28

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Joe Baker, Leader of the Council	26/02/25
Lead Director / Assistant Director	Sue Hanley, Chief Executive	18/02/2025
Financial Services	Peter Carpenter, Director of Resources/Deputy Chief Executive	20/02/2025
Legal Services	Claire Felton, Assistant Director of Legal Democratic and Procurement Services	13/02/2025
Policy Team (if equalities implications apply)	Rebecca Green, Policy Manager	20/02/2025
Climate Change Team (if climate change implications apply)	Judith Willis, Assistant Director of Community and Housing Services	13/02/2025

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REDDITCH BOROUGH COUNCIL COUNCIL PLAN 2025-28

Introduction – Sharon Harvey, Acting Leader



This council plan represents a fresh start for Redditch, bringing together our key priorities for the Borough. Since our election in May 2024, we have focused on the delivery of our manifesto pledges and working to improve the lives of our residents.

With this in mind, we have a programme of works that will see the transformation of Redditch Town Hall as a valuable community asset for the people of Redditch. We have exciting new plans for Redditch centre, including for the new Digital Manufacturing Innovation Centre and Public Realm improvements that will have a positive impact in the Borough.

This ambition has also seen the return of the Redditch Market to the Church Green area, revitalising our outdoor space and bringing a new offer to shoppers visiting the Town Centre.

Public engagement is invaluable and in developing this Council Plan, we have listened to feedback from all members of our communities – residents, businesses, employers and visitors. The Council is ambitious in planning for the future in Redditch, and the needs of our communities are central to everything we do.

At the heart of the Council Plan, there are three core priorities that have been identified, based on feedback received from local stakeholders:

- Building strong economic development. We want to enable increases in job opportunities, with a particular focus on employment for young people who choose to live and work in the town. The Council will aim to attract inward investment to achieve this, encouraging new businesses to establish in Redditch and supporting existing businesses as they grow and flourish.
- A clean, green and safe Redditch that everyone can be proud of. We will continue to ensure our communities are tidy and well cared for, whilst working on longer term goals towards energy efficiency and carbon reduction. Redditch has a rich heritage with vibrant cultural and green spaces. The Council will ensure that residents can continue to enjoy these beautiful surroundings, improving walking and cycling routes to the benefit of their health and wellbeing.
- Housing which meets the needs of our communities. We want to provide more homes for our residents, to reduce the social housing waiting lists and to increase the availability of affordable rental properties. We recognise that it is vital that our houses are safe and warm, built to a high standard and maintained efficiently. The Council has been proactive, already investing significant resources into tackling damp and mould ahead of upcoming legislation and will continue to act in the interests of the people we serve.

Redditch Borough Council is planning for the future, whilst at the same time being mindful of the changes anticipated for local government within the context of the Government's Devolution agenda. This Council Plan is underpinned by commitments to maintaining financial stability, upholding good governance and delivering high quality services to our residents. Council officers will ensure that business plans across all service areas, enable our aspirations and high expectations to be delivered over the coming months and years.

We are aspirational for Redditch to be:

- A happy and safe place to live, work and grow up through the provision of decent homes, crime prevention, reducing anti-social behaviour and improving community engagement
- A welcoming place for everyone, with something to offer all - children, young people, older people and families. A place where people take pride in our communities and heritage.
- A prosperous place where businesses thrive, so that everyone can achieve their hopes and aspirations for the future.
- A green and healthy place, preserving our open spaces and working in partnership to address health indicators such as levels of obesity, drug and alcohol addiction.

Underpinning this plan and our priorities is our commitment to our strategic planning and being a principles-driven organisation. By prioritising financial and organisational stability, recognising the importance of supported governance, focusing on our communities and delivering high-quality services we aim to meet our resident's needs whilst also being somewhere our employees can thrive. This plan will be used by our officers to structure and deliver business plans for their own service areas so that our ambitions and high aspirations for Redditch will become a reality throughout the Borough.

Rest assured, we will continue to listen to, and work for, our communities.

OUR VISION & PRIORITIES

**A Council which listens to and delivers
quality services for our communities,
residents and businesses**

Economy,
Regeneration
& Prosperity

Green,
Clean & Safe

Community &
Housing



About Redditch Borough

Redditch Borough is located in North Worcestershire, approximately 15 miles south of Birmingham and covers an area of 5,435 hectares (13,430 acres). The Borough is situated at the outer edge of the Green Belt boundary for the West Midlands.

The Borough is split into the urban area of Redditch in the north, accounting for 50% of the area and 93% of the population; and the rural area to the south with 7% of the population. The rural area consists predominantly of Green Belt land, but also open countryside, as well as the villages of Astwood Bank and Feckenham.

Redditch Borough has many open spaces with a rich biodiversity; there are 6 Sites of Special Scientific Interest and 24 Special Wildlife Sites, plus numerous Local Nature Reserves.

Key demographic characteristics include:

A population
of **87,000**
(2021 Census)

The population are
82.4% WHITE BRITISH,
but it has **DIVERSE COMMUNITIES**
including **6.6% OTHER WHITE**
and **5.7% ASIAN/ ASIAN BRITISH**

The **UNEMPLOYMENT CLAIMANT** count
for Redditch was
4% in October 2024,
RISING TO 6.5% for the
18-24-YEAR-OLD cohort.

Redditch has a **young population**
with **19.3%**
aged **15 OR UNDER**
at the last Census (2021)

Estimated levels of
EXCESS WEIGHT
in adults (aged 18+)
are **HIGHER**
than the England average

LIFE EXPECTANCY is
11.6 YEARS LOWER
for men and **10.4 YEARS LOWER**
for women in the
MOST DEPRIVED
areas of Redditch than in the
LEAST DEPRIVED areas

The borough also faces some challenges. Greenlands, Abbey, Church Hill and Winyates wards all include Lower Super Output Areas (LSOA) ranking in the top 10% most deprived nationally (Indices of Multiple Deprivation 2019). According to Government data, 11 LSOAs in the district have fuel poverty levels of 20% or higher (2024 release, 2022 data).

The percentage of students in Redditch achieving the English Baccalaureate at grade 4 (a standard pass) or above was 3rd lowest in the region at a district/borough level during academic year 2023/24 (Department for Education 2024).

Redditch is a vibrant manufacturing hub and a key driver of the regional economy, home to renowned household names such as GKN, Baylis & Harding, and Halfords. These industry leaders, alongside a rich industrial heritage and a skilled workforce, underpin the town's reputation for innovation and excellence. With a thriving local economy and a commitment to business growth, Redditch continues to attract investment and create opportunities for prosperity across the region. The Borough of Redditch is also identified within a national needs assessment called 'Pride in Place' (Royal Society of Arts Trade and Commerce Heritage Index 2020), placing 3rd in a league table of 10 councils (out of 157 in England) with the highest heritage potential.





Redditch Local Plan

The Redditch Local Plan is the most important planning document at the local level, as it provides a set of policies which will inform how development across the Borough will take shape.

A Local Plan guides decisions on future development proposals, addresses the needs and opportunities of the area, and ensures that protected areas remain free from inappropriate development. Topics that Local Plans cover include housing, employment, open spaces, heritage, climate change and infrastructure

The current Local Plan was adopted in 2017 sets out the state of Redditch as it was then and there was a vision and objectives that set out what Redditch aimed to be like by the end of the Plan period. The Council are about to embark on preparing a new Local Plan. This plan will be developed over the next few years, which, when adopted, will support the Council in delivering many of the key projects identified in this Council Plan.

Economy & Regeneration

We want a healthy and thriving economy, building on and celebrating the existing businesses within the borough. We will ensure that your council tax is used to provide the services you need and that the assets the Council has are used for the benefit of residents and communities. Having a clear and consistent economic strategy will enable us to shape both public and private investment in economic development and regeneration.

Regenerating the borough involves both where people live, and the opportunities they have available to them. It is vitally important to prioritise good local jobs and investing in skills in order to have a thriving borough where businesses want to invest, and our residents can access well paid employment opportunities.



Key objectives

- More high-quality local jobs
- Greater opportunities to develop new skills
- Increase footfall in the town centre
- Engage with communities to understand the needs of our district centres
- Support local independent businesses
- Support and encourage new start-up businesses
- Collaborate with partners to secure public and private investment
- Attract businesses to locate in Redditch

Key projects

- Regeneration of the Town Hall
- Redditch outdoor market
- Forge Mill Museum enhancements
- Innovation Centre
- Utilise land and assets for the benefit of residents
- Develop an approach to Community Wealth Building
- New Economic Development Strategy for Redditch

Green, Clean & Safe Redditch

We will support communities in reducing energy bills through exploring affordable green solutions. We will campaign for sustainable and comprehensive public transport and safer walking and cycling routes across the Borough. We will look to encourage green policies across the council and beyond.

We are committed to making Redditch a cleaner and safer place for our residents, whether that is by addressing litter and dog mess or the impact of fly-tipping and antisocial behaviour. We will work with the Police, partners and stakeholders to understand the impact of crime, raise awareness and explore preventative measures. We will make it easier and clearer for people to get rid of their unwanted items, particularly those people who might need assistance.



Key objectives

- Improve street cleanliness of our neighbourhoods and local environment
- Support voluntary groups litter picking in their communities
- Improve recycling rates
- Protect and enhance open spaces
- Enhancing biodiversity
- Work with partners to tackle ASB, Serious Violence, Burglary and Drugs Misuse as part of the statutory Community Safety Partnership
- Increase the amount of renewable energy generated by the Council
- Utilise brown field and industrial sites for development
- Ensure large developments provide better green space and invest in existing open spaces

Key projects

- Develop a programme to reduce fly-tipping
- Review options for disposal of bulky waste
- Develop a campaign to reduce littering and dog fouling in the Borough
- Implement a Neighbourhood Warden scheme
- Implement locally the Worcestershire Drug & Alcohol Strategy 22-27
- Implement food waste collection and improve quality of recycling
- Review future cemetery provision
- Work with the community on climate change
- Warm Homes programme
- Electric vehicle charging points
- Undertake an audit of biodiversity requirements and actions
- Ensure the protection and provision of open spaces through the Local Plan
- Identify land for development through the Local Plan

Community & Housing

We will work with partners across the county to deliver the Worcestershire Housing Strategy 2023-2040 and the Worcestershire Homelessness Strategy. We want to build more Council houses and will work with communities and partners to understand where and what we need, utilising modern and energy efficient building techniques. We will work to improve and upgrade our housing stock

The health and fitness of the borough is vitally important for people to lead independent and fulfilling lives. We will work with partners to help ensure that the health and wellbeing offer within the borough meets the needs of our residents. A positive leisure and cultural offer will provide opportunities for our communities to enjoy being active and involved, as well as having a positive impact on the mental wellbeing of local residents of all ages.

It is incredibly important for us to work with and support the local voluntary and community sector as they play a major role in supporting our communities, particularly in the cost-of-living crisis. We are also very proud of the dedicated volunteers who give their time for others. We are committed to our grants process and will make this focused on our local communities through involvement of elected members on the panel. We will work alongside the partners of the Cultural Compact for North East Worcestershire to deliver the Arts and Culture Strategy for the Borough, encouraging of the people of Redditch to become more creative and developing local creative talent and capacity building support for the local cultural sector.



Key objectives

- Build more Council houses
- Reduce the housing waiting list
- Reduce the number of families in temporary accommodation
- Ensure our housing stock is clean & safe to live in
- Improve time taken for repairs to be completed
- Work with partners to improve health and wellbeing
- Provide high quality play provision
- Promote the establishment of community fitness and mental health groups
- Provide more walking & cycling routes
- Maximise funding available to the sector
- Engagement with the voluntary sector
- Support the development of the local creative and cultural sectors
- Improve the Shopmobility scheme

Key projects

- Specific damp and mould resource
- Implementation of Total Mobile project
- Use stock condition data to create improvement programmes
- Buy back scheme
- Bringing empty houses back into use
- Support community allotments by implementing the Leisure Strategy
- Improvements to play area provision via clarifying prioritisation
- Address the provision of walking and cycling routes through the Local Plan
- Support the work of the Redditch District Collaborative
- Implement a Town Hall Community Hub
- Restore the elected member grant panel
- Develop an internal Bid Writer role
- Review how we support the 3rd sector
- Review Dial-a-Ride charges
- Support Reimagine Redditch
- Deliver the ReNEW Sharing Stories Shaping Futures campaign
- Work with the community to develop an engagement forum



Organisational Priorities

A fresh start for the Council and the Borough will see us continuing to focus on financial stability and transparency, making sure we have adequate funds going forward all while we work to meaningfully involve our residents, communities and businesses in decision making and project design and delivery. We will undertake a full review of council decision-making procedures and increase transparency through the live streaming of council meetings.

KEY ORGANISATIONAL PRIORITIES:

FINANCIAL STABILITY

ORGANISATIONAL STABILITY

COMMUNITY FOCUS

HIGH QUALITY SERVICES

SUPPORTED GOVERNANCE

PRINCIPLES DRIVEN
(4 p's- Purpose; People; Pride; Performance)

Purpose: Aligns all actions and decisions with the council's overarching strategic goals, ensuring every task contributes to the collective vision and priorities, whether at a corporate, departmental, team or personal level. It provides a sense of direction, helping staff understand how their roles directly impact the community and reason for their work.

People: This principle showcases the importance of 'our people' as our greatest asset, valuing and empowering staff, as well as recognising other important people or stakeholders that impact our work, from members to communities and partners. This principle aims to create a thriving working environment, supporting our people and offering wellbeing initiatives, development opportunities, flexibility, policies, and frameworks that ultimately enhance morale, productivity and the happiness of our staff.

Pride: Taking pride in our work and our community is a key building block in maintaining high standards and a sense of achievement for our employees. By celebrating our successes and learning from challenges, pride encourages ownership, passion, and integrity in our day-to-day work life.

Performance: By setting clear goals, measuring outcomes, and striving for excellence, we can drive continuous improvement and ensure that our work leads to tangible benefits for the community. This allows us to recognise our successes, set future objectives and identify areas for growth and improvement.



Purpose



People



Pride



Performance

Whilst each principle has its own meaning, they are designed to work in a unified way to ensure a good culture where our staff are dedicated to delivering outstanding public services.

Local Government Reorganisation and Devolution

Redditch Borough Council is currently part of a two-tier local government structure, delivering services such as refuse collection, council tax, benefits, planning and elections for our residents and communities. Other services, such as highways, education, waste disposal and social care are delivered by Worcestershire County Council.

In the English Devolution White Paper, the Government set out plans to move away from the current two-tier system of district and county councils; local government reorganisation is the process in which the structure and responsibilities of local authorities like Redditch Borough Council and Worcestershire County Council are going to be reconfigured. Devolution refers to the transfer of powers and funding from national to local and regional government. This therefore also includes the creation of strategic authorities, which the Government says should be a number of councils working together, on matters such as transport, local infrastructure, skills, economic development etc covering areas that people recognise and work in.

Redditch Borough Council, along with the other five district Councils and the County Council are working together to prepare proposals for Worcestershire as required by the Government, in order to deliver our ambitions for local government reorganisation and devolution.

As a Council, we continue to take a sensible and practical approach, based always on what is best for the residents and communities of Redditch. The Council are aware of the challenges presented by the

reorganisation process and will take every opportunity to ensure the best structure and organisation going forward in the future.

Redditch Borough Council has recently resolved that the Interim Plan, which identified two options for a unitary structure in Worcestershire (that of a single unitary authority for Worcestershire and two unitary authorities for North Worcestershire and South Worcestershire), be adopted as the Council's interim plan response on local government reorganisation. It was really positive that there was unanimous cross-party support for the recommendations. We will continue to collaborate with other leaders across the county to submit a final proposal by November 2025.

As part of the ongoing work, there will be opportunities for community engagement, seeking the views of residents on the reorganisation process. We want to involve as many people as possible, hearing their views and understanding what is important to them, as these fundamental decisions will change the face of local government within the Borough.

This section of the Council Plan will be updated during the annual review of the document in Spring 2026, to ensure that the most up-to-date information is available. Further information on local government reorganisation and devolution can be found on the Local Government Association website www.local.gov.uk

Engagement, Partnership & Collaborative Working

Communities are at the heart of this plan, so meaningful engagement with our residents, tenants, businesses, community organisations and other stakeholders is vital to make many of our ambitions a reality. This could be through consultation events, surveys or forums; enabling people to have their say in a way that is both accessible and timely will ensure that local voices truly influence the services we provide and support the communities we serve.

For the Borough Council to effectively deliver its Council Plan, there is a need to work in partnership with other agencies across the different sectors. This means, instead of each organisation working separately in isolation, we will proactively support local agencies to come together and address issues in a more cohesive way for the benefit of local residents.

We will make use of all available opportunities for effective partnership working in Redditch, including through the relatively newly established and evolving Redditch District Collaborative.

Redditch District Collaborative (RDC) originated in 2021. The Collaborative builds on the strong and effective working relationships between Redditch GP practices (Kingfisher and Nightingales PCNs), Redditch Borough Council, Worcestershire County Council, and Public Health. The purpose of RDC is to enable and facilitate strong collaborative working that brings about long-term, positive health and wellbeing outcomes for Redditch residents.



Other partnership activities include

- The North Worcestershire Community Safety Partnership deliver a range of community safety initiatives and work with agencies and communities to achieve the Partnership's vision of keeping "North Worcestershire a safer place to live, work and visit"
- **Supporting the Cultural Compact for North East Worcestershire, in order to increase active and creative behaviours and connectivity with open space.**
 - A Culture Compact is a strong and sustained collaboration between strategic place-based partners which support co-design and deliver a vision for culture within a place. The partnership brings together local authorities, business, education providers, cultural and community leaders, driven by a shared ambition for culture and place, to co-design and deliver a vision for culture within North East Worcestershire.

Monitoring, Review & Reporting- our Measures, Projects & Progress

Progress will be monitored quarterly (where the data is available), allowing us to adjust, as needed, to keep the plan on track. Quarterly Monitoring Reports (Performance & Project Monitoring) and an Annual Review of the plan will be considered by the Executive, Overview and Scrutiny and the Corporate Leadership Team, with the updates being available to the public on the website.

In order to ensure we deliver the objectives and projects in this plan, we will develop an Implementation Plan to sit alongside it, helping the organisation to monitor our progress and to understand the difference that has been made within our communities. This plan will identify relevant and meaningful performance measures, projects to be monitored corporately and how annual progress will be reported.



Budget & Resources

Ensuring that we make the best use of our resources, capital and assets is essential in order to balance the books and provide our residents with value for money and confidence in the Council's ability to manage the budget. The priorities detailed within this plan will underpin our medium-term financial planning and financial management expertise informs all of our strategic decision making.

The 2025/6 to 2027/8 Medium Term Financial Plan was approved at Council on the 24th February 2025. That Budget can be summarised as follows:

Year	2025/6 £000	2026/7 £000	2027/8 £000
Updated Totals	-30	435	345

Overall there is a net £30k surplus in 2025/26, rising to a deficit of £435k in 2026/27, before reducing to £345k in 2027/28. This is an overall call on general fund reserves of £750k.

Presently, the General Fund sits at a value of £7.312m (taking account of the Tranche 2 position) at the 31st March 2028. This sum is approximately 15% of gross expenditure which is well above the 5% benchmark quoted by the Government as being a minimum requirement. Earmarked Reserve balances which at the 31st March 2028 sit at a value of £14.868m.

Capital expenditure, including carry forward amounts are £51m of which £23m is Grant Fun

Risk Management

The Council is committed to managing our risks effectively, efficiently, and proportionally, ensuring that risk management is fully embedded across the organisation. Corporate Risks are set out on a quarterly basis to the Audit, Governance and Standards Committee. This Committee has an active "Risk Champion".

Mitigations for the risks identified are set out in Audit Reports as well as departmental risks that link to these Corporate Risks. An Officer Risk Board continues to take place quarterly to embed processes and validate risks on the register, with each department having as representative. The Corporate Management Team are updated on risk management issues in their monthly "assurance" meeting. The Risk Level now stands at Moderate Assurance, as of May 2023.

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025****Quarter 3 Finance and Performance Report 2024/25**

Relevant Portfolio Holder	Councillor Woodall – Portfolio Holder for Finance and Governance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Debra Goodall
Report Authors	Head of Finance and Customer Services Debra.Goodall@bromsgroveandredditch.gov.uk Business Improvement Manager H.Mole@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.	

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

- 1) The current Revenue overspend position of £138k and actions the Council are taking to mitigate this position be noted.**
- 2) The current Capital spending of £4.72m against a budget of £20.5m be noted.**
- 3) The HRA Position is noted.**
- 4) There is an updated procurements position set out in Appendix C, with any new items over £200k to be included on the Executive Committee's Work Programme.**
- 5) The Quarter 3 Performance data for the Period October to December 2024 be noted and that this will change over the year to link into the new administration's priorities.**
- 6) The Council submit a bid for £2.425m to Birmingham City Council for funding allocated to Redditch by the former Greater Birmingham and Solihull Local Enterprise Partnership to support the Digital Manufacturing Innovation Centre.**

The Executive is asked to RECOMMEND that:

- 7) The Balance Sheet Monitoring Position for Quarter 3 is noted – which is the Treasury Monitoring Report and required to be reported to Council.**

Executive

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2. BACKGROUND

2.1 The purpose of this report is to set out the Council's draft Revenue and Capital Outturn position for the third quarter of the financial year October 2024 – December 2024 and associated performance data. This report presents:

- The Council's forecast outturn revenue monitoring position for 2024/25 based on data to the end of Quarter 3.
- The position in respect of balance sheet monitoring as requested by the Audit, Governance and Standards Committee.
- The updated procurement pipeline of Council projects to be delivered over the next 12 months in order to properly plan for the delivery of these projects.
- The organisation's performance against the strategic priorities outlined in the Council Plan Addendum, including operational measures to demonstrate how the council is delivering its services to customers.

3. DETAILED PERFORMANCE

Financial Performance

- 3.1 As part of the monitoring process a detailed review has been undertaken to ensure that issues are considered, and significant savings and cost pressures are addressed. This report sets out, based on the position at the end of Quarter 3, the projected revenue outturn position for the 2024/25 financial year and explains key variances against budget.
- 3.2 The £10.8m full year revenue budget included in the table below is the budget that was approved by Council in April 2024. Formats are in the original format and so do not account for the setting up of the new Regeneration and Property department.

Executive

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Service Description	2024-25 Approved Budget	2024-25 Approved Q3 Budget	Q3 Adjusted Spend	Q3 Budget Variance	Full Year Forecast	Full Year Budget Variance
Business Transformation and Organisational Development	1,781,837	1,336,378	1,441,760	105,382	1,856,453	74,616
Community and Housing GF Services	1,742,562	1,306,921	1,009,408	-297,513	1,858,454	115,892
Corporate Services	-1,996,267	-1,497,200	981,049	2,478,249	-2,295,037	-298,770
Environmental Services	2,701,088	2,025,817	2,813,034	787,217	3,844,342	1,143,254
Financial and Customer Services	2,067,408	1,550,556	-4,663,136	-6,213,692	2,914,686	847,278
Legal, Democratic and Property Services	2,098,369	1,573,776	1,679,193	105,417	2,233,969	135,600
Planning, Regeneration and Leisure Services	1,067,182	800,387	949,043	148,656	1,166,359	99,177
Regulatory Client	562,038	421,529	333,132	-88,397	605,598	43,560
Rubicon Client	777,747	583,310	1,145,995	562,685	777,747	0
Starting Well	0	0	73,377	73,377	0	0
Grand Total	10,801,965	8,101,474	5,762,855	-2,338,619	12,962,571	2,160,606

Service Description	2024-25 Approved Budget	2024-25 Approved Q3 Budget	Q3 Adjusted Spend	Q3 Budget Variance	Full Year Forecast	Full Year Budget Variance
Corporate Financing	-10,801,965	-8,101,474	-7,276,672	824,802	-12,824,004	-2,022,039
Grand Total	-10,801,965	-8,101,474	-7,276,672	824,802	-12,824,004	-2,022,039
TOTALS	0	0	-1,513,817	-1,513,817	138,567	138,567

Budget Variances

- 3.3 The draft position is set out in the above table. As this is expenditure at Q3 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 Q3 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 Overall, the Council is currently forecasting a full year revenue overspend of £138k at Quarter 3. This is mainly due to the additional fleet costs described below. 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 2024/25. This compares to an overspend position of £299k at Q2 (a £161k decrease).

This includes service projections as follows:

Business Transformation £75k overspend

Within Business Transformation, HR is overspending by £191k due to salaries and professional fees, while there are underspends in Corporate Staff Costs of £84k due to vacancies and £32k within Commercialism due to savings on professional fees.

Community and Housing GF Services £116k overspend

Within Community and Housing GF Services there is a projected overspend due to expenditure on CCTV telephone lines £21k, loss on income on Community Transport of

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£27k, additional expenditure in Domestic Abuse of £16k and temporary accommodation £295k offset by salary savings of £243k.

Corporate Services £298k underspend

Within Corporate Services, the main variance is due to savings on pensions £347k as there are a number of staff vacancies. Postage costs have increased by £31k while there is an expected overspend on external audit costs of £18k.

Environmental Services £1,143k overspend

Within Environmental Services there are a number of variances as detailed below:

- Redditch Waste Collection Team is forecast to overspend by £207k due to additional fuel costs of £24k, costs linked to delayed fleet replacement programme £87k, fleet maintenance of £84k and vehicle hire £12k.
- Redditch Place Teams is forecast to overspend by £226k due to an income shortfall of £18k on bulky waste, £51k on fleet maintenance, £21k on General Materials and increased shared service charges of £136k.
- There is a drop in expected income from Bereavement Services and Cremation Fees of £159k, increase in utility expenditure of £97k and professional fees of £50k.
- Shared Service arrangements across a number of departments are forecast to overspend by £404k. This is linked to the delayed fleet replacement programme which is being finalising for the wider ES fleet but has knock on implications in other areas.

Financial and Customer Services £847k overspend

Within Finance and Customer Services, there are overspends in Finance due to agency staff £853k which are offset by salary savings of (£153k) due to issues with recruitment in finance which is a national issue and therefore we have higher agency staff costs as a result of this. There are also overspends on ICT purchases £327k and costs relating to TechOne £76k offset by additional income due to £256k shared services.

Legal and Democratic Services £136k overspend

Legal, Democratic and Property Services are forecast to overspend £136k. While there are some underspends due to staff savings within Learning Online £43k and savings in Property Services of £14k on agency costs, these savings are offset by additional expenditure within Building Management due to agency and shared services £70k, expenditure within Elections of £67k, salary overspends within Building Services of £14k, salary overtime in Council Market £10k and £32k in various smaller overspends.

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Planning, Regeneration & Leisure Services £99k overspend

Within Planning, Regeneration & Leisure Services there are a number of variances in the service due to variances on Planning Application income compared to budget along with various smaller overspends which are under review.

Regulatory Client £44k overspend

Within Regulatory Client, there are overspends in Pest Control £8k and Pollution £13k due to additional professional fees while there are additional costs for WRS amounting to £23k.

Rubicon Client £0k overspend

Within Rubicon Client, while there are overspends of £89k on the Management Fee and £40k on General Fees, these overspends are covered by the Rubicon Reserve of £580k.

Starting Well £0k overspend

Within Starting Well, there are overspends on salaries amounting to £86k which are offset by additional income for room hire at £12k. These additional costs are grant funded.

- 3.5 The above overspends of £2.161m are offset by additional income of £2.022m in Corporate Financing from additional grant income £1.69m together with increased investment interest receivable £248k and lower interest payable £82k.

3.6 Cash Management

Borrowing

- As of the 31st December 2024, there were nil short-term borrowings. The Council has long-term borrowing of £103.9m.

Investments

- On 31st December 2024, the Council has £13.5m short term investments held.

Capital Monitoring

- 3.7 A capital programme of £20.5m was approved in the Budget for 2024/25 in February 2024. This has been fully reviewed as part of the MTFP using actual data as at the end of December 2023. The table below and detail in **Appendix A** set out the Capital Programme schemes that are approved for the MTFP time horizon.
- 3.8 Many of these schemes are already in partial delivery in the 2024/25 financial year. By approving this list, the Council also agreed sums not spent in 2023/24 (and 2022/23 by

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default if schemes originated earlier than 2023/24 as sums have been carried forward through to the 2023/24 MTFS Report) to be carried forward into 2024/25. The table also splits amounts by funding source, Council or third party.

Year	Total Programme	Council Funded	Grant Funded
2024/5	20,507,674	6,089,386	14,418,288
2025/6	5,956,180	2,302,316	3,653,864
2026/7	4,938,263	4,232,399	705,864
2027/8	2,200,918	1,495,054	705,864
2028/9	3,680,154	2,974,290	705,864

- 3.9 Included in this funding the Council also have the following Grant Funded Schemes which are being delivered in 2024/25.
- 3.10 The three Towns Fund schemes – Digital Manufacturing and Innovation Centre (DMIC), Library Public Square, and Public Realm which are funded via £15.2m of Government Funding.
- 3.11 The Library will now not move to the Town Hall to become part of the Town Hall Hub. This was agreed by the Council at meetings on the 29th July following the change in administration. A meeting with DLUHC (now known as MHCLG) experts on the 23rd May 2024 identified that, were the Council minded not to proceed with the current proposals, the following options could be considered:
- Invest the £4.2m in the Digital Manufacturing and Innovation Centre (DMIC) with improved outputs and outcomes.
 - Invest in additional public realm improvements.
 - Assessments of delivery in an alternative building that will give similar outputs to the library site will not be deliverable within required grant funding timescales.
- 3.12 Either option (or mix of options) requires a MHCLG Project Adjustment Request (PAR) form to be completed and for any changes to be agreed. On 30th January 2025 the Towns Deal Board agreed that the funding should be allocated to additional investment in the DMIC and a PAR has now been submitted to MHCLG. MHCLG have agreed an extension to March 2027 to spend the funds.
- 3.13 DMIC – Designs for DMIC are continuing to progress in line with the available budget of £14,862,000. Funding consists of £11,937,000 Town Deal Capital; £400k Town Deal Revenue; £2,425,000 GBS LEP; £100,000 UKSPF. Note that £3,937,000 of Town Deal capital is still subject to approval of the PAR by MHCLG to utilise underspend from the cancelled library project (expected in March 2025). As part of this process, once costs for the DMIC are finalised, an application will be made to Birmingham City Council for funds

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allocated to Redditch by Greater Birmingham & Solihull Local Enterprise Partnership (GBS LEP) for further funding of £2.425m. GBS LEP funds are ringfenced for Redditch but are subject to the development and approval of a full business case. Stage 2 designs are now nearing completion. The construction phase is scheduled to commence in January 2026 with an anticipated 52-week construction programme. The site has already been cleared and is ready for development. Additional enabling works are currently taking place, so that construction can commence promptly following main contractor appointment later in the year.

- 3.14 Public Realm – Redditch Public Realm works are under construction and remain on track to complete in line with original Town Deal timescales (end of March 2026). Total funding to complete these works is £3,363,000 which consists of £3,263,000 Town Deal Capital; £176,000 Section 106; and £224,000 Council Capital. Note that £263,000 Town Deal capital is still subject to approval of Project Adjustment Request (PAR) by MHCLG to utilise underspend from cancelled library project (expected by end of February 2025).

Community Hub

- 3.15 Reports were received by Executive in July and September setting out a new design for the Town Hall Hub which now does not include the Library. The strip out of the building has started in January and is expected to be completed in March. Seddons are expected to complete a design and cost plan by March. Conversations are taking place with prospective new tenants. There will be a write-off of design works that have been expended in relation to the library as this is not able to be capitalised.
- 3.16 The outturn spend at Quarter 3 is £4.715m against a capital budget totalling £20.507m and is detailed in Appendix A. It should be noted that as per the budget decision carry forwards of £8.051m will be rolled forward from 2023/24 into 2024/25 to take account of slippage from 2023/24. UK Shared Prosperity Funding for the year is £1,694,352 (capital and revenue). This must be spent by the 31st March 2025.

Earmarked Reserves

- 3.17 The updated position are set out in **Appendix B**. As part of the 2025/26 MTFP all reserves were thoroughly reviewed for their requirement and additional reserves set up for inflationary pressures such as utility increases. At the 31st December 2024, the Council holds £14.868m of Earmarked Reserves. In the Group Accounts it also holds £0.580m of Rubicon Reserves. The Council holds £7.475m in the General Fund.

Housing Revenue Account

- 3.18 The table below details the financial position for the Housing Revenue Account (HRA) for the period April - December 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.

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		2024/25 Full Year Budget £'000	2024/25 Budget Apr - Dec £'000	2024/25 Actual Apr - Dec £'000	2024/25 Variance Apr - Dec £'000	2024/25 Projected Outturn £'000	2024/25 Projected Variance £'000
INCOME							
Dwelling Rents	DR	-27,443	-21,726	-21,945	-220	-27,395	48
Non-Dwelling Rents	NDR	-613	-485	-475	10	-519	93
Tenants' Charges for Services & Facilities	CSF	-617	-488	-562	-73	-658	-41
Contributions towards Expenditure	CTE	-125	-99	-270	-171	-324	-199
Total Income		-28,798	-22,798	-23,252	-453	-28,896	-98
EXPENDITURE							
Repairs & Maintenance	R&M	6,992	5,244	5,629	385	7,315	324
Supervision & Management	S&M	8,877	6,658	2,744	-3,913	8,855	-22
Rent, Rates, Taxes & Other Charges	RRT	576	432	269	-164	513	-63
Provision for Bad Debts	BDP	576	432	0	-432	425	-151
Depreciation & Impairment of Fixed Assets	DEP	6,487	4,865	0	-4,865	6,487	0
Interest Payable & Debt Management Costs	INT	4,179	3,134	-17	-3,151	4,181	3
Total Expenditure		27,687	20,765	8,626	-12,140	27,777	90
Net cost of Services		-1,111	-2,033	-14,626	-12,593	-1,119	-8
Net Operating Expenditure		-1,111	-2,033	-14,626	-12,593	-1,119	-8
		0					
Interest Receivable	IR	-234	-175	0	175	-234	0
Revenue Contribution to Capital Outlay	RCCC	0	0	0	0	0	0
Planned use of Balances	UB	1,344	1,008	0	-1,008	1,352	8
Transfer to Earmarked Reserves	TER	0	0	0	0	0	0

In HRA Capital:

Project	Project Description	2024/25 Full Year Budget £	2024/25 Budget to Date Apr - Dec £	2024/25 Actuals + Comm Apr - Dec £	2024/25 Variance Apr - Dec £	2024/25 Projected Outturn £	2024/25 Projected Variance £
100050	Housing 1-4-1 Purchases/Build	3,000,000	2,250,000	- 67,406	- 2,317,406	2,000,000	(1,000,000)
100053	Asbestos General	100,000	75,000	125,193	50,193	125,000	25,000
100054	Structural Repairs	75,000	56,250	496,028	439,778	500,000	425,000
100055	Electrical Upgrade	100,000	75,000	243,157	168,157	250,000	150,000
100056	Boiler Replacement	750,000	562,500	535,017	- 27,483	650,000	(100,000)
100059	Disabled Adaptations	500,000	375,000	613,914	238,914	650,000	150,000
100060	Environmental Enhancement	250,000	187,500	29,703	- 157,797	50,000	(200,000)
100061	FRA Works	-	-	26,909	26,909	30,000	30,000
100062	Stock Condition Survey	150,000	112,500	119,712	7,212	125,000	(25,000)
100063	Housing Management System	-	-	253,373	253,373	350,000	350,000
100066	Capitalised Salaries	500,000	375,000	-	- 375,000	640,000	140,000
100067	Door Entry/CCTV	100,000	75,000	130,346	55,346	150,000	50,000
100068	HRA Hard Wire S	300,000	225,000	111,018	- 113,982	110,000	(190,000)
100074	Balcony Replacement	300,000	225,000	395,548	170,548	400,000	100,000

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Project	Project Description	2024/25 Full Year Budget £	2024/25 Budget to Date Apr - Dec £	2024/25 Actuals + Comm Apr - Dec £	2024/25 Variance Apr - Dec £	2024/25 Projected Outturn £	2024/25 Projected Variance £
100083	HRA Compartmentation	500,000	375,000	1,088,963	713,963	1,000,000	500,000
100084	Major Voids Works	500,000	375,000	1,270,495	895,495	1,200,000	700,000
100098	HRA-Energy Efficiency	750,000	562,500	1,477,916	915,416	1,500,000	750,000
100115	HRA Stock Remodelling	100,000	75,000	145,474	70,474	150,000	50,000
100116	HRA Estates Garages	400,000	300,000	-	300,000	-	(400,000)
110001	Internal Refurbishment	2,500,000	1,875,000	2,868,057	993,057	2,700,000	200,000
110003	High Trees Project	400,000	300,000	1,084,405	784,405	700,000	300,000
110004	Disrepair Cases	50,000	37,500	204,270	166,770	200,000	150,000
110005	External Refurbishment	500,000	375,000	568,458	193,458	650,000	150,000
110042	Lift Replacement			90,614		150,000	150,000

Project	Project Description	2024/25 Full Year Budget £	2024/25 Budget to Date Apr - Dec £	2024/25 Actuals + Comm Apr - Dec £	2024/25 Variance Apr - Dec £	2024/25 Projected Outturn £	2024/25 Projected Variance £
		11,825,000	8,868,750	11,811,167	2,851,802	14,280,000	2,455,000

3.19 Across the HRA Capital Investment Programme several issues have arisen that require variances to a number of the budget lines for the following reasons.

Structural Repairs – These occur on a reactive basis and as such budget estimating can be difficult, in the current year we have identified properties that require substantial works to remedy these.

Electrical Upgrades – As part of tackling Damp and Mould in our properties we are now installing humidistat fans in both the kitchen and bathroom in void properties to improve ventilation across our housing stock. Through 2024/25 the next cycle of communal electrical testing is to be undertaken and based on the age profile and condition of installations it is anticipated that there will need to be a replacement of systems.

Disabled Adaptations - The budget allows for the newly arising works which are primarily level access showers and ramps however on a rare occasion the only solution, to provide the facilities, identified by the Occupational Therapist, is to build an extension. In the current year two properties have been identified that need to provide families with the additional space to accommodate the adaptation measures required.

Capitalised Salaries – A review has been undertaken of staffing and the apportionment to capital and revenue costs which has led to this increase.

Door Entry/CCTV - Additional blocks of flats have been identified to undertake upgrades to access systems to improve security for tenants and to protect our assets.

Major Voids – A Major Void is where two or more elements (e.g. a Kitchen and Bathroom) need replacing. Whilst the number of voids is unpredictable, as well as the

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scope of works required, the last two financial years the demands on this budget have resulted in the need to increase this budget.

Energy Efficiency - Through 2023/24 the project, partially funded by Social Housing Decarbonisation Funding (SHDF), was mobilised however there were large underspends which have led to pressures in this financial year to deliver these works to improve the energy efficiency of some of our worst performing properties.

Remodelling – Works have been identified to properties to provide larger family housing with elements of adaptations also included.

High Trees Project – The increase in budget is to accommodate a reprofiling of works to complete the next phase of the project.

Disrepair Cases – We have experienced increased levels of Disrepair Cases over the last two financial years which has now resulted on a pressure to carry out corrective works to affected properties.

External Refurbishment - Additional properties have been identified that require roofing works, replacement doors and windows.

Lift Replacement - Having in 23/24 taken responsibility for the lifts in the Housing Stock, the age profile, 30+ years old, of the lifts together with limited parts availability and reliability issues has led to the need to create a programme of replacement of lifts over this and forthcoming financial years.

Additional Requirements

3.20 None.

Balance Sheet Monitoring Position

3.21 There has been the request from Audit Committee that the Council include Balance Sheet Monitoring as part of this report.

This initial balance sheet reporting is set out as the Q3 Treasury Report which is attached as **Appendix C**. This report sets out the Councils debt and borrowing position for Q3 2024/25. Included in this is how the Council is using its working capital as well as measurement of the Councils Prudential Indicators.

Procurement Pipeline

3.22 The Procurement pipeline is shown in **Appendix D**. The Council's Procurement Pipeline includes details of contracts expected to be repurchased and new procurement projects expected to be undertaken in the future. Those happening in the next 12 months will need to be within the next 12 Months and over £200k will need to be put on the forward Plan. The pipeline will be refreshed quarterly.

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- There are 23 contracts between the old threshold of £50k and the new threshold of £200k.
- There are 10 contracts that are over the key decision threshold of £200k
- There are 10 contracts procured by Bromsgrove on behalf of Redditch. These all relate to ICT.

Performance

3.23 This is the first iteration of the new Corporate Performance Indicators. These are based on work undertaken when formulating the New Corporate Strategy with Executive and also the bottom up Business Planning processes that has been undertaken by budget managers. The new format sets out:

- The measure.
- Performance against that measure.
- A commentary.

The measures are set out in **Appendix E**.

3.24 We are committed to reviewing performance reporting and key measures; as this is part of continuous improvement to ensure accountability, transparency, and effectiveness in delivering services to the community.

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.

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.

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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.

8. APPENDENCES

Appendix A – Capital Outturn
Appendix B – Reserves Position
Appendix C – Treasury Management Q3 Report
Appendix D – Procurement Pipeline
Appendix E – Performance Indicators

AUTHOR OF REPORT

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Appendix A - Capital Outturn

Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	2024/25 Spend £
	Large Schemes						
	Towns Fund						
200053	- Innovation Centre	2,500,000	0	2,500,000	4,000,000	6,500,000	18,166
200054	- Library	2,000,000	611,449	1,388,551	1,700,000	3,088,551	1,788,755
200055	- Public Realm	1,500,000	18,574	1,481,426	1,439,000	2,920,426	0
100102,100 108-12	- Town Hall Redevelopment	1,000,000	596,960	403,040	5,100,000	5,503,040	507,325
	UK Shared Prosperity Fund						
100100	- Remainder (to be allocated)	607,294	0	607,294	1,591,109	2,198,403	344,790
	Other Schemes						
100004	Car Park Maintenance	150,000	34,228	115,772	150,000	265,772	223,198
100007	Disabled Facilities Grant	839,000	796,216	42,784	839,000	881,784	928,245
100008	Energy & Efficiency Installs.	0	10,350	-10,350	55,000	44,650	0

Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	2024/25 Spend £
100009	GF Asbestos	0	0	0	38,000	38,000	0
100010	Grassland Mitigation measures- recreating and monitoring grassland habitats in MS and AVCP	0	0	0	5,864	5,864	0
100011	Hedgerow Mitigation measures by restoration and hedge laying with associated fencing and gates at AVP SHM and AVP North	0	0	0	21,500	21,500	0
100012	HMO Grants	25,000	13,500	11,500	25,000	36,500	0
100013	Home Repairs Assistance	40,000	0	40,000	40,000	80,000	0
100018	Improvement to original Pump Track at AVCP	0	86,092	-86,092	60,606	-25,486	4,242
100020	Morgan Stanley Park Infrastructure - Pitch Improvement	0	0	0	25,000	25,000	0
100026	Morgan Stanley Park Infrastructure - General Improvements	0	0	0	8,000	8,000	6,500
100032	Public Building	250,000	224,097	25,903	250,000	275,903	124,205
100035	Fleet Replacement new line	843,000	16,750	826,250	2,663,000	3,489,250	193,652

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Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	2024/25 Spend £
100037	Removal of 5 weirs through Arrow Valley Park	414,000	0	414,000	0	414,000	0
110012	Play Area improvements at Birchfield Road,/Headless Cross Rec Ground. 17/00737/FUL	0	0	0	7,575	7,575	0
100040	Sports Contributions to support improvements to Outdoor facilities at Terry Field	0	0	0	3,000	3,000	0
100042	Lifeline Improvements	0	0	0	120,000	120,000	0
100043	Wheelie Bin purchase	100,000	42,079	57,921	100,000	157,921	54,460
100088	Holly Trees Children Centre Improvements	0	0	0	6,000	6,000	0
100097	Arrow Valley Country Park Access Road	0	0	0	26,634	26,634	35,708
100112	Fire compartmentation works in Corporate buildings	100,000	28,248	71,752	0	71,752	0
100119	Play Areas - Surface Replacement	0	0	0	10,000	10,000	99,994
100121	AVCP - Car Park Extension 25 Spaces	0	0	0	95,000	95,000	110,745
100135	Arrow Valley Visitor Centre Improvements	0	0	0	350,000	350,000	141,701

Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	2024/25 Spend £
100137	Final Play Area Changes	0	0	0	263,386	263,386	0
100139	Movement of ICT Cyber Capital Works Forward	-125,000	0	-125,000	-50,000	-175,000	0
100140	Cyber Security Updates	0	0	0	25,000	25,000	0
100141	Morgan Stanley Park - Footpaths	0	0	0	16,500	16,500	0
100142	Hedge and Shrub Removal	0	0	0	40,000	40,000	0
100143	Fleet Costs	0	0	0	585,000	585,000	0
100144	PRS Housing ICT System	0	0	0	30,000	30,000	0
100146	Play Area Changes - Pre Audit	227,000	0	227,000	155,000	382,000	0
100147	AVCP - Parking Bays near Visitor Centre	0	0	0	12,000	12,000	0
100148	Increased Building Maintenance Costs	0	0	0	150,000	150,000	0
110007	Forge Mill and Bordelsey Open Space Improvements	0	0	0	3,000	3,000	0
110009	Greenlands Sports Pitches MUGA	0	0	0	21,000	21,000	0

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	2024/25 Spend £
110019	Server Replacement Est(Exact known Q2 2022)	2,000	93,201	-91,201	177,500	86,299	0
110020	Laptop Refresh	25,000	11,542	13,458	150,000	163,458	20,263
110021	Ipsley Church Lane Cemetary	125,000	2,037	122,963	125,000	247,963	2,000
110036	Footpaths	75,000	66,444	8,556	75,000	83,556	111,292
	Total	10,702,757	2,684,267	8,050,990	20,507,674	28,558,663	4,715,241

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Appendix B - Earmarked Reserves

	Balance	rior Yr B	Transfers	Transfers	Balance	Transfers	Transfers	Balance	Transfers	Transfers	Balance	Transfers	Transfers	Balance
	31-Mar-24	Changes	In	Out	31-Mar-25	2025/26	2025/26	31-Mar-26	2026/27	2026/27	31-Mar-27	2027/28	2027/28	31-Mar-28
	£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
General Fund Balances	7,221	1,140		(136)	8,225	30		8,255		(435)	7,820		(345)	7,475
General Fund:														
Business Rates Retention Scheme	4,560	0	0	0	4,560	0	0	4,560	0	0	4,560	0	0	4,560
Community Development	74	0	0	0	74	0	0	74	0	0	74	0	0	74
Community Safety	211	0	0	0	211	0	0	211	0	0	211	0	0	211
Corporate Services	2,594	(550)	0	0	2,044	0	(880)	1,164	0	0	1,164	0	0	1,164
Customer Services	183	0	0	0	183	0	0	183	0	0	183	0	0	183
Economic Growth	718	0	0	0	718	0	0	718	0	0	718	0	0	718
Electoral Services	63	0	0	0	63	0	0	63	0	0	63	0	0	63
Environmental Vehicles	29	0	0	0	29	0	0	29	0	0	29	0	0	29
Equipment replacement	25	0	0	0	25	0	0	25	0	0	25	0	0	25
Financial Services	149	(149)	0	0	(1)	0	0	(1)	0	0	(1)	0	0	(1)
Human Resources Backlog		75	0	0	75	0	0	75	0	0	75	0	0	75
ICT Backlog		74	0	0	74	0	0	74	0	0	74	0	0	74
General Risk reserve	45	0	0	0	45	0	0	45	0	0	45	0	0	45
Housing Benefit Implementation	270	0	0	0	270	0	0	270	0	0	270	0	0	270
Housing Support	1,535	0	0	0	1,535	0	0	1,535	0	0	1,535	0	0	1,535
Land Drainage	129	0	0	0	129	0	0	129	0	0	129	0	0	129
Planning Services	692	0	0	0	692	0	0	692	0	0	692	0	0	692
Sports Development	(18)	0	0	0	(18)	0	0	(18)	0	0	(18)	0	0	(18)
Town Centre	7	0	0	0	7	0	0	7	0	0	7	0	0	7
Warmer Homes	16	0	0	0	16	0	0	16	0	0	16	0	0	16
Transformational Growth	123	0	0	0	123	0	0	123	0	0	123	0	0	123
Pensions	201	0	0	0	201	0	0	201	0	0	201	0	0	201
Regeneration Income	602	0	0	0	602	0	(300)	302	0	0	302	0	0	302
Restart Grants	2,900	0	0	0	2,900	0	0	2,900	0	0	2,900	0	0	2,900
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DMIC Start Up					0	600	0	600	0	(300)	300	0	(300)	0
Ward Budgets	0	0	0	0	0	180	(60)	120	0	(60)	60	0	(60)	0
Property Services Review					0	100	(100)	0			0			0
EPR Funding Allocationb					0	814	(100)	714		(356)	358		(356)	2
Covid-19 (General)	2,006	(590)	0	0	1,416	0	0	1,416	0	0	1,416	0	0	1,416
Covid-19 (Collection Fund)	55		0	0	55	0	0	55	0	0	55	0	0	55
TOTALS	17,186	(1,140)	0	0	16,046	1,694	(1,440)	16,300	0	(716)	15,584	0	(716)	14,868

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Appendix C - Treasury Management

Q3 Treasury Management Strategy Report 2024/25

1. SUMMARY

The purpose of this report is to set out a third quarterly update on the Council's Capital and Treasury Management Strategies, including all prudential indicators.

2. RECOMMENDATIONS

Executive is asked to:

- **Note the Council's Treasury performance for Q3 of the financial year 24/25.**
- **Note the position in relation to the Council's Prudential indicators.**

3. BACKGROUND

Introduction

- 3.1 The Authority has adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve, as a minimum, treasury management semi-annual and annual outturn reports.
- 3.2 This half yearly report provides an additional update and includes the requirement in the 2021 Code of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are incorporated in the Authority's normal quarterly revenue report.

External Context

- 3.3 **Economic background:** The Chancellor of the Exchequer delivered her Autumn Budget at the end of October. Based on the plans announced, the Office for Budget Responsibility reported they would provide a short-term boost to GDP growth before weakening it further out and push inflation higher over the medium-term. This change to the economic and inflation outlook caused financial markets to readjust expectations of Bank of England (BoE) Bank Rate and gilt yields higher. The council's treasury management advisor, Arlingclose, also revised its interest rate forecast upwards in November, with Bank Rate expected to eventually fall to 3.75%.
- 3.4 UK annual Consumer Price Index (CPI) inflation remained above the Bank of England (BoE) 2% target in the later part of the period. The Office for National Statistics (ONS) reported headline consumer prices rose 2.6% in November 2024, up from 2.3% in the previous month and in line with expectations. Core CPI also rose, but by more than

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expected, and remained elevated at 3.6% in November against a forecast of 3.5% and compared to 3.3% in the previous month.

- 3.5 UK economy GDP registered no growth (0.0%) between July and September 2024 and 0.4% between April and June 2024, a further downward revision from the 0.5% rate previously reported by the ONS. Of the monthly GDP figures, the economy was estimated to have contracted by 0.1% in October, following the same size decline in September.
- 3.6 The labour market continued to loosen, but the ONS data still require treating with some caution. Recent figures reported the unemployment rate rose to 4.3% (3mth/year) in the three months to October 2024 and economic inactivity fell to 21.7%. The ONS reported pay growth over the same three-month period at 5.2% for both regular earnings (excluding bonuses) and for total earnings.
- 3.7 The BoE's Monetary Policy Committee (MPC) held Bank Rate at 4.75% at its December 2024 meeting, having reduced it to that level in November and following a previous 25bp cut from the 5.25% peak at the August MPC meeting (5-4 vote to cut). At the December meeting, six Committee members voted to maintain Bank Rate at 4.75% while three members preferred to reduce it to 4.50%. The meeting minutes suggested a reasonably dovish tilt to rates with the outlook for economic growth a concern among policymakers as the Bank downgraded its Q4 GDP forecast from 0.3% to 0.0%.
- 3.8 The November Monetary Policy Report (MPR) showed the BoE expected GDP growth to pick up to around 1.75% (four-quarter GDP) in the early period of the forecast horizon before falling back. The impact from the government's Autumn Budget pushed GDP higher in 2025 than was expected in the August MPR, before becoming weaker. The outlook for CPI inflation showed it rising above the MPC's 2% target from 2024 into 2025 and reaching around 2.75% by the middle of calendar 2025. Over the medium-term, once the near-term pressures eased, inflation was expected to stabilise around the 2% target. The unemployment rate was expected to increase modestly, rising to around 4.5%, the assumed medium-term equilibrium unemployment rate, by the end of the forecast horizon.
- 3.9 Arlingclose, the authority's treasury adviser, maintained its central view that Bank Rate would continue to fall from the 5.25% peak. From the first cut in August 2024, followed by the next in November which took Bank Rate to 4.75%, February 2025 is deemed the likely month for the next reduction, with other cuts following steadily in line with MPR months to take Bank Rate down to around 3.75% by the end of 2025.
- 3.10 The US Federal Reserve continued cutting interest rates during the period, reducing the Fed Funds Rate by 0.25% at its December 2024 monetary policy meeting to a range of 4.25%-4.50%, marking the third consecutive reduction. Further interest rate cuts are expected into 2025, but uncertainties around the potential inflationary impact of President-

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elect Trump's policies may muddy the waters in terms of the pace and magnitude of further rate reductions. Moreover, the US economy continues to expand at a decent pace, suggesting that monetary policy may need to remain more restrictive in the coming months than had previously been anticipated.

- 3.11 The European Central Bank (ECB) also continued its rate cutting cycle, reducing its three key policy rates by 0.25% in December. Euro zone inflation rose above the ECB 2% target in November 2024, hitting 2.2% as was widely expected and a further increase from 2% in the previous month. Inflation is expected to rise further in the short term, but then fall back towards the 2% target during 2025, with the ECB remaining committed to maintaining rates at levels consistent with bringing inflation to target, but without suggesting a specific path.
- 3.12 **Financial markets:** Financial market sentiment was generally positive over the period, but economic, financial and geopolitical issues meant the ongoing trend of bond yield volatility very much remained. In the last few months of the period, there was a general rising trend in yields due to upwardly revised interest rate and inflation expectations, causing gilt yields to end the period at substantially higher levels to where they began.
- 3.13 Over the period, the 10-year UK benchmark gilt yield started at 3.94% and ended at a high of 4.57%, having reached a low of 3.76% in mid-September. While the 20-year gilt started at 4.40%, ended at a high of at 5.08% and hit a low of 4.27% in mid-September. The Sterling Overnight Rate (SONIA) averaged 5.01% over the period to 31st December.
- 3.14 **Credit review:** In October, Arlingclose revised its advised recommended maximum unsecured duration limit on most banks on its counterparty list to six months. Duration advice for the remaining five institutions, including the newly added Lloyds Bank Corporate Markets, was kept to a maximum of 100 days.
- 3.15 Fitch revised the outlooks on Royal Bank of Scotland, NatWest Markets PLC, and National Westminster Bank to positive from stable, while affirming their long-term ratings at A+.
- 3.16 Moody's upgraded the ratings on National Bank of Canada to Aa2 from Aa3, having previously had the entity on Rating Watch for a possible upgrade. Moody's also upgraded the ratings on The Co-operative Bank to A3 (from Baa3) and downgraded the ratings on Coventry Building Society to A3 (from A2) and Canada's Toronto-Dominion Bank to Aa2 (from Aa1).
- 3.17 S&P also downgraded Toronto-Dominion Bank, to A+ from AA-, but kept the outlook at stable

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- 3.18 Credit default swap prices were generally lower at the end of the period compared to the beginning for the vast majority of the names on UK and non-UK lists. Price volatility over the period also remained generally more muted compared to previous periods.
- 3.19 Financial market volatility is expected to remain a feature, at least in the near term and, credit default swap levels will be monitored for signs of ongoing credit stress. As ever, the institutions and durations on the Authority's counterparty list recommended by Arlingclose remain under constant review.

Local Context

- 3.20 On 31st March 2024, the Authority had net borrowing of £10.4m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while balance sheet resources are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.24 Actual £m	31.3.25 Forecast £m
General Fund CFR	6.7	10.9
Council Housing (HRA) CFR	103.9	103.9
Total CFR	110.6	114.8
External borrowing**	103.9	103.9
Internal borrowing	32.3	19.8
Less: Balance sheet resources	-21.9	-21.9
Net borrowing	10.4	-2.1

* Finance leases, PFI liabilities and transferred debt that form part of the Authority's total debt

** shows only loans to which the Authority is committed and excludes optional refinancing

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- 3.21 The treasury management position at 31st of December and the change over the first nine months of 24/25 is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.24	Movement	31.12.24	31.12.24
	Balance £m	£m	Balance £m	Rate %
Long-term borrowing	103.93	0	103.93	3.59
Short-term borrowing	0	0	0	
Total borrowing	103.93	0	103.93	
Short-term investments	9.0	4.5	13.5	4.94
Cash and cash equivalents				
Total investments	9.0		13.5	
Net borrowing	94.93	4.5	90.43	

Borrowing Strategy and Activity

- 3.22 As outlined in the treasury strategy, the Authority's chief objective when borrowing has been to strike an appropriately risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. The Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. At the present time short term interest rates are higher than long term interest rates.
- 3.23 After substantial rises in interest rates since 2021 many central banks have now begun to reduce their policy rates, albeit slowly. Gilt yields were volatile but have increased overall during the period. Much of the increase has been in response to market concerns that policies introduced by the Labour government will be inflationary and lead to higher levels of government borrowing. The election of Donald Trump in the US in November is also expected to lead to inflationary trade policies.

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- 3.24 The PWLB certainty rate for 10-year maturity loans was 4.80% at the beginning of the period and 5.40% at the end. The lowest available 10-year maturity rate was 4.52% and the highest was 5.44%. Rates for 20-year maturity loans ranged from 5.01% to 5.87% during the period, and 50-year maturity loans from 4.88% to 5.69%.
- 3.25 Whilst the cost of short-term borrowing from other local authorities spiked to around 7% in late March 2024, primarily due a dearth of LA-LA lending/borrowing activity during that month, as expected shorter-term rates reverted to a more market-consistent range and were generally around 5.00% - 5.5%. Rising rates were seen towards the end of the period in the LA-LA market.
- 3.26 CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes. The Authority has no new plans to borrow to invest primarily for financial return.
- 3.27 **Loans Portfolio:** At 31st December the Authority held no loans.

Table 3: Borrowing Position

	31.3.24 Balance £m	Net Movement £m	31.12.24 Balance £m
Public Works Loan Board	98.929	0	98.929
Banks (LOBO)			
Banks (fixed term)	5	0	5
Local authorities (long-term)			
Local authorities (short-term)	0	0	0
Total borrowing	103.929	0	103.929

Treasury Investment Activity

- 3.28 CIPFA revised TM Code defines treasury management investments as those which arise from the Authority's cash flows or treasury risk management activity that ultimately represents balances which need to be invested until the cash is required for use in the course of business.

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- 3.29 The Authority does not hold any invested funds, representing income received in advance of expenditure plus balances and reserves held. During the period, the Authority's investment balances ranged between £1.0 and £16.5 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

	31.3.24	Net	31.12.24	31.12.24	31.12.24
	Balance	Movement	Balance	Income Return	Weighted Average Maturity
	£m	£m	£m	%	days
Banks & building societies (unsecured)					
Banks & building societies (secured deposits)					
Covered bonds (secured)					
Government	0	10.0	10.0	4.94%	
Local authorities and other govt entities	7.5	-7.5	0		
Corporate bonds and loans					
Money Market Funds	1.5	2.0	3.5		
Total investments	9.0	4.5	13.5		

- 3.30 Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
- 3.31 As demonstrated by the liability benchmark in this report, the Authority expects to be a long-term investor and treasury investments therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.
- 3.32 Bank Rate reduced from 5.25% to 5.00% in August 2024 and again to 4.75% in November 2024 with short term interest rates largely being around these levels. The rates on DMADF

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deposits and money market rates ranged between 4.94% and 4.70%

Non-Treasury Investments

- 3.33 The definition of investments in the Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments (i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).
- 3.34 Investment Guidance issued by the Department for Levelling Up Housing and Communities (DLUHC) and Welsh Government also includes within the definition of investments all such assets held partially or wholly for financial return.

Treasury Performance

- 3.35 The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 5 below.

Table 5: Performance

	Actual	Budget	Over/	Actual	Benchmark	Over/
	£m	£m	under	%	%	under
Total borrowing	103.929	175	71.07			
PFI and Finance leases	0	1.5	1.5			
Total debt	103.929	176.5	72.57			
Total treasury investments	13.5	20	6.5			

MRP Regulations

- 3.36 On 10th April 2024 amended legislation and revised statutory guidance were published on Minimum Revenue Provision (MRP). The majority of the changes take effect from the 2025/26 financial year, although there is a requirement that for capital loans given on or after 7th May 2024 sufficient MRP must be charged so that the outstanding Capital Financing Requirement (CFR) in respect of the loan is no higher than the principal outstanding less the Expected Credit Loss (ECL) charge for that loan.
- 3.37 The regulations also require that local authorities cannot exclude any amount of their CFR from their MRP calculation unless by an exception set out in law. Capital receipts cannot be used to directly replace, in whole or part, the prudent charge to revenue for MRP (there are specific exceptions for capital loans and leased assets).

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Compliance

- 3.38 The Director of Resources and Section 151 officer reports that all treasury management activities undertaken during the period complied fully with the principles in the Treasury Management Code and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 6 below.

Table 6: Investment Limits

	2024/25 Maximum	30.9.24 Actual	2024/25 Limit	Complied? Yes/No
Any single organisation, except the UK Government	£4m each			
UK Central Government	Unlimited	£10.0m	Unlimited	Yes
Unsecured investments with banks and building societies	£2.5m in total			
Loans to unrated corporates	£1m in total			
Money Market Funds	£20m in total	£3.5m	£20m	Yes
Foreign countries	£5m per country			
Real Estate Investment Trusts	£2.5m in total			

- 3.39 Compliance with the Authorised Limit and Operational Boundary for external debt is demonstrated in table 7 below.

Table 7: Debt and the Authorised Limit and Operational Boundary

	2024/25 Maximum	31.12.2024 Actual	2024/25 Operational Boundary	2024/25 Authorised Limit	Complied? Yes/No
Borrowing	175	103.93	175.0	185.0	Yes
PFI and Finance Leases	1.5	-	1.5	1.5	Yes
Total debt	176.5	103.93	176.5	186.5	

- 3.40 Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure

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Treasury Management Prudential Indicators

- 3.41 As required by the 2021 CIPFA Treasury Management Code, the Authority monitors and measures the following treasury management prudential indicators.

Liability Benchmark

- 3.42 This indicator compares the Authority's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £2m required to manage day-to-day cash flow.

	31.3.24	31.3.25	31.3.26	31.3.27
	Actual	Forecast	Forecast	Forecast
Loans CFR	144.67	151.6	153.79	157.7
Less: Balance sheet resources	-23.9	-23.9	-22.9	-22.9
Net loans requirement	120.77	127.7	130.89	134.8
Plus: Liquidity allowance	0.2	0.2	0.2	0.2
Liability benchmark	120.97	127.90	131.09	135.00
Existing borrowing	103.93	113.22	116.87	117.58

- 3.43 Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £0m, minimum revenue provision on new capital expenditure based on a 40-year asset life and income, expenditure and reserves all increasing by inflation of 2% p.a. This is shown in the chart below together with the maturity profile of the Authority's existing borrowing.

Maturity Structure of Borrowing

- 3.44 This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

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	Upper Limit	Lower Limit	31.12.24 Actual	Complied?
Under 12 months	50%	0%	0%	Yes
12 months and within 24 months	50%	0%	0%	Yes
24 months and within 5 years	50%	0%	0%	Yes
5 years and within 10 years	50%	0%	0%	Yes
10 years and above	100%	0%	0%	Yes

- 3.45 Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Long-term Treasury Management Investments

- 3.46 The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2024/25	2025/26	2026/27	No fixed date
Limit on principal invested beyond year end	£1.5m	£1.0m	£0.5m	£0.5m
Actual principal invested beyond year end	Nil	Nil	Nil	Nil
Complied?	Yes	Yes	Yes	Yes

- 3.47 Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

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Additional indicators

Security:

- 3.48 The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	2024/25 Target	31.12.24 Actual	Complied?
Portfolio average credit rating	A	UK Govt	Yes

Liquidity:

- 3.49 The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	31.12.24 Actual	2024/25 Target	Complied?
Total cash available within 3 months	£10.0m	Nil	Yes
Total sum borrowed in past 3 months without prior notice	Nil	Nil	Yes

Interest Rate Exposures:

- 3.50 This indicator is set to control the Authority's exposure to interest rate risk.

Interest rate risk indicator	2024/25 Target	31.12.31 Actual	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	500,000	0	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	500,000	0	Yes

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- 3.51 For context, the changes in interest rates during the quarter were:

	<u>31/3/24</u>	<u>31/12/24</u>
Bank Rate	5.25%	4.75%
1-year PWLB certainty rate, maturity loans	5.36%	5.19%
5-year PWLB certainty rate, maturity loans	4.68%	5.10%
10-year PWLB certainty rate, maturity loans	4.74%	5.40%
20-year PWLB certainty rate, maturity loans	5.18%	5.84%
50-year PWLB certainty rate, maturity loans	5.01%	5.66%

- 3.52 The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at new market rates.

4. IMPLICATIONS

Legal Implications

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

Service / Operational Implications

- 4.2 Monitoring is undertaken to ensure that income targets are achieved, with Treasury Management activities taking place on a daily basis.

Customer / Equalities and Diversity Implications

- 4.3 The only impact of treasury transactions is in respect of ethical investment linked to the Councils investment counterparties. Presently the Council has a limited counterparty list based on financial risk to the Authority.

5. RISK MANAGEMENT

- 5.1 There is always significant risk in relation to treasury transactions, this is why Councils appoint Treasury advisors, which in the case of Redditch is Arlingclose. In addition, there is the requirement in this area to provide an Annual Strategy report containing indicators/limits that must be met, a quarterly update and closure report all of which must be reported to full Council.

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6. APPENDICES

None

7. BACKGROUND PAPERS

MTFP 2024/25 – February 2024 which contains this years Capital Strategy, Treasury Management Strategy and MRP Policy.

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Appendix D - Procurement Pipeline

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Council	Contract Title	Department	
	Redditch Contracts over £200k		
Redditch	Audio visual system	Environmental Services	
Redditch	DMIC Build	Regeneration	
Redditch	Retrofit WAVE 3 Contractor	Housing Property Services	Awaiting legislation updates
Redditch	Fleet Replacement	Environmental Services	
Redditch	Fleet replacement	Housing Property Services	
Redditch	Civil Engineering Works	Housing Property Services	
Redditch	Remodel - Auxerre House	Housing Property Services	
Redditch	Void Contract	Housing Property Services	
Redditch	Asbestos Management, re-inspections and removals	Housing Property Services	
Redditch	Retrofit WAVE 3 Co-ordinator	Housing Property Services	
Redditch	Retrofit WAVE 3 Retrofit Assessor and Designer	Housing Property Services	Awaiting legislation updates
Redditch	Consultancy Support	Housing Property Services	
Redditch	Communal Boiler Replacement	Housing Property Services	
Redditch	Refurbishment of The Anchorage	Housing Property Services	
Redditch	Roofing Repairs and Replacement	Housing Property Services	
Redditch	Microsoft Licenses	ICT	
Redditch	Fire Alarm and Emergency Lighting Servicing, Installation, Repairs and Maintenance	Housing Property Services	
Redditch	Lift Installation and Refurbishment	Housing Property Services	
Redditch	Water Pipe Replacement	Housing Property Services	
Redditch	Underpinning	Housing Capital	
Redditch	Vehicle Hire	Environmental - Fleet	
Redditch	Damp Investigation and Treatment	Housing Property Services	
Redditch	Energy Consultancy Support	Housing Property Services	Awaiting legislation updates
	Redditch Contracts between £50,000 and £200,000		
Redditch	Banners Ln & Lodge Pool Dr play area refurbishments	Parks / Leisure	
Redditch	Throckmorton Rd & Greenlands PL Field play upgrades	Parks / Leisure	
Redditch	Remodel of Caretakers Lodge	Housing Property Services	
Redditch	New Cemetery	Environmental Services	
Redditch	Extension Rebuild - 11 Prospect Road	Housing Property Services	
Redditch	Gutter and window cleaning	Housing Property Services	
Redditch	Multi Use Games Area for MS Park	Parks / Leisure	
Redditch	A&A Extension - 13 Drayton Close	Housing Property Services	
Redditch	A&A Extension - 31 Eckington Close	Housing Property Services	
Redditch	Payment Processing	Finance	
	Contracts Purchased on Behalf of Redditch		
Joint	Civil Engineering works	Engineering and Design	
Joint	Corporate Building Electrical contract	Property Services	
Joint	Enforcement Services	Finance and Customer Services	
Bromsgrove	Mobile Veterinary Services	WRS	
Bromsgrove	Parking Maintenance and Improvements	Engineering & Design	
Bromsgrove	Microsoft Licenses	ICT	
Bromsgrove	PROVIDE Kennelling of Dogs	WRS	
Bromsgrove	Pest Control	WRS	
Bromsgrove	Air Quality Analysers	WRS	
Bromsgrove	Data Access Services	ICT	

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Appendix E

REDDITCH Strategic & Operational Performance Measures

Quarter 3, 2024/25

1. Introduction

We are committed to reviewing performance reporting and key measures; as this is part of continuous improvement to ensure accountability, transparency, and effectiveness in delivering services to the community.

By assessing performance and utilising benchmarking where appropriate, we can identify areas of improvement, make informed decisions, allocate resources efficiently, and ultimately enhance service delivery to meet the evolving needs of our constituents, therefore how we measure performance is essential.

The Council Plan currently under development will identify priorities and key measures, and these will be the foundation for the performance reporting going forward.

2. Strategic Priorities and Performance Measures

The performance measures shown in the next section were refined as part of the Service Business Planning Framework; the report will be restructured around the new Council Plan when adopted.

Measure:	% of building control applications determined within 5 weeks
Performance	Q3- 100%
Comment:	100% performance for Q3 against a target of 85%.
Measure:	% of media enquiries responded to within agreed timescales
Performance:	100%
Comment:	The team has a media mailbox feature on Outlook which means that all enquiries from the media come to all officers. The query is then allocated by the manager if not picked up by member of the team who would alert colleagues in the Teams chat that it is in hand. Once completed, if

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	necessary the comment is shared with the team, again in the Teams chat in case a similar query is made. This ensures all media queries are dealt with. We further bolster with by regularly reminding media contacts to use the media mailbox address, so queries are not sent to individuals increasing the potential to be missed due to leave, meetings or a busy work schedule.
Measure:	No. of crimes recorded (excl. ASB)
Performance:	<div><div>Total by Month: Last 12 Months v Prior Years</div><div>Click a month to filter the table to the right. Click again to reset.</div><div><div><div>● Month Total</div><div>● 1 Year Prior</div><div>● 2 Years Prior</div></div><div>All Crime Types</div><div><div>700</div><div>600</div><div>500</div><div>400</div></div><div><div>Avg.</div></div><div><div>Jan-24</div><div>Feb-24</div><div>Mar-24</div><div>Apr-24</div><div>May-24</div><div>Jun-24</div><div>Jul-24</div><div>Aug-24</div><div>Sep-24</div><div>Oct-24</div><div>Nov-24</div><div>Dec-24</div></div><div><div>475</div><div>426</div><div>550</div><div>553</div><div>580</div><div>541</div><div>527</div><div>561</div><div>535</div><div>583</div><div>567</div><div>503</div></div></div></div>
Comment:	Across North Worcestershire (NW) there has been a 5% (n=218) decrease in offences during Q3 2024/25 compared to the previous quarter. There was also a 9% decrease (n=440) compared to the same quarter in the previous year. The offence categories that showed an increase when compared to the same quarter of the previous year were Vehicle offences (16%, n=53), Theft from the person (18%, n=4), Robbery – business (200%, n=4). The NW district with the largest decrease in offences compared to the previous quarter is Redditch (9%, n=134). The Ward area with the largest volume of offences is Abbey (n=274) and this is a 1% increase in offences when compared to the same quarter of the previous year. The highest volume offences in the Abbey area were Violence without injury (n=83), Shoplifting (n=39), and Violence with injury (n=33). The streets with the largest volume offences

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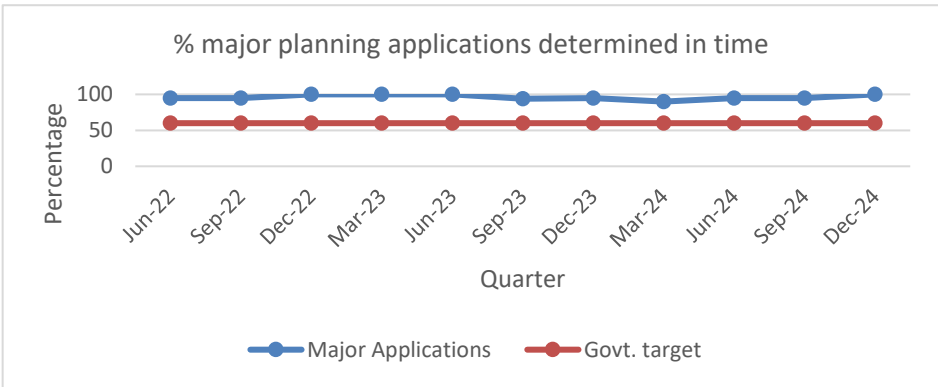
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	are all located in the Town Centre - Unicorn Hill (n=35), Market Place (n=23), and Kingfisher Walk (n=23).																																																																												
Measure:	% of voluntary community grants funding available being awarded																																																																												
Performance:	100% (new measure)																																																																												
Comment:	<p>A total of £106,068 was awarded last year in grants:</p> <p>£94,392 in the 13 larger grants</p> <p>£9676 in the 5 smaller grants</p>																																																																												
Measure:	% complaints answered within agreed timescales																																																																												
Performance:	<div><p>% Responses in 10 Wrkg. Days by Date Received to 26/02/2025 All Services</p><p>● % Response in 10 w/d ● 1 Yr Prior ● 2 Yrs Prior</p><table><thead><tr><th>Date</th><th>% Response in 10 w/d</th><th>1 Yr Prior</th><th>2 Yrs Prior</th></tr></thead><tbody><tr><td>Jul-23</td><td>88.9%</td><td>75.9%</td><td>75.9%</td></tr><tr><td>Aug-23</td><td>88.9%</td><td>52.4%</td><td>52.4%</td></tr><tr><td>Sep-23</td><td>52.4%</td><td>52.4%</td><td>52.4%</td></tr><tr><td>Oct-23</td><td>70.6%</td><td>60.0%</td><td>60.0%</td></tr><tr><td>Nov-23</td><td>60.0%</td><td>60.0%</td><td>60.0%</td></tr><tr><td>Dec-23</td><td>60.0%</td><td>54.5%</td><td>54.5%</td></tr><tr><td>Jan-24</td><td>65.4%</td><td>55.0%</td><td>55.0%</td></tr><tr><td>Feb-24</td><td>55.0%</td><td>55.0%</td><td>55.0%</td></tr><tr><td>Mar-24</td><td>78.9%</td><td>46.7%</td><td>46.7%</td></tr><tr><td>Apr-24</td><td>43.5%</td><td>43.5%</td><td>43.5%</td></tr><tr><td>May-24</td><td>31.6%</td><td>31.6%</td><td>31.6%</td></tr><tr><td>Jun-24</td><td>31.6%</td><td>31.6%</td><td>31.6%</td></tr><tr><td>Jul-24</td><td>63.2%</td><td>63.2%</td><td>63.2%</td></tr><tr><td>Aug-24</td><td>60.9%</td><td>60.9%</td><td>60.9%</td></tr><tr><td>Sep-24</td><td>36.4%</td><td>36.4%</td><td>36.4%</td></tr><tr><td>Oct-24</td><td>63.6%</td><td>63.6%</td><td>63.6%</td></tr><tr><td>Nov-24</td><td>62.5%</td><td>62.5%</td><td>62.5%</td></tr><tr><td>Dec-24</td><td>78.6%</td><td>62.5%</td><td>62.5%</td></tr></tbody></table></div>	Date	% Response in 10 w/d	1 Yr Prior	2 Yrs Prior	Jul-23	88.9%	75.9%	75.9%	Aug-23	88.9%	52.4%	52.4%	Sep-23	52.4%	52.4%	52.4%	Oct-23	70.6%	60.0%	60.0%	Nov-23	60.0%	60.0%	60.0%	Dec-23	60.0%	54.5%	54.5%	Jan-24	65.4%	55.0%	55.0%	Feb-24	55.0%	55.0%	55.0%	Mar-24	78.9%	46.7%	46.7%	Apr-24	43.5%	43.5%	43.5%	May-24	31.6%	31.6%	31.6%	Jun-24	31.6%	31.6%	31.6%	Jul-24	63.2%	63.2%	63.2%	Aug-24	60.9%	60.9%	60.9%	Sep-24	36.4%	36.4%	36.4%	Oct-24	63.6%	63.6%	63.6%	Nov-24	62.5%	62.5%	62.5%	Dec-24	78.6%	62.5%	62.5%
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REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Analysis:	<div> <div>Q3</div> <div>Q2</div> </div>				
	Team	Last	Prior	Var.	% Var.
	Housing Property Services	18	22	-4	-18% ↓
	Council Tax	3	6	-3	-50% ↓
	Domestic Waste	3	1	2	200% ↑
	Neighbourhood & Tenancy	3	7	-4	-57% ↓
	Place RBC	2	2	0	0% ▬
	CEO	1	0	1	--
	Development Management	1	0	1	--
	Right to Buy	1	0	1	--
	Strategic Housing	1	0	1	--
	Trees	1	0	1	--
	Benefits	0	1	-1	-10... ↓
	Customer Services	0	2	-2	-10... ↓
	Development incl Sports	0	1	-1	-10... ↓
	Engineering/Design/Road Si...	0	1	-1	-10... ↓
	Homelessness and Housing ...	0	7	-7	-10... ↓
	Housing Revenue	0	2	-2	-10... ↓
	Voids & Allocations	0	1	-1	-10... ↓
	Total	34	53	-19	-36% ↓
Measure:	% of minor planning applications determined within 8 weeks or agreed extension				
Performance:	<div> <div>% minor planning applications determined in time</div> <div> <div>Minor Applications</div> <div>Govt. target</div> </div> </div>				
Comment:	There has been a change in how the rolling period is calculated. This was previously assessed over the preceding 2 years, however in December 2024 this changed to being assessed over the preceding 12-month				

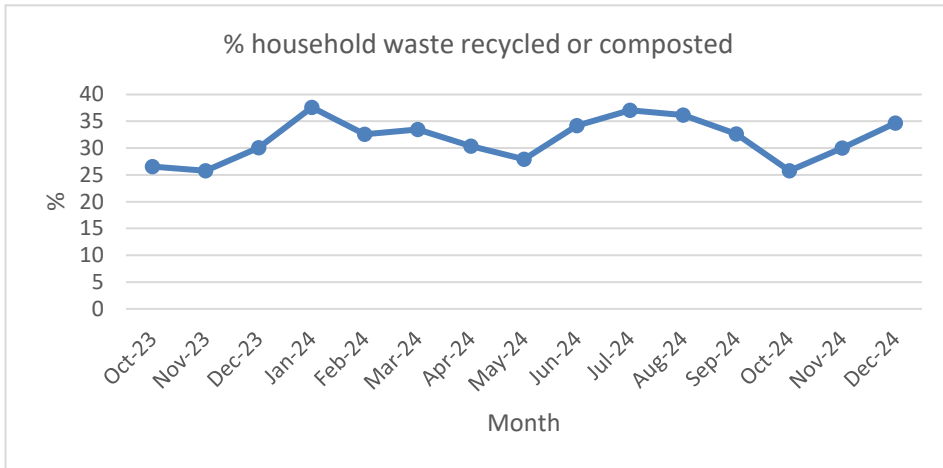
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

	period. This means that the numbers of applications involved is reduced and thus when an application goes out of time it has more statistical impact. The Government target remains the same at 70%. Performance for the rolling 1 year period has marginally improved, as more applications determined in the last 12 months have been determined in time or with an extension of time, as a result performance is now 87.85%.																																				
Measure:	% of major planning applications determined within 13 weeks or agreed extension																																				
Performance:	<div><p>% major planning applications determined in time</p><table border="1"><thead><tr><th>Quarter</th><th>Major Applications (%)</th><th>Govt. target (%)</th></tr></thead><tbody><tr><td>Jun-22</td><td>95</td><td>70</td></tr><tr><td>Sep-22</td><td>95</td><td>70</td></tr><tr><td>Dec-22</td><td>100</td><td>70</td></tr><tr><td>Mar-23</td><td>100</td><td>70</td></tr><tr><td>Jun-23</td><td>100</td><td>70</td></tr><tr><td>Sep-23</td><td>95</td><td>70</td></tr><tr><td>Dec-23</td><td>95</td><td>70</td></tr><tr><td>Mar-24</td><td>90</td><td>70</td></tr><tr><td>Jun-24</td><td>95</td><td>70</td></tr><tr><td>Sep-24</td><td>95</td><td>70</td></tr><tr><td>Dec-24</td><td>100</td><td>70</td></tr></tbody></table></div>	Quarter	Major Applications (%)	Govt. target (%)	Jun-22	95	70	Sep-22	95	70	Dec-22	100	70	Mar-23	100	70	Jun-23	100	70	Sep-23	95	70	Dec-23	95	70	Mar-24	90	70	Jun-24	95	70	Sep-24	95	70	Dec-24	100	70
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	There has been a change as above in how the rolling period is calculated. The Government target remains the same at 60%. Performance for the rolling 1 year period has improved, as all applications determined in the last 12 months have been determined in time or with an Extension of Time (EoT), as a result performance is now 100%.																																				
Measure:	No. of planning enforcement actions taken																																				
Performance:	This is a new measure for inclusion in quarterly reporting and data will be available from Q4 2024/25.																																				

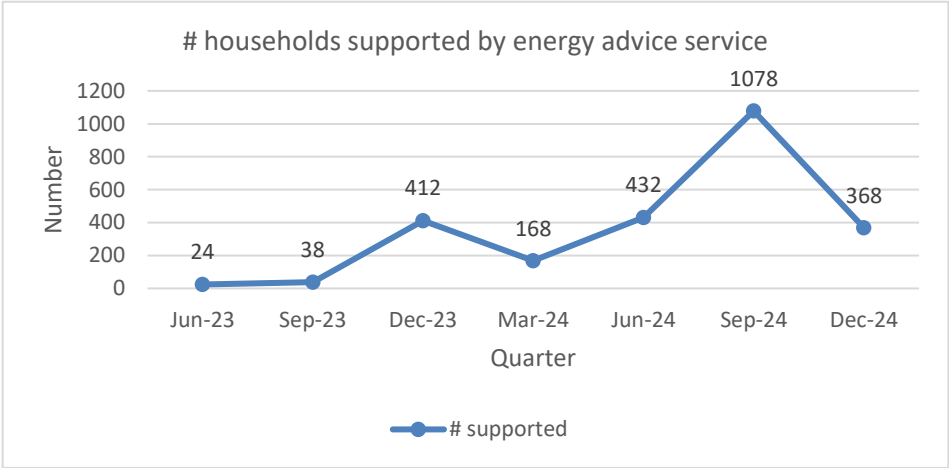
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Measure:	Business grant funding being taken up																													
Performance:		START UP	GROWTH	TOTAL OF GRANTS FOR QUARTER																										
	23/24 Q4	0	£2,571.50	£2,571.50																										
	24/25 Q1	£13,412.00	£16,646.70	£30,058.70																										
	24/25 Q2	£6,806.67	£21,690.00	£28,496.67																										
	24/25 Q3	£8,723.72	£17,962.76	£26,686.48																										
Measure:	No. of environmental enforcement actions taken																													
Performance:	This is a new measure for inclusion in quarterly reporting and data will be available from Q4 2024/25 (with a one-quarter lag)																													
Measure:	Average time taken to remove fly-tipping reported																													
Performance:	<div><div>Redditch</div><div>Fly Tipping Average response time (days)</div><table><thead><tr><th>Month</th><th>Average response time (days)</th></tr></thead><tbody><tr><td>Jan</td><td>2</td></tr><tr><td>Feb</td><td>3</td></tr><tr><td>Mar</td><td>2</td></tr><tr><td>Apr</td><td>1</td></tr><tr><td>May</td><td>2</td></tr><tr><td>Jun</td><td>9</td></tr><tr><td>Jul</td><td>4</td></tr><tr><td>Aug</td><td>2</td></tr><tr><td>Sep</td><td>2</td></tr><tr><td>Oct</td><td>3</td></tr><tr><td>Nov</td><td>3</td></tr><tr><td>Dec</td><td>3</td></tr></tbody></table></div>				Month	Average response time (days)	Jan	2	Feb	3	Mar	2	Apr	1	May	2	Jun	9	Jul	4	Aug	2	Sep	2	Oct	3	Nov	3	Dec	3
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Comment:	Since June 2024 WRS have taken over the enforcement side of Fly-tipping. The process of dove-tailing the clean-up works carried out by RBC Place teams with the investigation side led by WRS has taken a few months to bed in but is now working effectively with fly-tips being left for no longer than 48 hours in most cases. WRS are moving forward with several cases that should eventually lead to prosecution that will then be utilised in communications to try and vastly reduce the incidents across the Borough.																																
Measure:	% household waste recycled or composted																																
Performance:	 <p>The line graph displays the percentage of household waste recycled or composted over a 14-month period from October 2023 to December 2024. The y-axis represents the percentage, ranging from 0 to 40 in increments of 5. The x-axis lists the months. The data points are as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>%</th> </tr> </thead> <tbody> <tr><td>Oct-23</td><td>27</td></tr> <tr><td>Nov-23</td><td>26</td></tr> <tr><td>Dec-23</td><td>30</td></tr> <tr><td>Jan-24</td><td>37</td></tr> <tr><td>Feb-24</td><td>33</td></tr> <tr><td>Mar-24</td><td>34</td></tr> <tr><td>Apr-24</td><td>31</td></tr> <tr><td>May-24</td><td>28</td></tr> <tr><td>Jun-24</td><td>34</td></tr> <tr><td>Jul-24</td><td>37</td></tr> <tr><td>Aug-24</td><td>36</td></tr> <tr><td>Sep-24</td><td>33</td></tr> <tr><td>Oct-24</td><td>26</td></tr> <tr><td>Nov-24</td><td>30</td></tr> <tr><td>Dec-24</td><td>34</td></tr> </tbody> </table>	Month	%	Oct-23	27	Nov-23	26	Dec-23	30	Jan-24	37	Feb-24	33	Mar-24	34	Apr-24	31	May-24	28	Jun-24	34	Jul-24	37	Aug-24	36	Sep-24	33	Oct-24	26	Nov-24	30	Dec-24	34
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Comment:	Performance to the end of Q3 is improved on the same period last year, with a 3.17% increase in the percentage of recycling.																																

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Measure:	No. of households supported by energy advice service (AoE)																
Performance:	 <p># households supported by energy advice service</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th># supported</th> </tr> </thead> <tbody> <tr> <td>Jun-23</td> <td>24</td> </tr> <tr> <td>Sep-23</td> <td>38</td> </tr> <tr> <td>Dec-23</td> <td>412</td> </tr> <tr> <td>Mar-24</td> <td>168</td> </tr> <tr> <td>Jun-24</td> <td>432</td> </tr> <tr> <td>Sep-24</td> <td>1078</td> </tr> <tr> <td>Dec-24</td> <td>368</td> </tr> </tbody> </table>	Quarter	# supported	Jun-23	24	Sep-23	38	Dec-23	412	Mar-24	168	Jun-24	432	Sep-24	1078	Dec-24	368
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Comment:	<p>In Q3, AOE received a significant number of calls for help, (although a slight decrease compared to the same period in the 2023) highlighting the continued impact of the service on residents in Redditch. These calls resulted in numerous residents accessing support and funding help with their energy bills, including those funded by the HSF, ECO4, and Shared Prosperity Funding. Notably, the Household Support Fund remains the primary source of project funding in Redditch with over 50% of call outcomes seeing residents referred onto the HSF.</p>																
Measure:	% energy improvements grant funding of private housing available being taken up																
Performance:	This measure is currently under development due to ongoing changes to the grant funding options available.																

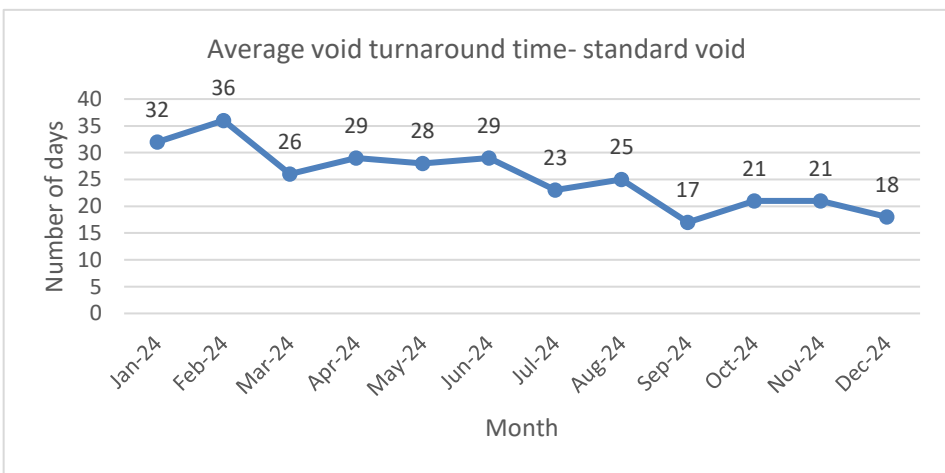
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Measure:	Number of new homes - total and affordable (annual)																																																																										
Performance:	<div><div><p>Total New Homes Completed</p><table><tr><th>Financial Year</th><th>Total New Homes Completed</th></tr><tr><td>2020-21</td><td>185</td></tr><tr><td>2021-22</td><td>132</td></tr><tr><td>2022-23</td><td>108</td></tr><tr><td>2023-24</td><td>284</td></tr></table></div><div><p>New Homes Completed by Property Size</p><table><tr><th>Financial Year</th><th>1 Bed</th><th>2 Bed</th><th>3 Bed</th><th>4 Bed</th></tr><tr><td>2020-21</td><td>11</td><td>51</td><td>84</td><td>39</td></tr><tr><td>2021-22</td><td>47</td><td>44</td><td>24</td><td>17</td></tr><tr><td>2022-23</td><td>26</td><td>25</td><td>41</td><td>16</td></tr><tr><td>2023-24</td><td>139</td><td>60</td><td>75</td><td>10</td></tr></table></div></div>	Financial Year	Total New Homes Completed	2020-21	185	2021-22	132	2022-23	108	2023-24	284	Financial Year	1 Bed	2 Bed	3 Bed	4 Bed	2020-21	11	51	84	39	2021-22	47	44	24	17	2022-23	26	25	41	16	2023-24	139	60	75	10																																							
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Comment:	<p>Total number of homes built in 2023/24:</p> <ul style="list-style-type: none">• Total Homes Built (including affordable) - 284 (net)• Total affordable homes built - 110 (net)																																																																										
Measure:	No. of people requiring DFGs																																																																										
Performance:	<p>Redditch - # people requiring DFG's</p> <table><tr><th>Date</th><th>Number</th></tr><tr><td>Jan-22</td><td>10</td></tr><tr><td>Feb-22</td><td>5</td></tr><tr><td>Mar-22</td><td>15</td></tr><tr><td>Apr-22</td><td>20</td></tr><tr><td>May-22</td><td>10</td></tr><tr><td>Jun-22</td><td>10</td></tr><tr><td>Jul-22</td><td>15</td></tr><tr><td>Aug-22</td><td>10</td></tr><tr><td>Sep-22</td><td>5</td></tr><tr><td>Oct-22</td><td>10</td></tr><tr><td>Nov-22</td><td>15</td></tr><tr><td>Dec-22</td><td>10</td></tr><tr><td>Jan-23</td><td>10</td></tr><tr><td>Feb-23</td><td>10</td></tr><tr><td>Mar-23</td><td>10</td></tr><tr><td>Apr-23</td><td>15</td></tr><tr><td>May-23</td><td>10</td></tr><tr><td>Jun-23</td><td>10</td></tr><tr><td>Jul-23</td><td>45</td></tr><tr><td>Aug-23</td><td>25</td></tr><tr><td>Sep-23</td><td>40</td></tr><tr><td>Oct-23</td><td>25</td></tr><tr><td>Nov-23</td><td>35</td></tr><tr><td>Dec-23</td><td>55</td></tr><tr><td>Jan-24</td><td>45</td></tr><tr><td>Feb-24</td><td>45</td></tr><tr><td>Mar-24</td><td>45</td></tr><tr><td>Apr-24</td><td>45</td></tr><tr><td>May-24</td><td>45</td></tr><tr><td>Jun-24</td><td>45</td></tr><tr><td>Jul-24</td><td>60</td></tr><tr><td>Aug-24</td><td>35</td></tr><tr><td>Sep-24</td><td>40</td></tr><tr><td>Oct-24</td><td>35</td></tr><tr><td>Nov-24</td><td>35</td></tr><tr><td>Dec-24</td><td>40</td></tr></table>	Date	Number	Jan-22	10	Feb-22	5	Mar-22	15	Apr-22	20	May-22	10	Jun-22	10	Jul-22	15	Aug-22	10	Sep-22	5	Oct-22	10	Nov-22	15	Dec-22	10	Jan-23	10	Feb-23	10	Mar-23	10	Apr-23	15	May-23	10	Jun-23	10	Jul-23	45	Aug-23	25	Sep-23	40	Oct-23	25	Nov-23	35	Dec-23	55	Jan-24	45	Feb-24	45	Mar-24	45	Apr-24	45	May-24	45	Jun-24	45	Jul-24	60	Aug-24	35	Sep-24	40	Oct-24	35	Nov-24	35	Dec-24	40
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Comment:	<p>Demand for DFG's is subject to the number of qualifying clients identified by external organisations and therefore beyond control of the Authority. The figures do not include those assisted with other related forms of assistance also funded through the council's Better Care Fund allocation.</p>																																																																										

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

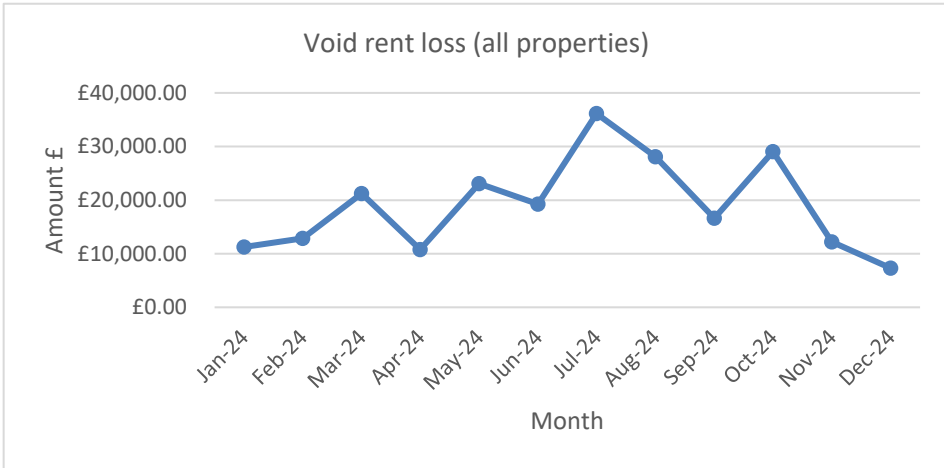
	Adaptions within RBC stock do not access DFG/BCF and therefore are not included in this data.																																																																	
Measure:	Homelessness: prevention																																																																	
Performance:	<div><p>Number Threatened and Prevented</p><p>No. threatened and prevented by month of approach</p><p>— Threatened — Prior Year — Prevented — Prior Year</p><table><thead><tr><th>Month</th><th>Threatened</th><th>Prior Year</th><th>Prevented</th><th>Prior Year</th></tr></thead><tbody><tr><td>Jan-24</td><td>2</td><td>2</td><td>1</td><td>1</td></tr><tr><td>Feb-24</td><td>4</td><td>4</td><td>1</td><td>1</td></tr><tr><td>Mar-24</td><td>5</td><td>5</td><td>1</td><td>1</td></tr><tr><td>Apr-24</td><td>4</td><td>4</td><td>1</td><td>1</td></tr><tr><td>May-24</td><td>9</td><td>9</td><td>1</td><td>1</td></tr><tr><td>Jun-24</td><td>6</td><td>6</td><td>1</td><td>1</td></tr><tr><td>Jul-24</td><td>5</td><td>5</td><td>1</td><td>1</td></tr><tr><td>Aug-24</td><td>9</td><td>9</td><td>4</td><td>4</td></tr><tr><td>Sep-24</td><td>6</td><td>6</td><td>4</td><td>4</td></tr><tr><td>Oct-24</td><td>11</td><td>11</td><td>2</td><td>2</td></tr><tr><td>Nov-24</td><td>9</td><td>9</td><td>1</td><td>1</td></tr><tr><td>Dec-24</td><td>6</td><td>6</td><td>1</td><td>1</td></tr></tbody></table></div>	Month	Threatened	Prior Year	Prevented	Prior Year	Jan-24	2	2	1	1	Feb-24	4	4	1	1	Mar-24	5	5	1	1	Apr-24	4	4	1	1	May-24	9	9	1	1	Jun-24	6	6	1	1	Jul-24	5	5	1	1	Aug-24	9	9	4	4	Sep-24	6	6	4	4	Oct-24	11	11	2	2	Nov-24	9	9	1	1	Dec-24	6	6	1	1
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Nov-24	9	9	1	1																																																														
Dec-24	6	6	1	1																																																														
Comment:	This measure will change in future reports, as part of a wider housing data project.																																																																	
Measure:	No. of households in temporary accommodation- snapshot																																																																	
Performance:	This measure is currently under development as part of a wider housing data project.																																																																	
Measure:	% of households in temporary accommodation which have exceeded 6 weeks																																																																	
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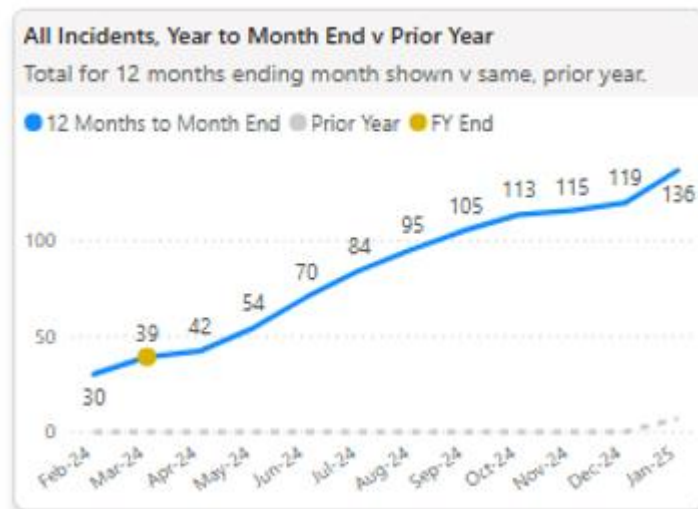
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Measure:	Cost of B & B placements																										
Performance:	This measure is currently under development as part of a wider housing data project.																										
Measure:	Void turnaround time																										
Performance:	 <p>Average void turnaround time- standard void</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Number of days</th> </tr> </thead> <tbody> <tr><td>Jan-24</td><td>32</td></tr> <tr><td>Feb-24</td><td>36</td></tr> <tr><td>Mar-24</td><td>26</td></tr> <tr><td>Apr-24</td><td>29</td></tr> <tr><td>May-24</td><td>28</td></tr> <tr><td>Jun-24</td><td>29</td></tr> <tr><td>Jul-24</td><td>23</td></tr> <tr><td>Aug-24</td><td>25</td></tr> <tr><td>Sep-24</td><td>17</td></tr> <tr><td>Oct-24</td><td>21</td></tr> <tr><td>Nov-24</td><td>21</td></tr> <tr><td>Dec-24</td><td>18</td></tr> </tbody> </table>	Month	Number of days	Jan-24	32	Feb-24	36	Mar-24	26	Apr-24	29	May-24	28	Jun-24	29	Jul-24	23	Aug-24	25	Sep-24	17	Oct-24	21	Nov-24	21	Dec-24	18
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Comment:	There were 26 overall properties completed in October with an average void turnaround time of 21 days, (measured by tenancy end date to new tenancy start date). There were overall 28 properties completed in November and 34 properties completed in December																										

Executive

11th March 2025

Measure:	Void rent loss																										
Performance:	<div><p>Void rent loss (all properties)</p><table><thead><tr><th>Month</th><th>Amount £</th></tr></thead><tbody><tr><td>Jan-24</td><td>£11,000.00</td></tr><tr><td>Feb-24</td><td>£12,000.00</td></tr><tr><td>Mar-24</td><td>£21,000.00</td></tr><tr><td>Apr-24</td><td>£11,000.00</td></tr><tr><td>May-24</td><td>£23,000.00</td></tr><tr><td>Jun-24</td><td>£19,000.00</td></tr><tr><td>Jul-24</td><td>£36,000.00</td></tr><tr><td>Aug-24</td><td>£28,000.00</td></tr><tr><td>Sep-24</td><td>£17,000.00</td></tr><tr><td>Oct-24</td><td>£29,000.00</td></tr><tr><td>Nov-24</td><td>£12,000.00</td></tr><tr><td>Dec-24</td><td>£8,000.00</td></tr></tbody></table></div>	Month	Amount £	Jan-24	£11,000.00	Feb-24	£12,000.00	Mar-24	£21,000.00	Apr-24	£11,000.00	May-24	£23,000.00	Jun-24	£19,000.00	Jul-24	£36,000.00	Aug-24	£28,000.00	Sep-24	£17,000.00	Oct-24	£29,000.00	Nov-24	£12,000.00	Dec-24	£8,000.00
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Comment:	The projected void rent loss for Q3 is £48,569.10. The measure is potential loss of rental income for all the void properties that were completed in Q3, from tenancy end date to new tenancy start date.																										
Measure:	Housing- Antisocial Behaviour incidents- cases recorded																										
Performance:	<div><p>All Incidents, Last 12 Months to end of January 2025</p><table><thead><tr><th>PER 1K PROPERTIES</th><th>TOTAL RECORDED</th><th>PROPERTIES</th><th>PROPERTY SNAPSHOT</th></tr></thead><tbody><tr><td>24.6</td><td>136</td><td>5,535</td><td>31/01/25</td></tr></tbody></table><p>All Incidents, Last Financial Year to end of March 2024</p><table><thead><tr><th>PER 1K PROPERTIES</th><th>TOTAL RECORDED</th><th>PROPERTIES</th><th>PROPERTY SNAPSHOT</th></tr></thead><tbody><tr><td>7.0</td><td>39</td><td>5,554</td><td>31/03/24</td></tr></tbody></table></div>	PER 1K PROPERTIES	TOTAL RECORDED	PROPERTIES	PROPERTY SNAPSHOT	24.6	136	5,535	31/01/25	PER 1K PROPERTIES	TOTAL RECORDED	PROPERTIES	PROPERTY SNAPSHOT	7.0	39	5,554	31/03/24										
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REDDITCH BOROUGH COUNCIL**Executive****11th March 2025****Comment:**

Between 01/04/24-31/12/24 that there were 119 reported incidents of ASB in the team. This equates to 21.5 incidents per 1,000 homes within our management. During Q3 24/25 there were 14 incidents recorded.

The previous year we recorded only 39 incidents, but this is because the CX system we use to capture information went live part way through the year and colleagues were still learning how to use the systems. We believe that over the coming months this figure will continue to rise, not because there is more ASB, but because we are all improving our data capture and now have BI tools to allow us to speak to colleagues who

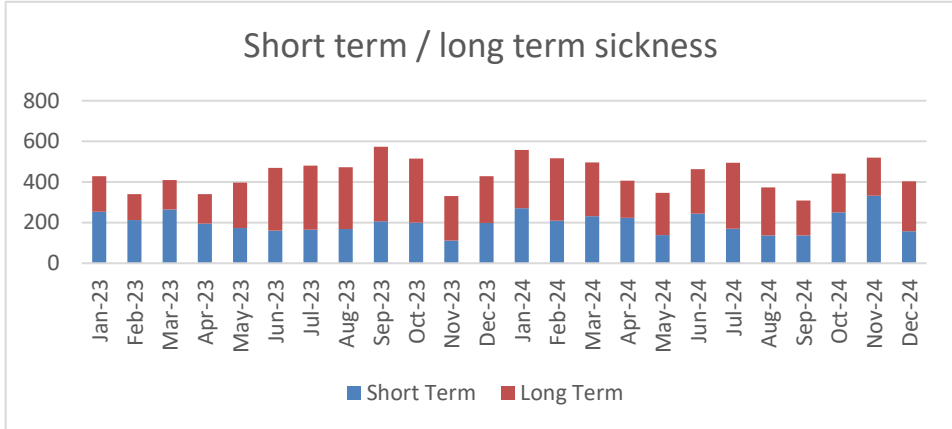
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

	maybe underreporting and address this through their 1:1's and appraisals.
Measure:	% of properties with a valid EICR
Performance:	Electrical safety - Q3 - 89%
Comment:	Electrical safety is not governed in the same way as gas safety, as such we are having trouble in accessing our properties even after sending out a series of letters. We are currently in talks with our legal team on a more robust approach as this is an important piece of work which in turn keeps our tenants safe in their homes.
Measure:	% of properties with a valid gas certificate
Performance:	Gas safety – Q3 - 100%
Comment:	This is governed through law so our system of inspection has to be robust in order to comply with our regulatory responsibility.
Measure:	% of properties with valid fire risk assessment
Performance:	Fire safety – Q3 - 100%
Comment:	We have a rolling programme of FRAs to ensure we have compliance. The FRAs have resulted in Remedial Actions ranging from signage to new fire doors and fire stopping as well as ensuring we have person centred risk assessments for highly vulnerable people within our homes.
Measure:	% of properties with valid legionella inspection
Performance:	Legionella and Water safety - Q3 - 100%

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Comment:	All legionella risk assessments are in place																																																												
Measure:	% of properties with valid asbestos certificate																																																												
Performance:	Asbestos safety - Q3 – 97.65%																																																												
Comment:	This is a rolling programme of re-inspections from Apr through to March; by the end of March we will be at 100%.																																																												
Measure:	% of properties with valid lift safety checks																																																												
Performance:	Passenger Lifts - Q3 - 75%																																																												
Comment:	HPS have recently removed a non-operational lift at Auxerre House. A new lift is being installed and will be operational by Q2 25/26.																																																												
Measure:	% staff turnover																																																												
Performance:	<div><p>% Staff Turnover: Year to Month End v Prior Years Latest month is provisional. Records may be updated after month end.</p><p>● Year to Month End ● 1 Year Prior ● 2 Years Prior</p><p>All Services</p><table><thead><tr><th>Month</th><th>Year to Month End (%)</th><th>1 Year Prior (%)</th><th>2 Years Prior (%)</th><th>National % (%)</th></tr></thead><tbody><tr><td>Feb-24</td><td>9.2%</td><td></td><td></td><td>15%</td></tr><tr><td>Mar-24</td><td>8.6%</td><td></td><td></td><td>15%</td></tr><tr><td>Apr-24</td><td>8.7%</td><td></td><td></td><td>15%</td></tr><tr><td>May-24</td><td>9.1%</td><td></td><td></td><td>15%</td></tr><tr><td>Jun-24</td><td>8.9%</td><td></td><td></td><td>15%</td></tr><tr><td>Jul-24</td><td>9.4%</td><td></td><td></td><td>15%</td></tr><tr><td>Aug-24</td><td>10.1%</td><td></td><td></td><td>15%</td></tr><tr><td>Sep-24</td><td>9.4%</td><td></td><td></td><td>15%</td></tr><tr><td>Oct-24</td><td>8.8%</td><td></td><td></td><td>15%</td></tr><tr><td>Nov-24</td><td>8.2%</td><td></td><td></td><td>15%</td></tr><tr><td>Dec-24</td><td>8.5%</td><td></td><td></td><td>15%</td></tr></tbody></table></div>	Month	Year to Month End (%)	1 Year Prior (%)	2 Years Prior (%)	National % (%)	Feb-24	9.2%			15%	Mar-24	8.6%			15%	Apr-24	8.7%			15%	May-24	9.1%			15%	Jun-24	8.9%			15%	Jul-24	9.4%			15%	Aug-24	10.1%			15%	Sep-24	9.4%			15%	Oct-24	8.8%			15%	Nov-24	8.2%			15%	Dec-24	8.5%			15%
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Comment:	Over the last quarter staff turnover has dropped slightly from 8.8% to 8.3% which is substantially below the National rate which currently stands at 15%. The Service areas with the highest levels of staff turnover over																																																												

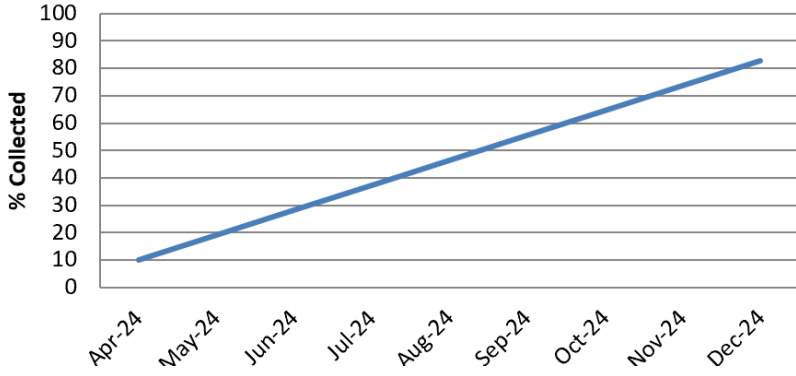
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

	the year to the end of December 2024 are Planning and Regeneration (14.5%) and Community and Housing Services (13.6%). The Service area with the lowest level of staff turnover is Legal, Democratic and Property Services with 3.1%.																																																																											
Measure:	No. of sickness days lost per FTE																																																																											
Performance:	<div>Short term / long term sickness</div>  <table><caption>Approximate data from Short term / long term sickness chart</caption><thead><tr><th>Month</th><th>Short Term</th><th>Long Term</th></tr></thead><tbody><tr><td>Jan-23</td><td>250</td><td>150</td></tr><tr><td>Feb-23</td><td>200</td><td>100</td></tr><tr><td>Mar-23</td><td>250</td><td>150</td></tr><tr><td>Apr-23</td><td>200</td><td>100</td></tr><tr><td>May-23</td><td>200</td><td>150</td></tr><tr><td>Jun-23</td><td>200</td><td>200</td></tr><tr><td>Jul-23</td><td>200</td><td>200</td></tr><tr><td>Aug-23</td><td>200</td><td>250</td></tr><tr><td>Sep-23</td><td>200</td><td>350</td></tr><tr><td>Oct-23</td><td>200</td><td>300</td></tr><tr><td>Nov-23</td><td>150</td><td>200</td></tr><tr><td>Dec-23</td><td>200</td><td>200</td></tr><tr><td>Jan-24</td><td>250</td><td>300</td></tr><tr><td>Feb-24</td><td>200</td><td>300</td></tr><tr><td>Mar-24</td><td>200</td><td>250</td></tr><tr><td>Apr-24</td><td>200</td><td>200</td></tr><tr><td>May-24</td><td>150</td><td>200</td></tr><tr><td>Jun-24</td><td>250</td><td>200</td></tr><tr><td>Jul-24</td><td>200</td><td>250</td></tr><tr><td>Aug-24</td><td>150</td><td>200</td></tr><tr><td>Sep-24</td><td>150</td><td>150</td></tr><tr><td>Oct-24</td><td>250</td><td>200</td></tr><tr><td>Nov-24</td><td>300</td><td>200</td></tr><tr><td>Dec-24</td><td>200</td><td>200</td></tr></tbody></table>	Month	Short Term	Long Term	Jan-23	250	150	Feb-23	200	100	Mar-23	250	150	Apr-23	200	100	May-23	200	150	Jun-23	200	200	Jul-23	200	200	Aug-23	200	250	Sep-23	200	350	Oct-23	200	300	Nov-23	150	200	Dec-23	200	200	Jan-24	250	300	Feb-24	200	300	Mar-24	200	250	Apr-24	200	200	May-24	150	200	Jun-24	250	200	Jul-24	200	250	Aug-24	150	200	Sep-24	150	150	Oct-24	250	200	Nov-24	300	200	Dec-24	200	200
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Comment:	<p>There was a slight increase in absences due to sickness for the first part of Q3, followed by a decline for the final part of the Q3; the authority is currently in line with public sector absence days lost per FTE (10.07 days per FTE as at end December 2024). The Wellbeing event held in November 2024, was led from data showing that stress/depression/anxiety continues to be in the top 5% of absence reasons. Work is being undertaking to review absence reasons and data.</p>																																																																											
Measure:	% of FOIs & SARs responded to within timescale																																																																											
Performance:	<p>This measure is currently under development as part of a information management dashboard. The new system will go live in Q2 25/26- data will be available from the Q3 25/26 quarterly report.</p>																																																																											

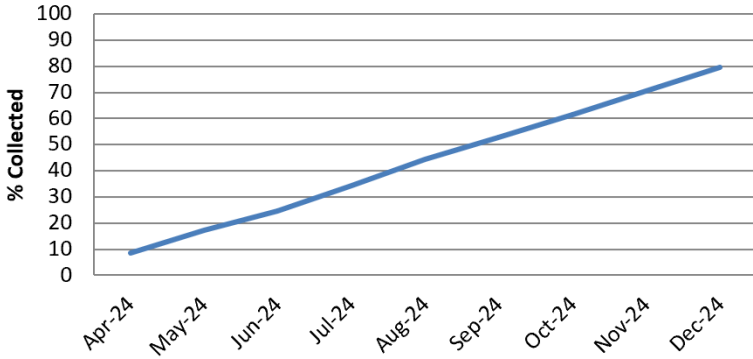
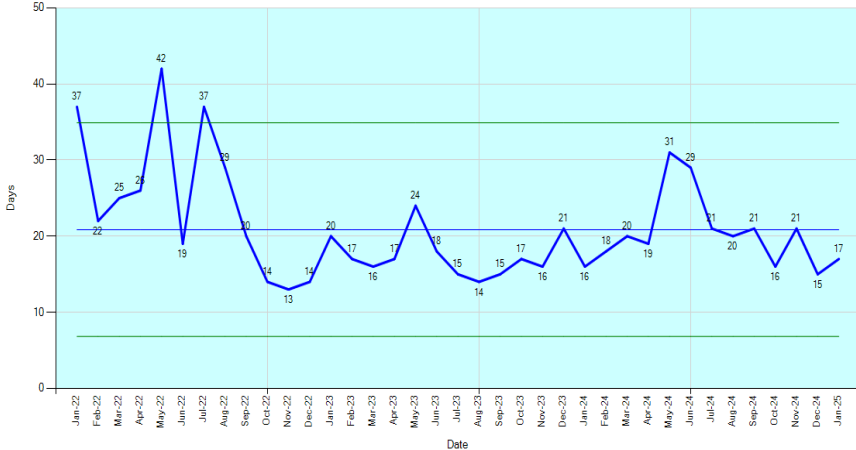
REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Measure:	Participation- Rubicon														
Performance:															
Abbey Stadium				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Total Health and Fitness Memberships	24/25	3743	3631	3699	3709	3704	3870	3858	3813	3782				
		23/24	3416	3369	3384	3452	3499	3504	3473	3335	3244	3291	3362	3315	
		Var.	10%	8%	9%	7%	6%	10%	11%	14%	17%				
	Total Swimming Lesson Enrollment	24/25	1311	1319	1344	1347	1352	1392	1367	1361	1336				
		23/24					1223	1282	1252	1250	1238	1274	1277	1284	
		Var.					11%	9%	9%	9%	8%				
Palace Theatre	No. of performances	24/25	16	21	23	20	2	21	26	21	41				
		23/24	18	19	23	16	2	13	19	24	46	15	16	20	
		Var.	-11%	11%	0%	25%	0%	62%	37%	-13%	-11%				
	Seats sold	24/25	3845	4702	5621	3886	576	5749	7252	6440	16360				
		23/24	5521	4735	5592	3925	326	3277	5217	7385	16469	4429	5647	6331	
		Var.	-30%	-1%	1%	-1%	77%	75%	39%	-13%	-1%				
Forge Mill	No. of Museum Visits	24/25	447	481	382	564	831	534	566	349	0				
		23/24	536	380	331	431	608	476	397	301	0	0	266	383	
		Var.	-17%	27%	15%	31%	37%	12%	43%	16%					
Pitcheroak Golf Course	Total Membership	24/25	103	115	114	118	128	136	116	113	97				
Arrow Valley Visitor Centre	Average Transaction Value	24/25	£6.81	£7.02	£6.95	£7.06	£7.19	£6.77	6.75	6.34	6.32				
		23/24	£6.42	£6.67	£6.37	£6.32	£6.58	6.17	5.59	5.51	5.71	6.39	6.73	6.59	
		Var.	6%	5%	9%	12%	9%	10%	21%	15%	11%				

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

Measure:	% of green flags awarded																				
Performance:	Q3- 25% (new measure for quarterly report)																				
Comment:	<p>There are 4 sites that are part of the schedule for the Green Flag Awards:</p> <ul style="list-style-type: none"> - Morton Stanley- awarded green flag - Overdale- due to be judged in 2025 - Batchley Pool- due to be judged in 2025 - Arrow Valley- due to be judged in 2027 																				
Measure:	% of property portfolio which is compliant																				
Performance:	This is a new measure for the quarterly report and is being developed for reporting in the Q4 report.																				
Measure:	% of Council Tax collection rates																				
Performance:	<p>RBC Council Tax Current Year Collection</p>  <table border="1"> <caption>RBC Council Tax Current Year Collection Data</caption> <thead> <tr> <th>Month</th> <th>% Collected</th> </tr> </thead> <tbody> <tr><td>Apr-24</td><td>10</td></tr> <tr><td>May-24</td><td>18</td></tr> <tr><td>Jun-24</td><td>26</td></tr> <tr><td>Jul-24</td><td>34</td></tr> <tr><td>Aug-24</td><td>42</td></tr> <tr><td>Sep-24</td><td>50</td></tr> <tr><td>Oct-24</td><td>58</td></tr> <tr><td>Nov-24</td><td>66</td></tr> <tr><td>Dec-24</td><td>82</td></tr> </tbody> </table>	Month	% Collected	Apr-24	10	May-24	18	Jun-24	26	Jul-24	34	Aug-24	42	Sep-24	50	Oct-24	58	Nov-24	66	Dec-24	82
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REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

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REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

	<p style="text-align: center;">Redditch - Change of Circumstances: Speed of processing</p> <p style="text-align: center;">Date</p>
<p>Comment:</p>	<p>Our speed of processing figures for new claims and change of circumstances stay at a consistent level, on average 17 days for new claims and 8 days for change of circumstances. DWP averages across the country for Q2 were New Claims 21 and Change of Circumstances 8 (there is always a delay in published figures) we are therefore performing at a high level. The quarterly calls that we undertake with DWP are always of a complimentary nature and they express no concerns in any areas of our work.</p>

REDDITCH BOROUGH COUNCIL**Executive****11th March 2025**

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Comment:	<p>The LA error levels are projected up to the end of the year, the levels for 24/25 are expected to be the lowest they have been over recent years. This is due to two main factors, increased quality checking on Housing Benefit claims, thus ensuring the correct benefit gets to the resident the first time. And the continuation of the DWP Housing Benefit Accuracy</p>																																																																																																																																																																																																														

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	Award scheme (HBAA) where LA's are required to review percentages of their caseload each year, therefore cleansing the data and the caseload.
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Executive Committee Report 2025

13th May

Redditch Local Plan Issues and Options Consultation 2025

Relevant Portfolio Holder	Councillor Sharon Harvey
Portfolio Holder Consulted	Yes
Relevant Assistant Director	Ruth Bamford
Report Author	Job Title: Ruari McKee Contact email: ruari.mckee@bromsgroveandredditch.gov.uk Contact Tel: (01527) 881272
Wards Affected	All
Ward Councillor(s) consulted	Yes Via Planning Advisory Panel
Relevant Council Priority	Economic Development Community and Housing
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Executive Committee **RECOMMEND** to Council that:-

- 1) The Council endorses Redditch Local Plan Issues and Options consultation document (Appendix A) for a six-week public consultation period.
- 2) That delegated authority is given to the Assistant Director for Planning, Leisure and Culture Services following consultation with the Portfolio Holder for Planning, Regeneration and Governance to make any minor technical corrections and editorial changes deemed necessary to aid the understanding of the documentation prior to final publishing.

2. BACKGROUND

- 2.1 The purpose of this report is to seek approval for a six-week Issues and Options consultation period for the Borough of Redditch Local Plan (BORPL5).
- 2.2 A Local Plan sets out the Council's policies on land use and guides development. The Local Plan's purpose is to determine where and how housing, employment and infrastructure are all delivered in the Borough.

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13th May

Individual planning applications are made in accordance with the adopted Local Plan policies unless there are significant mitigating circumstances.

- 2.3 The current Borough of Redditch Local Plan (BORLP4) was adopted in January 2017. The National Planning Policy Framework (NPPF) requires that local plans are reviewed every 5 years. Therefore, BORLP4 is due to be reviewed.
- 2.4 Since BORLP4 was adopted, there have been a significant number of changes to the planning system which the Plan needs to be updated to reflect. Updated and new policies will be required to address issues such as housing and employment provision, sustainability, climate change and towards meeting the requirement for biodiversity net gain introduced in the Environment Act 2022. Owing to the age of BORLP4, if it is not reviewed there is a risk that the Plan's policies will become out of date. The best option is therefore considered to be proceeding with the Issues and Options consultation.
- 2.5 The chapters of the Borough of Redditch Issues and Options Local Plan consultation document provide background information on key issues and ask consultees questions to help shape planning policies (to be developed for later stages of the plan).
- 2.6 Housing is of course central to the Issues and Options document. Redditch needs to provide at least 489 dwellings per annum, equivalent to 8,313 additional dwellings up to the period 2043. When existing land allocations, current planning permissions and the windfall allowance are accounted for, this results in a need for new land to be identified for around 3,900 dwellings. The potential broad locations for housing growth and housing mix options are identified in the document. Employment land need (35ha by 2043), options for meeting future employment land requirements and how the plan can help harness investment in regeneration sites is considered. Consultees are also asked how they think the town centre and local centres can adapt to changing retail requirements. Climate change is the golden thread running through the document, with each section focused on how sustainable development can be achieved. The Local Plan is an opportunity to help some of the measures identified in the Redditch Borough Council Carbon Reduction Strategy and Implementation Plan. For example, improving energy efficiency standards.

Next Steps:

- 2.7 The proposed Issues and Options consultation would run for 6 weeks, from 22th May to 3rd July.

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- 2.8 All consultation responses received will be processed, analysed and a consultation report produced identifying key themes and demographic information. This work will inform the development of the next stage of the plan-making process.

3. OPERATIONAL ISSUES

- 3.1 The Issues and Options consultation (or 'Regulation 18' consultation) is the first stage of the plan-making process. The purpose of the Issues and Options consultation is to consult the public, statutory consultees and a range of stakeholders on what the new Local Plan should contain. An Issues and Options consultation is less detailed than future consultations in the plan-making process (such as a 'Preferred Option' consultation). Therefore, the Council has some discretion over the format of the Issues and Options consultation.
- 3.2 No proposed development sites will be included in the Issues and Options consultation. However, the Call for Sites process, whereby landowners and developers have the opportunity to submit potential housing and employment sites for consideration, is proposed to form part of Issues and Options consultation. Actual site allocations would form part of the future plan-making stages.
- 3.3 Only a limited range of evidence will support the Issues and Options consultation because the evidence will be gathered as the draft Local Plan progresses towards the final submission stage (which is then subject to examination by an independent Planning Inspector.)
- 3.4 The new Local Plan will be accompanied by a Sustainability Appraisal (SA) Scoping Report, which also forms part of the consultation. The Scoping Report reviews relevant policies, assesses key baseline data, identifies key sustainability issues and defines the SA framework. A Sustainability Appraisal assesses to what extent a local plan promotes sustainable development. The SA is a key part of the local plan process that can shape and even change proposed local plan site allocations and planning policies to make them more sustainable.
- 3.5 Consultation methods will be designed to reach the broadest range of consultees possible, with the integration of both digital and non-digital consultation methods to achieve this. Council Officers will be available at in-person events, so the public are able to speak with Officers directly.
- 3.6 For this consultation, a consultation online platform called 'Commonplace' will be used. This consultation platform should make it easier to engage with 'harder-to-reach' groups such as young people.

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2025**13th May

Commonplace should also make the consultation process more engaging for consultees (through offering a range of options such as being able to look at interactive maps) and enables more detailed post-consultation analysis by using data gained from the digital platform to identify demographic data about consultation respondents. The text used in the Issues and Options document will be consistent with the text used on Commonplace for consistency. The consultation will be undertaken in compliance with GDPR rules on data and the relevant privacy notes will be displayed so respondents are clear how data they provide will be used.

- 3.7 The Issues and Options consultation document will be published on the Council's website, statutory consultees notified and paper copies of the document will be available in the temporary customer services centre (5 George Walk, Kingfisher Shopping Centre), libraries and other locations throughout the Borough. Press releases, leaflets/posters and social media channels will be used to promote the consultation and consultation events to maximise attendance.
- 3.8 Consultees will be encouraged to reply via Commonplace, however email and paper responses will also be accepted to make responding to the consultation as accessible as possible. A dedicated email address (redditchplan@bromsgroveandredditch.gov.uk) will be available for consultee responses. All consultation documents will be made available on a dedicated webpage and Commonplace url:

<https://www.redditchbc.gov.uk/council/policy/planning-policy/redditchplan>

<https://www.redditchplan.commonplace.is>

- 3.9 The consultation document itself considers different locations for growth, housing numbers and mix, employment land, travel and infrastructure provision, Town Centre and District Centres, design coding and climate change. Consultees will also have the opportunity to log any issues they think have been missed and should be considered as part of the plan-making process.

4. FINANCIAL IMPLICATIONS

- 4.1 A budget exists for the production of the Local Plan, this consultation is being funded from this budget.

5. LEGAL IMPLICATIONS

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- 5.1 The Issues and Options consultation will be carried out in accordance with the Town and Country (Local Planning) (England) Regulations 2012 which outlines the statutory obligations for the consultation. The consultation will also meet the commitments set out in the Council's Statement of Community Involvement (SCI). The SCI includes an explanation of the plan-making process and identifies the consultation methods the Council will use during the consultation process.

6. OTHER – IMPLICATIONS

Local Government Reorganisation

- 6.1 The latest National Planning Policy Framework (NPPF) and English Devolution Bill were published near simultaneously in December 2024. The Department for Communities and Local Government have made it very clear that plan making has to continue with all authorities being required to have a new plan timetable and subsequently a new plan in place as quickly as possible.
- 6.2 It is considered that the best way to mitigate any potential risks to the new Redditch Local Plan from Local Government reorganisation would be to advance the Local Plan review as far as possible to align Redditch with the latest planning reforms.

Relevant Council Priority

- 6.3 The recommendations detailed in this report will support the following new proposed priorities for the Council Plan 2025 – 2028:
- 6.4 1. Economy, Regeneration and Prosperity

The Borough of Redditch Local Plan Issues and Options consultation provides an opportunity for consultees to shape future employment, town centre and local centre sites and policies.

3. Community and Housing:

The Borough of Redditch Local Plan Issues and Options consultation provides an opportunity for consultees to shape future housing allocations and policies.

Climate Change Implications

- 6.5 The local plan will have significant implications for climate change, shaping the location and nature of new housing, employment, and infrastructure development. To ensure that climate resilience and

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sustainability are at the forefront of our planning, the Council needs to adopt specific strategies such as promoting renewable energy sources, enhancing green infrastructure, and improving energy efficiency. This should ensure that only the most sustainable developments come forward. Additionally, prioritising sustainable transport options to reduce car dependency, implementing flood risk management strategies, and ensuring biodiversity net gain in all projects, will help Redditch Borough achieve its commitment to Net Zero by 2050 and create a more sustainable and resilient community.

Equalities and Diversity Implications

- 6.6 This consultation will be open to all to comment in multiple ways both online and in hard copy. Consultation events will also take place in a variety of locations and at different times of the day. Every effort will be made to ensure that we reach the widest amount of people and organisations as possible.

7. RISK MANAGEMENT

- 7.1 The Government have stated that all Local Government Authorities must have an up to date Local Plan. The Council approved the Local Development Scheme in February 2025 which sets out the plan making timetable in order to achieve an up to date local plan. This consultation is in-line with this timetable. The risk of not progressing to a new Local Plan is being managed by undertaking this consultation. Should the timetable not be kept to in the future there is a risk of intervention by the Ministry of Housing, Communities and Local Government (MHCLG) in local plan making, as outlined in the report accompanying the Local Development Scheme. The table below summarises the Local Development Scheme timetable:

Year	Action
May-June 2025	Issues and Options consultation begins
September 2025	Notice of plan making under 30-month system
January 2026	Gateway 1 (Advisory)
May-June 2026	Public consultation (8 weeks)
November 2026	Gateway 2 (Advisory)
March-April 2027	Public consultation (6 weeks)
November 2027	Gateway 3 (Stop/Go)

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December 2027	Examination
June 2028	Finalisation and Adoption

8. APPENDICES and BACKGROUND PAPERSAppendices

Appendix A – Redditch Local Plan Issues and Option

Background Papers

Redditch Housing and Economic Development Needs Assessment (HEDNA) February 2022 [Housing and Economic Development Needs Assessment \(HEDNA\)](#)

Redditch Sustainability Appraisal (SA) Scoping Report (to follow)

Local Development Scheme (LDS) February 2025 [Executive Committee Agenda \(Item 5\) - 24th February 2025](#)

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Sharon Harvey	24 th April 2025
Lead Director / Assistant Director	Ruth Bamford, Assistant Director of Planning and Leisure Services	23 rd April 2025
Financial Services	Bob Watson, Section 151 Officer	23 rd April 2025
Legal Services	Nicola Cummings, Principal Solicitor - Governance	2 nd May 2025

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Policy Team	Rebecca Green, Policy Manager	TBC
Climate Change Team	Matt Eccles, Climate Change Manager	20 th April 2025

DRAFT- Redditch Local Plan Review: Issues and Options



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Appendix A: Glossary

1. Introduction

The next phase of Redditch's development

1.1 Almost 60 years on from the adoption of the Redditch New Town Masterplan, this consultation on the new Redditch Local Plan is an opportunity to shape the next phase of Redditch's development.

1.2 Much of Redditch is defined by its post-war heritage. The Redditch New Town Masterplan sought to respond to the post-war challenges of a housing shortage, increasing car use and overcrowding in the West Midlands conurbation. The Redditch New Town Masterplan left a legacy of relatively low levels of congestion, comparatively large amounts of open space and local services in District Centres accessed by a network of footpaths, all framed by over 3 million trees.

Redditch New Town Masterplan image to be included*

1.3 Redditch is a place of choice for families with its good range of housing, schools and open space. Redditch is a centre for manufacturing with good access to Birmingham and the wider motorway network.

1.4 The new Redditch Local Plan can help address challenges faced by Redditch today such as the housing shortage, the changing nature of town centres and climate change.

1.5 The new Local Plan is a real opportunity for Redditch to decide where new homes are built, what type of new homes are built, what those homes look like and how energy efficient they are. The new Local Plan can help provide businesses with the space to grow, help shape our town centre to adapt to increasing online retail and to define the infrastructure to help us walk, cycle and charge our cars into the future.

1.6 The purpose of this Issues and Options consultation is to hear your views in order to shape the next phase of Redditch's development.

2. Redditch Borough Today

2.1 Redditch Borough is located in North Worcestershire, around 15 miles south of Birmingham. Redditch Borough is surrounded by Bromsgrove District to the west and north, Stratford-on-Avon District to the east/southeast and Wychavon District to the southwest. Redditch Borough is situated at the outer edge of the West Midlands Green Belt boundary.

2.2 The Borough consists of Redditch itself, the villages of Astwood Bank and Feckenham as well as several hamlets. It covers an area of 5,435 hectares (13,430 acres). Between the last two censuses (held in 2011 and 2021), the population of Redditch increased by 3.4%, from around 84,200 in 2011 to around 87,000 in 2021.¹

2.3 The Borough is split into the urban area of Redditch in the north, accounting for 50% of the area and 93% of the population; and the rural area to the south with 7% of the population. The rural area consists predominantly of Green Belt land, but also open countryside.

2.4 Redditch was formerly a market town until 1964 when it was designated as a New Town; a status it maintained up until 1985. During this period the Redditch Development Corporation led the significant growth of Redditch, predominantly to the east of the town. As identified at the start of this document, Redditch's twentieth century development has become one of the towns defining features.

2.5 A feature of Redditch's post-war character is that Redditch town itself has a significant amount of open space. There are two areas of designated parkland, including the regionally significant Arrow Valley Country Park (364 hectares) and Morton Stanley Park (38 hectares).

2.6 Redditch Borough has a rich local history with 161 Statutory Listed Buildings, 8 Scheduled Monuments and over 500 other heritage assets, including locally listed heritage assets.

(Insert map- to be confirmed for version formally formatted in RBC design language)

3. What is a Local Plan?

3.1 A Local Plan sets out the Council's policies on land use and guides development. The Local Plan's purpose is to determine where and how housing, employment and infrastructure are all delivered in the Borough over the next 20 years. Determinations on individual planning applications are made in accordance with the adopted Local Plan policies unless there are significant mitigating circumstances.

3.2 Local Plans are prepared through engagement with local communities, other interested parties and statutory bodies. Local Plans are prepared in accordance with national legislation and policy and are informed by a comprehensive evidence base.

3.3 This "Issues and Options" consultation is an early stage of the Local Plan review process and further public consultation will follow. Your views will help define the issues the Plan sets out to tackle and inform the potential options for doing so, such as the location of development and the approach of key planning policies.

What is outside of the scope of the Local Plan?

3.4 As well as defining what the Local Plan can do, it's important to consider what is outside of the scope of the Local Plan to help consultees respond effectively.

- **Housing Numbers:** determined by central government based on the Standard Method. **(To include link).**
- **Proposed sites:** There are no proposed sites included within this document as the 'Call for Sites' process has not yet been undertaken. Further detail on this is provided in chapter 6).
- **Employment land requirements:** set locally through the Housing and Economic Development Need Assessment **(link to evidence base to be included).**
- **Roads:** Worcestershire County Council highways are responsible for matters such as traffic calming, road repairs, 20mph zones etc. This does not fall under the remit of the Local Plan.
- **Health:** The Local Plan process will include consulting the NHS, GPs and other care providers on the necessary health provision for new development. The Local Plan cannot solve any current problems with healthcare provision.
- **Bringing specific businesses to the town centre:** The Economic Development team works with individual businesses to support and attract them to the town
- **Climate/ energy policies:** Central government defines the national approach to climate and energy policies. The Local Plan operates within that framework.

3.5 Please note that this Issues and Options consultation is the first consultation for the new Redditch Local Plan. There will be at least two more consultations in the future at the Local Plan Preferred Option and Submission Local Plan stages.

4. Why do we need a Local Plan review?

4.1 All Councils are required to prepare a local plan to chart a path for the evolution of the area over a period of 20 years. Local Plans are required to be reviewed regularly to ensure that they remain relevant to current needs.

4.2 The current Borough of Redditch Local Plan (BORLP4) was adopted in January 2017 and covers the period from April 2011 to March 2030. It will remain in effect until the new local plan is adopted.

The BORLP4 can be found here:

<https://www.redditchbc.gov.uk/council/policy/planning-policy/borough-of-redditch-local-plan/borough-of-redditch-local-plan-no-4/adopted-borough-of-redditch-local-plan-no-4/>

4.3 Given the time elapsed since the adoption of BORLP4, the Council is required by law to undertake its review and start planning for the period beyond 2030. Furthermore, there have been significant changes to the national planning context

since BORLP4 was adopted and there is a need to determine the extent of changes to local circumstances.

4.4 BORLP4 allocated land for the construction of approximately 6400 dwellings and 55 hectares of employment land up to March 2030 to meet the Borough's identified development needs. Revised housing need figures from the Government's recent revision of national planning policy mean that under the adopted Plan, the Borough has a housing allocation shortfall of approximately 3500 dwellings covering the period up to 2043. A further allocation of employment land will also be required to meet future economic growth needs.

4.5 Updated and new policies will also be required to address issues such as protecting and enhancing the natural and historic environments, providing sufficient infrastructure addressing climate change and sustainability and, amongst other things, to ensure that Redditch Borough is a place where people want to live, work and relax.

Local Development Scheme

4.6 The timeline for the new Redditch Local Plan is contained within the Local Development Scheme (LDS), which can be found here:

[Local Development Scheme \(LDS\)](#)

Local Plan Evidence Base

4.7 The Local Plan will be led by the Council's evidence base. The evidence base consists of studies on key topic areas to ensure the Local Plan is based on the latest local data and information. The full evidence base will be produced and published as the Local Plan advances through the key plan-making stages identified in the LDS above.

4.8 A key starting point for the evidence base is the Housing and Economic Development Needs Assessment (HEDNA). The HEDNA (2022) identifies the future housing and employment needs across Redditch Borough for the period 2021-2040.

4.9 The HEDNA and the wider Issues and Options consultation evidence base library can be found here: [Housing and Economic Development Needs Assessment \(HEDNA\)](#) Link to I and O evidence base page to be included.

Sustainability Appraisal

4.10 A Sustainability Appraisal (SA) assesses to what extent a Local Plan promotes sustainable development. The SA is a key part of the local plan process that can shape and even change proposed local plan site allocations and planning policies to make them more sustainable.

4.11 Sustainability is judged by how the Local Plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic, and social objectives.

4.12 It is a legal requirement to carry out an SA during the preparation of a local plan under Section 19 of the Planning and Compulsory Purchase Act 2004. Paragraph 33 of the National Planning Policy Framework (NPPF) identifies the Local Plan SA requirements.

4.13 An SA Scoping report has been produced to inform this Issues and Options Local Plan. Whilst the SA is a legal requirement for a local plan, the SA Scoping report itself is not. The Scoping Report has been undertaken to provide a greater understanding of the key issues that the Redditch Local Plan will need to address.

4.14 The Scoping Report has 5 purposes:

1. To review relevant policies, plans and programmes (PPPs) which may affect the SA
2. Analyse baseline information
3. Identify key sustainability issues
4. Develop the SA framework
5. Consult statutory bodies on the SA Scoping Report

4. 15 The SA Scoping Report can be found here ([link to the evidence base library tbc prior to consultation](#)).

4.16 Each section of this document identifies how the SA scoping report has shaped the development of key questions.

National Planning Policy Framework (NPPF)

4.17 The NPPF was first published in March 2012, and most recently revised in December 2024. The NPPF is the Government's 'rule book' that local plan preparation (and other areas of planning) must take account of. The interpretation and application of the NPPF is supplemented by the Planning Practice Guidance (PPG). The PPG is an online resource offering detailed advice on the NPPF and it can be accessed [here](#). The PPG also identifies what supporting evidence base work should be undertaken.

4.14 Changes in the revised NPPF will render some existing policies outdated, thus warranting an update to the Local Plan. The Local Plan Review will need to:

- Reflect the policies set out in the NPPF and associated PPG;
- Contribute towards achieving sustainable development and be supported by appropriate Sustainability Appraisal (SA) and Habitat Regulations Assessment;
- Meet the development and infrastructure requirements of the Borough;
- Consider the unmet development needs of neighbouring authorities and demonstrate that the Duty to Cooperate with neighbouring authorities has been met;
- Take account of evidence relating to environmental constraints on development and the need to conserve the built and natural environment;

- Be deliverable within the Plan period taking account of identified constraints, infrastructure requirements and viability considerations.

5. Consultation and how to respond

Aims of the consultation

5.1 The consultation requirements of a local plan are set out in the Town and Country (Local Planning) (England) Regulations 2012. Regulation 18 of the act identifies the requirements for consulting stakeholders on the initial 'Issues and Options' stage of a local plan.

5.2 The Regulation 18 Issues & Options consultation is where the Council considers the factors that are influencing the need to update the adopted Local Plan.

5.3 The aim of this consultation is to gain feedback and comments on the draft Issues and Options for the Local Plan to address. Consultation feedback will be used alongside the wider plan evidence base, discussions with key stakeholders and national policy to help the Council to prepare the first draft Local Plan, which will then be publicised for further consultation. When adopted, the Local Plan will cover a period up to 2043.

How will we raise awareness of the consultation?

5.4 The consultation will start on the **22ndth May until 3rd July**

5.5 The Council's Issues and Options consultation strategy will utilise the following methods to raise awareness of the consultation:

- Use of online consultation platform Commonplace (<https://Redditchplan/commonplace.is>)
- Print and display relevant documents in the libraries and some publicly accessible Council buildings*
- Exhibition drop-in events
- Posters and pop-up banners
- Social media
- Website
- Adverts in local papers
- Potential school workshops (term dates and curriculum pending). This will be specifically with young people ages 10-21.

*Please note that due to current works at Redditch Town Hall, customer services has temporarily moved to 5 George Walk, Kingfisher Shopping Centre (behind Primark). Opening hours are 9am-5pm, except for bank holidays.

Who are we going to consult?

5.6 The Council is required by legislation to consult certain bodies which it considers may have an interest in or be affected by the document. These bodies include:

- All statutory consultees
- As many residents as the Council can reach through the consultation methods outlined above
- In addition to this the Council will also seek to ensure a wide range of other stakeholders and individuals such as voluntary and community groups have the opportunity to be involved in the consultation process.

When and how will we consult?

5.7 The Issue and Options consultation period will run for six weeks from **22nd May until 3rd^h July**.

5.8 The consultation documents will be available to view and comment on the Council's website. They will also be available to read during normal opening hours at the Council's Customer Service Centre in at 5 George Walk, Kingfisher Shopping Centre. In addition, the consultation documents will be available to view at local libraries.

5.9 There will be a direct email/letter notification to all consultees registered on the Council's consultation database to advise them of the consultation dates and how to view and respond to the consultation.

How will people be able to respond?

5.10 Respondents will have a choice of ways to make their comments including answering questions via an online consultation platform (Commonplace), using an online questionnaire or sending written comments in by e-mail or by post.

Online form: <https://Redditchplan/commonplace.is>

Email: redditchplan@bromsgroveandredditch.gov.uk

Post:

There will also be several events across the consultation period in person at the following locations **XXXX (locations to be finalised)**.

Location	Date	Time

Please note that by responding to this consultation period, we will add you to our consultees database and automatically notify you of future Plan Review consultation periods. **Formal wording tbc prior to consultation.**

6. Call for Sites

6.1 The Council is carrying out a Call for Sites exercise as part of the Issues and Options consultation. The Call for Sites will run for the six-week duration of the Local Plan. Submissions will be accepted from 9am on 22nd May and the deadline for Call for Sites submissions is 5pm on 3rd July.

6.2 The Call for Sites exercise enables developers and landowners to submit potential development sites that they wish to be considered for inclusion in the Borough of Redditch Local Plan Review.

6.3 The below form (**TBC**) should be completed to suggest sites that you think should be considered by Redditch Borough Council for their suitability for housing, employment or other development land uses over the period to 2043.

6.4 If you have any queries completing this form please contact the Strategic Planning team at Redditch Borough Council on **XXX** or email: redditchplan@bromsgroveandredditch.go.uk

Form Completion Notes

6.5 • Please complete ONE FORM PER SITE.

- Please complete each form as fully as possible. The Local Planning Authority will contact you for more detailed information regarding your site submission if required - please wait to hear from us.
- Please attach a scaled location map showing the precise boundary of the site, indicating clearly where development could be located. If possible, please provide as a GIS shape file and any further information such as available masterplans.
- Other relevant information that you consider appropriate may be appended as part of the submission including indicative site layouts, masterplans, proposed delivery rates.
- Electronic submissions are preferred.

6.6 When you submit your completed form to us we will store your details on our internal database. We need your permission to hold your details on our database and therefore ask that you sign and date the agreement below before returning the form to us. Submission of a form electronically will be taken as authority to store your data. Submission in hard copy will require a pen signature and date.

7. Design Coding

7.1 Consultation on Design Coding forms part of the Redditch Issues and Options Local Plan consultation.

7.2 Design codes seek to create successful places as set out in the National Design Guide and the National Model Design Guide:

[National design guide - GOV.UK](#)

[National Model Design Code - GOV.UK](#)

7.3 It is National Planning Policy Framework (NPPF) requirement to now produce a design code for each area. NPPF Para 131 states: "...Design guides and codes provide a local framework for creating beautiful and distinctive places with a consistent and high quality standard of design..."

7.4 More specifically: "A design code is a set of design requirements for the physical development of a site or area. It is made up of rules that are clear, specific and unambiguous, and it should normally include extensive graphical illustrations. The code should build upon a design vision, such as a masterplan or other design and development framework for a site or area."

7.5 Design coding for high-density, mixed-use locations like Redditch town centre will of course differ significantly from design coding for other places in Redditch. Therefore one of the key options to decide is determining the scale of the design code for Redditch and what it should cover.

7.6 The detailed design code will be produced later in the new Local Plan period and will be informed by the responses from this Issues and Options consultation.

Question 1 (Q1): What areas should a Design Code for Redditch cover?

Option 1: A Borough wide general Design Code?

Option 2: An overall Design Code but with different requirements for specific areas?

Option 3: Design Codes for specific areas only e.g. Redditch town centre. (If so, which areas?)

Option 4: Produce a new Design Code only for new, large development sites

Q2: Are there any specific design features you would like to see included in design codes for specific areas when new development comes forward?

8. Vision

8.1 The emerging vision is *for Redditch to become a greener, safer place with pride in its heritage. Redditch will have more decent, energy efficient homes and employment space to allow businesses to thrive and create highly skilled jobs.*

Redditch will draw upon its post-war heritage to adapt to the challenge of climate change with new active travel routes, enhanced green infrastructure/natural environment and energy efficient development.

8.2 The Vision for Redditch Borough, and its associated Objectives, will be refined as the Borough's Local Plan is developed and more certainty is gained about:

- what, where, how and when new development will be delivered
- the issues and challenges that emerge through public consultation
- the aspirations that emerge through public consultation.

9. Key Issues for Redditch

9.1 The Sustainability Appraisal scoping report, evidence base documents such as the Housing and Economic Development Needs Assessment (HEDNA) and conversations with locally elected council members has helped to identify the issues below:

Housing:

- Meeting demand for Redditch's growing population
- Sustainable locations for new development and regenerating older housing stock
- Redeveloping brownfield sites
- Boundary extension options for expansion within the Borough
- Shortage of affordable housing and family housing
- Shortage of elderly accommodation/retirement villages to meet demand from Redditch's ageing population
- Reduce the council housing waiting list by creating more social housing

Economy:

- Regeneration of the Town Centre and District Centres
- Dealing with high vacancy rates in the Town Centre
- Creating more leisure and cultural events to grow the visitor economy
- Attracting investment and growing the economy
- Responding to employment needs in the Borough
- Ensuring the Local Plan is aligned with relevant strategies such as the emerging National Industrial Strategy
- Encouraging investment in emerging technology and green industries
- Working with businesses, education providers and the forthcoming Digital Manufacturing and Innovation Centre to provide the right size and location of employment land

Infrastructure:

- Improving public transport, walking and cycling which will improve overall health of the Borough
- Improve access around the Borough to attractions and green space

Natural Environment:

- Promote healthy lifestyles
- Recognising environmental issues such as flooding and wildlife
- Ensuring sustainability across the district
- Making the most of heritage assets and improving the visitor experience

Climate Change:

- Reducing carbon emissions through new technology
- Measures to adapt to aspects of climate change e.g. coping with increased rainfall
- Energy efficiency in new developments

Questions

Question (Q1): Do you agree with the issues identified?

Q2: Are there other issues (relating to planning) which the new Local Plan should be addressing?

10. Possible Growth Options

10.1 The Council has not yet undertaken the 'Call for Sites' exercise so doesn't yet know which potential sites for housing and employment are available. The Council can however identify possible broad locations for development based on the characteristics of Redditch Borough. Below is a range of growth options on which the Council would like your views.

10.2 As the Local Plan progresses, these growth options will be refined into the growth strategy. A growth strategy will help us determine the right broad locations for strategic growth and will help deliver homes, employment and infrastructure to meet the needs of the Borough's residents and businesses.

10.3 The growth strategy will be informed by what sites are available for development, the suitability of potential sites submitted through the Call for Sites exercise and where the evidence base indicates are the most sustainable locations for new development.

10.4 The growth strategy will be shaped by Redditch Borough's tight administrative boundaries because this limits the potential sites available within Redditch Borough itself. The land to the south of Redditch mainly consists of green belt land. Non-green belt land on the southern edge of the Borough is classed as 'open countryside' land.

10.5 Among the changes in the revised NPPF is the introduction of 'grey belt'. Grey belt is a new classification of designated land, defined as "*land in the Green Belt comprising previously developed land and/or any other land.*" To be considered to be 'grey belt' land, a potential site should not strongly contribute to certain Green Belt purposes, such as preventing urban sprawl. Some land in Redditch that is currently protected by the Green Belt could now be considered for development.

10.6 The growth options will be subject to Sustainability Appraisal (SA) following the Issues and Options consultation.

Option 1: Focus on urban renewal and urban intensification

This option consists of focusing development on existing urban brownfield sites and considers the potential to increase housing densities. This could include regenerating district centres and existing Council housing stock. This option could provide development in highly sustainable urban locations.

This option may not be enough to meet Redditch's housing numbers in full but could help revitalise parts of Redditch whilst providing new homes in highly sustainable locations.

Option 2: Focus development on the Green Belt south of Redditch

Allowing for growth in the Green Belt to the south of the Borough could provide new homes, employment land and services with good access into Redditch town itself.

This option would mean housing and employment growth would be accommodated within Redditch's Borough Council's administrative boundaries without having to extend into neighbouring local authorities.

Option 3: Focus development on the open countryside south of Feckenham

Allowing for growth beyond the Green Belt to accommodate new housing. Development in the open countryside would need to be of a sufficient size to provide sufficient infrastructure to support development.

Option 4: Building on existing open space

Developing green spaces in the urban area could deliver some of the development needed in sustainable locations close to existing employment and services.

Option 5: Urban Extension at the edge of Redditch in neighbouring districts

An urban extension which would include homes, community infrastructure and employment.

Urban extensions would reflect the reality of Redditch Borough's tight administrative boundaries to the west, north and east of the Borough, meaning there are limited options for significant growth within the Borough itself. Urban extensions would cross over into the boundaries of neighbouring authorities.

Q4: Which of the above options (or combinations of options) do you think is best and why?

Q5: Are there any other options for developing new homes and employment in Redditch you would include?

11. Climate Change

11.1 Redditch Borough Council declared a Climate Emergency in 2019. The Council subsequently published the Redditch Borough Council (RBC) Carbon Reduction Strategy & Implementation Plan 4.5 in February 2024 to reflect the Council's commitment to achieving Net Zero by 2050. It is paramount for Redditch Borough to integrate carbon reduction into all aspects of development. It is an underlying theme that will influence all aspects of Local Plan policy.

11.2 Redditch Borough Council recorded a 2% increase in Carbon Dioxide (Co2) emissions in Redditch between 2021-2022². In addition, the area is highly car-dependent. Data from the 2021 Census 2021 shows that 63.2% of residents travel to work by car, while only 7.7% chose an active travel mode.

11.3 The Borough is legally required to mitigate climate change and adapt to its effects, as stipulated in the Planning and Compulsory Purchase Act 2004 (Section 19(1A)). Therefore, the Council has incorporated options for reducing carbon emissions throughout the Local Plan document.

How can Local Plans respond to climate change?

11.4 The adopted Local Plan consists of policies for mitigating climate change by supporting sustainable development. It addressed flooding, incorporated sustainable drainage, encouraged active travel and required developments to maximise energy

² [UK local authority greenhouse gas emissions estimates 2022](#)

efficiency. By reviewing and updating existing policies, we can go further in mitigating and adapting to climate change.

11.5 The Council invested £3.2 million in energy efficiency in 2023, benefiting 280 buildings within the Borough. Higher energy efficiency can be achieved by incorporating sustainable technologies in new developments.

11.6 In terms of energy supply, the most effective adaptation response is to consider diversifying energy sources by including renewable energy. The Local Plan will include policies on renewable energy measures, such as solar farms.

11.7 Flood mitigation remains one of the challenges within the Borough. As climate change will inevitably increase the likelihood of flooding, there is a need to consider flood mitigation measures. The Natural Environment section includes questions about mitigating flood risk.

11.8 In line with Biodiversity Net Gain (BNG) requirements, the Local Plan presents an opportunity to enhance the quality of our natural environment. The Natural Environment section includes options to enhance biodiversity, which can help reduce greenhouse gas emissions and support climate change adaptation.

Questions

Q6. Do you agree or disagree with our overall approach to addressing climate change issues? Is there anything further you would include?

12. Housing

12.1 Implications from the Sustainability Appraisal Scoping Report on Housing:

- Need to provide housing in sustainable locations
- There is a need to ensure that the housing mix meets housing needs e.g. the need to accommodate the requirements of an ageing population

12.2 England is widely considered to be experiencing a housing crisis, with quality homes being out of reach for many people. One of the means of addressing this issue is to build more new homes and to ensure a significant portion of those homes are affordable to those that need them. Our current Local Plan is working towards this goal, and this new Plan will increase the number of planned new homes in line with the government's requirements. The new Local Plan is an opportunity to shape the type of new homes built.

12.3 These new homes should be designed to meet the diverse needs of our residents, including family homes which are affordable for all, elderly peoples' accommodation, specialist housing needs and custom build housing, as well as providing space for the gypsy, traveller and travelling show people communities. These homes should also be fit for the future in terms of energy efficiency and sustainability so that future renovations are not required to meet the Borough's climate change obligations. We need your views on how we set about meeting those goals.

12.4 If you have a potential development site that you wish to put forward for assessment, please refer to the Call for Sites section of this document.

What is our Housing Requirement?

12.5 Local Housing Need (LHN) is calculated using the [Standard Method](#), which was updated in the December 2024 revision of the NPPF and PPG. Local authorities are required to meet the overall LHN requirement.

12.6 The revised LHN need figure for the Borough stands at 489 dwellings per annum, equivalent to 8313 additional dwellings up to the period 2043. When existing land allocations, current planning permissions and a windfall allowance are accounted for, this results in a need for new land to be identified for around 3900 dwellings.

Affordable Housing

12.7 Approximately 35% of housing completions since the adoption of BORLP4 have been what the [Government defines as affordable](#), in line with Policy 6 of the adopted Local Plan for developments of 11 or more dwellings. However, there is still a great need for affordable homes in the Borough. The latest Redditch Housing and Economic Development Needs Assessment (HEDNA) provides an estimate of the affordable housing required in the Borough for the period 2021–2040, and the government has stated a desire to increase the supply of social rent properties across the country.

Q7: The government defines the following types of Affordable housing.

- **Social rent**
- **Other affordable housing for rent**
- **Discounted market sales housing**
- **Other affordable routes to home ownership**

Are there any additional forms of affordable housing that the Councils should consider?

What should the mix of housing types be?

12.8 The NPPF (section 5) steers local authorities towards delivering a wide choice of high-quality homes by planning for a mix of housing.

12.9 The Redditch HEDNA provides recommendations on the size, type and tenure of new housing. This mix is based on current and future demographic trends and

addressing the needs of different groups to reflect local demand. The final housing mix may be subject to change. The Council is interested in your views on the mix of housing types in new developments. The current recommendations (from the HEDNA) are summarised in the following table.

Table 1: Dwelling Mix Recommendations Redditch HEDNA 2022.

Dwelling Size/Type	Market Housing	Affordable Home Ownership	Social/Affordable Rent
2-bedroom house	9%	10%	32%
3-bedroom house	66%	64%	18%
4+ bedroom house	13%	6%	6%
1 bed Flat	6%	11%	32%
2+ bed Flat	6%	10%	11%
Total	100%	100%	100%
Bedrooms			
1 bedroom	6%	11%	32%
2 bedrooms	15%	20%	43%
3 bedrooms	66%	64%	18%
4+ bedrooms	13%	6%	6%
Total	100%	100%	100%
Dwelling Type			
House	88%	80%	57%
Flat	12%	20%	43%
Total	100%	100%	100%

12.10 Based on the evidence, there is a need to consider a range of housing options. As part of this consultation we are seeking your feedback as to what part of the housing mix consultees feel should be prioritised.

Q8: Are you happy with the currently proposed housing mix? What type of housing mix do you believe Redditch requires?

- **Detached or semi-detached family housing**
- **Bungalows**
- **Smaller houses such as terraced housing**
- **Higher density development such as flats and town houses**
- **Higher amounts of affordable housing or other affordable types such as First Homes**
- **Self Build and Custom Housebuilding plots**

What should the density of new housing developments be?

12.11 Based on the housing requirement figures detailed above, the Council will need to identify additional land for approximately 3900 dwellings.

12.12 The lower the density at which homes are built, the higher the amount of land they use. At 30 dwellings per hectare, the land requirement for housing alone (i.e. not including associated amenities) would be approximately 130 hectares, at 50dph this figure drops to 78 hectares. Therefore, a balance must be found between appropriate densities and the amount of land available to build on. The adopted Local Plan sets out the Council's current approach to housing density. Specifically, Policy 5, the effective and efficient use of land, which states "densities of between 30 and 50 dwellings per hectare will be sought in Redditch Borough, and 70 dwellings per hectare will be sought on sites for residential development that are within or adjacent to Redditch Town Centre and the District Centres".

Q9: Which of the following approaches to housing density do you consider the most appropriate for Redditch Borough?

- 1. Set a minimum density requirement for the Borough as a whole**
- 2. Set different minimum density requirements for different parts of the Borough**
- 3. Have no set minimum density requirements and rely on distinctive local characteristics to inform site design**
- 4. Have no set minimum density requirements and rely on site attributes such as proximity to services to inform site design**

What sort of homes should we provide for the Elderly?

12.13 As of the 2021 Census, 18.6% of the population of Redditch was aged 65 and over, this is a proportional increase of 4.4% since the 2011 Census. The proportion aged 45-64 stood at 30.8% suggesting the portion of older people continues to increase. The Local Plan should reflect this reality and plan appropriately. The Redditch HEDNA estimates that housing exclusively for people aged over 55 (known as Age Exclusive housing) will need to increase by 303 dwellings (as part of the overall Local Housing Need). In addition to the general LHN, 753 specialist units and 463 additional care home bedspaces are needed. Of these bedspaces it is recommended that 49% are with nursing provision.

12.14 These figures are a useful starting point. The question below is intended to give us insight into whether these estimates reflect what our residents consider would be required with regards to potential future accommodation following retirement.

Table 2: Housing by type/tenure Redditch HEDNA 2022.

Housing Type	Additional Need 2021-2040	% Available for Rent
Age Exclusive Housing	303	86%
Specialist (Total units)	753	62%
Retirement/Sheltered Housing	671	56%
Enhanced Sheltered Housing	18	0%
Extra Care Housing	64	100%
Care Homes (Total beds)	463	-
Care Home without nursing (beds)	237	-
Care Home with nursing (beds)	226	-

What other Specialist Housing should we provide?

12.15 As part of the homes coming forward in future Local Plans there will be a need for dwellings designed for those with specific needs. Beyond homes for the elderly, these could include family homes, homes for those with disabilities and student housing.

12.16 Meeting the disability needs of Redditch's population will require the delivery of appropriately designed new dwellings and adaptations to existing housing stock. The Redditch HEDNA estimates that by 2040, 6716 people 'limited a lot' by their condition will live in Redditch, an increase of 429. Additionally, those suffering from 'bad or very bad health' will increase by 238 to 3722. An additional 502 homes with appropriate adaptations will be required, including an additional 104 households designed for wheelchair users.

12.17 Types of specialist housing

Accessible property in regular development

Defined as a home designed to accommodate people with chronic health conditions (including being able to accommodate wheelchair users)

Accessible property in 'retirement village'

As above but located within a 'retirement village' where home purchases are age restricted (over 55) and there may be staff located on site

Independent living (apartments)

Specialist accommodation that has been designed to accommodate older people e.g. with mobility issues where residents still live without assistance but can access support on-site if needed

Traditional house / bungalow future proofed for later life

Care Home

Accommodation designed for older people who need daily support

Other please describe

Q10: what other specialist types of housing should the new Local Plan look to provide

Q11: What type of homes suitable for older people should the new Local Plan be planning for?

Accommodation for Gypsies, Travellers and Travelling Show-People

12.18 When we are considering the housing needs of the Borough, we also need to take into consideration the housing needs of different groups in the community, which includes gypsies, travellers and travelling show-people. Insufficient suitable allocated sites can lead to unauthorised encampments as well as speculative applications or appeals. Having a Local Plan policy that sets out how the need will be met provides certainty to communities and ensures gypsies, travellers and travelling show-people have access to education, health, welfare and employment infrastructure.

Q12: Are there any sites or locations you believe would make good potential plots for the Gypsy, Traveller and Travelling Show-People Community? (Formal site submissions can be made through the Call for Sites process which forms part of this consultation).

What should the Council's housing design standards include?

12.19 Redditch Borough Council is currently in the process of drafting a Design Code for the Borough. The resulting Design Code, created in consultation with residents, will specify a clear vision for what will be considered good design with regards to appearance, sustainability, function and quality.

12.20 The minimum standards in terms of energy efficiency and generation, water usage and CO2 emissions (embedded and in use) for new residential properties are set by the Building Regulations 2010 and subsequent amendments and Approved Documents, at least until the Government implements the anticipated Future Homes Standard. Whilst these regulations state the minimum, it is permissible for local planning authorities to require standards over and above the minimum, however the Council will need to build a strong evidence base for such a policy. It is therefore important for us to gauge the level of public support for such a policy.

Q13: Do you believe that the Council should seek to exceed Building Regulations regarding sustainable technologies for new homes?

Q14: If so, what area should the council consider a priority?

1. **Energy / Heat efficiency (insulation and controlled ventilation)**
2. **Low carbon heating (electrified heating)**
3. **On site Renewable Energy Regeneration**
4. **Low / negative carbon construction materials**
5. **All of the above**

13. Economy

Implications for the employment land strategy of the Sustainability Appraisal Scoping Report

13.1 The Sustainability Appraisal forms a key part of the Local Plan evidence base. The SA Scoping Report identifies the following key sustainability issues:

- **Redditch's population is ageing.** Providing more entry level jobs and graduate roles for young people will help attract and retain younger residents whilst ensuring businesses have the employees they need to expand
- **Wages:** Wages in Redditch are lower than some surrounding areas. Securing investment may create higher paid jobs to reduce out-commuting
- **Skills:** The local labour force needs to be upskilled to safeguard and attract business investment

Overview

13.2 The Local Plan is vital for Redditch's economy. The Local Plan identifies where new employment sites are developed and shapes how existing employment sites are redeveloped.

13.3 Providing the right sites to enable business growth in the Borough is vital for the expansion of existing businesses and to attract new businesses and inward investment.

How much employment land is needed?

13.4 The Redditch Housing and Economic Development Needs Assessment (2022) (HEDNA) calculated that Redditch needs 35.5ha of new employment land by 2040. The figure is calculating by looking at past trends.

What employment land is the Council required to deliver by the Planning system?

13.5 The NPPF requires the Local Plan to plan proactively to encourage economic growth (Para 86). The Local Plan should "pay particular regard to facilitating development to meet the needs of a modern economy, including by identifying suitable locations for uses such as laboratories, gigafactories, data centres, digital infrastructure, freight and logistics;" (Para 86c).

What is Redditch's economy like? What does this tell us about future need?

13.6 Overall employment levels are above the County average. Redditch has a strong manufacturing sector, comprising 20% of the local economy. Manufacturing is however forecast to decline up to 2041 as a proportion of the local economy, so it is important to plan to support both the existing manufacturers and emerging economic sectors.

13.7 Redditch's central location and good access to the road network help make distribution and professional services key future growth areas. However, Redditch's office market is hampered by a lack of Grade A office stock, with the existing office stock ageing and with good quality office stock in key locations such as the town centre in short supply.

What type of employment land does Redditch need?

13.8 Redditch is benefiting from investment in the railway station, the new Digital Manufacturing and Innovation Centre (DMIC) and an enhanced public realm in the town centre. The local plan provides an opportunity to harness this new investment by providing policies and land allocations to link in to these projects.

13.9 There are currently vacancies across various units- including large units- in the Borough. However, a level of vacancies (or 'churn') is considered normal. The local plan is planning for demand towards the middle of this century, so vacancies today shouldn't impact how future provision is viewed.

Where will new employment land be located?

13.10 Whilst potential future employment land is not yet known (as the 'Call for Sites' process hasn't taken place yet but is being undertaken as part of this consultation), the Council can identify the likely main growth options for new employment land based on the characteristics of Redditch Borough.

Options:**Option 1: Redevelopment of existing employment sites- at higher densities**

Redevelopment could provide high quality new employment units in sustainable locations with good road access. This could also provide an opportunity to regenerate previously developed 'grey belt' sites in the green belt

Option 2: Extensions to existing employment areas where possible

Extending existing employment areas could help upgrade existing infrastructure in sustainable locations with proven market demand for employment land

Option 3: New employment sites

Providing new employment sites could enable new jobs, infrastructure and investment across the Borough

Option 4: Allocate a large employment sites (25 hectare plus)

Large employment sites over 25ha are formally known as 'strategic employment sites'. Allocating a Strategic Employment Site could drive inward investment into the Borough and/or enable existing businesses to expand. Strategic Employment Sites could accommodate large manufacturers, distribution or other emerging uses such as data centres. For example, the West Midlands Strategic Sites Study provides evidence to support reserving some land on new employment sites for manufacturing uses.

Q15: Which employment growth option (or combination of growth options) should the new Local Plan include and why?

Q16: What type of employment sectors do you think the Local Plan should prioritise through providing new employment land?

- Advanced manufacturing (including renewable energy, automotive, etc)
- Logistics
- Professional services (requiring office space)
- Other

Q17: Redditch has the highest stock of industrial land in Worcestershire. When units are vacant long-term, alternative uses such as gyms might be proposed for these units.

Do you think the Council should pursue a flexible approach to allowing alternative business uses on land designated for traditional employment use?

Q18: What kinds of flexible uses should the Local Plan be more accommodating for?

- Conversion of empty units to sports and leisure uses such as gyms, soft play facilities etc.
- Conversion of empty units to large retail facilities outside of the town centre
- Conversion of empty units to other uses
- Do you consider any other options are appropriate?

Rural economy in Redditch

13.11 Around half of the Borough of Redditch is rural so it is essential that the local plan contains policies that help support a prosperous rural economy.

13.12 The NPPF recognises that development in rural areas require different ways of achieving sustainable development: "Planning policies and decisions should recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport."

How can the Local Plan support Redditch's rural economy?

13.13 Whilst the majority of employment land is within the Redditch urban area, rural areas of the Borough can make a vital contribution to the overall supply of employment land. Local plan policies recognise that there are a variety of business in rural areas, from land-based businesses to offices located in converted barns. Redditch Borough's rural areas are also home to mixed use industrial estates that have expanded from farm buildings to become significant commercial sites in themselves. Rural areas of Redditch Borough could also provide locations for new employment land development.

13.14 An increasing number of conversions/changes of use can be carried out under permitted development (not requiring a planning application). The local plan needs to be updated to reflect this in order to effectively guide development that does require planning permission.

Q19: How should the Local Plan look to support the rural economy in Redditch

Option 1: The local plan should provide flexible policies to support proportionate expansion of businesses in rural areas and farm diversification.

Option 2: The local plan should actively encourage the expansion of employment sites in rural areas

Option 3: The local plan should allocate large employment land in rural areas of Redditch Borough

Q20: What should the local plan do to support rural social enterprises and community assets?

Redditch Centres

Redditch Town Centre

13.15 Implications of the Sustainability Appraisal Scoping report for Redditch Town Centre local plan policy:

- New services located in the town centre are needed to support new development. This must be within the context of how town centres are changing
- Improvements to public transport, walking and cycling to provide a viable alternative to car use

What role does the Local Plan have in shaping the development of the town centre?

13.16 In response to increased online shopping, town centres nationally are becoming less retail focused and increasingly more mixed use. The Local Plan can provide policies and site allocations to support the town centre as it changes.

13.17 In June 2021 Redditch secured a historic investment of £15.6 million (the 'Town Deal') which will help fund improvements to the railway station, public realm

enhancement and the Digital Manufacturing and Innovation Centre (DMIC). The funding represents one of the single largest government investments in Redditch since it became a new town in the 1960s.

13.18 The new Local Plan will run to 2043, so it is important to consider the next phases of the regeneration of Redditch town centre after current projects have been completed. For example, the town centre has undeveloped or underused sites which may come forward for development in the future.

13.19 The town centre is a highly sustainable location for new housing, with good access to public transport and services. However, it is appreciated that town centre sites can often only deliver a limited number of homes compared to larger housing allocations.

What role will offices play in the town centre?

13.20 The Redditch HEDNA does not identify a figure for office space demand to ensure flexibility in the face of shifting market demand.

13.21 Redditch's office stock is ageing. Some offices that are no longer desirable for employment uses are being converted to residential use. Furthermore, the HEDNA identifies that office rental values in Redditch are not currently considered high enough to deliver new build office development without public sector involvement.

13.22 Not making provision for future office space risks a future shortage should market conditions change. The Local Plan will look to be flexible to accommodate future changes.

Local Plan town centre policy options

There are many ways the town centre could change over the local plan period. This Issues and Options consultation is an opportunity to put forward ideas as to what Redditch Town Centre will look like in the future.

Options:

Option 1: Prioritise residential uses in the town centre. This option could be supported through the development of new town centre residential policies on design and amenity. Policies could provide detail on the conversion of upper floors to residential uses (when outside of permitted development), conversion of post-war buildings and setting high standards for new site allocations for residential use.

Option 2: Allocate a series of sites for development to form a new 'quarter' for regeneration to provide a cohesive development, with mixed use ground floors for retail, leisure and community uses.

Option 3: Prioritise offices over residential uses where possible, including provision of co-working space whilst ensuring some provision for retail (especially convenience retail for everyday needs).

Option 4: Encourage flexible policies to enable a balance between both residential and office uses, with the expectation that ground floor uses would mostly consist of retail, leisure and/or community uses.

Option 5: Allocate land for new leisure/entertainment uses to support the night-time economy, with some complimentary retail uses.

Option 6: Prioritise policies around transport such as bus priority routes, enhanced cycling routes/lanes or an enhanced 'transport hub' at the railway station (through Section 106 money and any future funding bids).

Option 7: Prioritise further public realm enhancement. For example, the creation of new parks or public squares (for events) on existing surface level car parks.

Option 8: Allocate land to expand the further education offer, or even the development of a university hub and seek to attract student accommodation developers

Option 9: Prioritise the town centres historic buildings through frontage enhancement/renovation schemes

Q20: Which of the above is your preferred option (or combination of options) for the town centre?

Q21: What measures would you like to see included in the new Local Plan to improve the town centre? re there any town centre sites you think should be allocated for uses such as housing in the local plan?

District Centres

13.24 Implications of the Sustainability Appraisal Scoping Report for District Centres:

- The development of District Centres is vital for sustainability by reducing the number of car journeys required to access basic shopping
- The community facilities District Centres provide are vital for wellbeing

13.25 District Centres- the local shops, services and facilities clustered together in a defined local area- are vital for everyday needs. Despite changes to retail, there is still a strong role for convenience retail (everyday shopping) which our District Centres can meet.

13.26 District Centres help to make settlements more sustainable as they provide shops, services and facilities within walking and cycling distance of where people live.

13.27 Some District Centres in Redditch were developed as part of the New Town initiative and now suffer from dated layouts and designs, which can encourage anti-social behaviour e.g. through poor visibility and can be unattractive to businesses and customers alike. Previous work has been undertaken to regenerate some of these Centres- namely Winyates and Matchborough- but hasn't been able to secure funding.

What role can the Local Plan play in supporting District Centres?

13.28 The Local Plan can provide policies to help take forward proposals for District Centre regeneration by providing greater certainty on development, which may assist when applying for government funding or may encourage housing associations and developers to invest.

Q22: Which options below would you like to see brought forward for the District Centres of Matchborough, Winyates, Woodrow and any other District Centres (please name them)? You can choose more than one option.

Option 1: Redevelop existing District Centres but aim to retain their existing character through minor ‘facelifts’ to replace the public realm, frontages, partial demolition but retaining key units etc.

Option 2: Redevelop existing District Centres at much higher densities, to include more flats

Option 3: Expand the scope of District Centres redevelopment to include surrounding streets/land to create wider regeneration schemes

Option 4: Create District Centres in new locations due to a lack of facilities in a certain area

Option 5: Reduce existing surface car parking and develop surface car parks as new community facilities or green space

Q23: Which District Centres should be prioritised for regeneration

Q24: What are your priorities for improvement in our District Centres?

14. Infrastructure

14.1 Implications of the Sustainability Appraisal Scoping Report for infrastructure:

- Ensure walkable communities by providing safe walking routes, especially within the context of Redditch’s postwar heritage
- Ensure connectivity between public transport modes e.g. bus and rail to encourage public transport use
- Address public health concerns through the provision of new health facilities and well-designed new communities

Overview

14.2 Infrastructure is the one of the foundations of sustainable development. The Local Plan process will help to establish what new infrastructure is required to support proposed new housing and employment development.

The Local Plan will consider:

- Transport infrastructure
- Community infrastructure
- Education provision
- Utilities and communications infrastructure
- Open Space, sports and recreation
- Health and Education Infrastructure
- Green Infrastructure

Transport infrastructure

14.3 Redditch has good road links, with the M42, M5 and M40 being in relative close proximity. Redditch has two train services per hour to Birmingham. There is no direct rail link to Bromsgrove town but regular bus services run between Bromsgrove and Redditch, as well as buses to Birmingham and Worcester.

14.4 The future development of transport infrastructure overall is shaped by Worcestershire County Council's Local Transport Plan (LTPs). The current Local Transport Plan- LTP4 - is available here: [The Local Transport Plan | Worcestershire County Council](#)

14.5 Worcestershire County Council's Streetscape Design Guide provides a framework that shapes new infrastructure requirements for streets. For example, the Streetscape Design Guide identifies parking standards for Redditch Borough.

14.6 Transport infrastructure in Redditch will be enhanced by Local Cycling and Walking Infrastructure Plans (LCWIPs). LCWIPS are a strategic approach to identifying priorities for active travel (defined as walking, cycling and wheeling) improvements. In practical terms this means mapping out potential enhancements to footpaths, cycleways and other routes e.g. existing pathways through parks.

14.7 The Redditch Local Cycling Walking Infrastructure Plan (LCWIP) ([Redditch Local Cycling and Walking Infrastructure Plan \(LCWIP\) 2024](#)) is led by Worcestershire County Council. The final Redditch LCWIP (to be published in Spring 2025) will set out detailed proposals for a long-term plan for active travel in Redditch.

Health and Education Infrastructure

14.8 New healthcare and education facilities in the Borough will be expected to be located in the most sustainable locations possible. The full education and healthcare requirements to support new housing development in the local plan will be determined in consultation with key stakeholders such as the NHS, GP's and other care providers as the new Local Plan advances.

NPPF Paragraph 96c identifies that Planning Policies should:

“c) enable and support healthy lives, through both promoting good health and preventing ill-health, especially where this would address identified local health and well-being needs and reduce health inequalities between the most and least deprived communities – for example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling.”

Community infrastructure

14.9 Community infrastructure consists of the local community centres, libraries and sports halls which are vital for wellbeing. Community infrastructure has played a key role in Redditch historically, with District Centres enabling good access to community infrastructure for residents throughout the town. New development would be expected to provide new community infrastructure where possible or provide access to/enhance existing community infrastructure when applicable.

There will also be a need for new burial provision across the borough and the Council would be interested on your view on how best to provide this additional infrastructure.

Utilities and communications infrastructure

14.10 Utilities and communications infrastructure covers electricity grid capacity, broadband infrastructure, sewage and water capacity. This will be defined by the Council's engagement with utility companies directly.

Open Space, sports and recreation

14.11 Open space, sports and recreation facilities can be safeguarded through local plan requirements. The Local Plan can also identify locations for new open space, sports and recreation infrastructure.

14.11 Preserving and enhancing Redditch's open space will be central to improving wellbeing. New developments would be expected to meet open space requirements, alongside ensuring comprehensive walking and cycling access both within sites and to existing developments.

Green Infrastructure

13.12 Green infrastructure (GI) is defined as connected green spaces (both natural and man-made) which provide social and environmental benefits. GI includes parks, green open spaces, woodland and features such as street trees.

Infrastructure Delivery Plan

13.13 The Local Plan will be supported by an Infrastructure Delivery Plan (IDP) which will replace the current Borough of Redditch IDP (2014) ([Link TBC](#)). The IDP will provide the detail of what new infrastructure will be provided, when and how it will be delivered. The IDP is a live document which would be updated over time.

Questions

13.14 Walking, cycling, road and public transport will be upgraded where development occurs. It is too early in the local plan process to identify specific locations for infrastructure improvements as the Call for Sites hasn't been undertaken (but is being undertaken as part of this consultation.)

Q23: Does the list above include all types of infrastructure the new Local Plan should be planning for? If not, what is missing?

Q24: Do you support the provision of new and enhanced walking and cycling routes and what do you think will make them work well?

Q25. How can Redditch Borough balance providing the car parking space required for new developments with the need to address climate change?

Q26: Do you have any other comments regarding the infrastructure required to support new development?

15. Natural and Historic Environments

Natural Environment

15.1 Implications of the Sustainability Appraisal Scoping Report for the Natural Environment:

- The need to enhance biodiversity through local policies
- Integrate local plan policies with national and local initiatives

15.2 Redditch Borough has a rich natural environment, consisting of 732.18 hectares of open space. Redditch Borough features 6 Sites of Special Scientific Importance (SSSIs), 24 Local Wildlife Sites and over 87 hectares of land designated as Local Nature Reserves (LNRs). There are 25 designated parks, including Arrow Valley Country Park and Morton Stanley Park. In a broader context, the Local Nature Recovery Strategy (LNRS) for Worcestershire, to be published for consultation during summer 2025, is expected to protect and improve wildlife and natural species. In particular, it will include a Local Habitat Map and set out priorities for biodiversity enhancement opportunities.

Biodiversity Net Gain

15.4 A national Biodiversity Net Gain (BNG) requirement was introduced in 2024, requiring all new development to deliver a minimum of 10% BNG. Additionally, it remains essential to continue to protect our natural assets including parks, natural and

semi-natural greenspaces and Public Rights of Way (PROW). Blue and Green Infrastructure considerations play a crucial role in both protecting existing and identifying opportunities for the expansion or improvement of new natural assets. The Council need to update the policies in the upcoming Local Plan to reflect these changes and continue to preserve our natural environment within Redditch Borough.

How can Local Plans respond to BNG?

15.5 A mandatory approach to Biodiversity Net Gain (BNG) was implemented under the Environment Act 2021, requiring new developments to deliver a minimum of 10% BNG. This offers an opportunity to Redditch to enhance its biodiversity across the Borough.

15.5 If a developer cannot achieve the required 10% on-site, they can choose to enhance or create habitats off-site. This could include priority areas within Redditch Borough where there is a need to enhance biodiversity, especially if identified through the LNRS.

15.6 For new developments, there are a range of opportunities to implement ecological measures in supporting biodiversity. Some of these strategies include Bat-sensitive streetlights, fences with hedgehog holes and permeable paving.

What should the Council prioritise when preserving our Green Space?

15.7 The natural environment is one of the key assets in Redditch Borough. The Borough of Redditch Local Plan No. 4 (BORLP) has served well in protecting these natural assets, particularly through the implementation of BORLP Policy 16 Natural Environment.

15.8 Despite high satisfaction among Redditch residents³ regarding the quality of green spaces, further enhancements can still be made. This includes increasing the accessibility by improving way finding and planning the location of green spaces strategically, especially in the context of areas of the Borough accommodating new development.

³ Redditch Borough Open Space Study (2023)

How can the Council maximise the environmental benefits of the Public Rights of Way (PROW)?

15.9 The Borough has a network of public paths and bridleways, offering opportunities for leisure and tourism. It is important to integrate these natural assets into strategic planning.

15.10 Policy 43A of the BORLP No. 4 supports leisure proposals that contribute to the natural environment, including Public Rights of Way. Could PROW be better utilised to maximise environmental benefits?

15.11 As an example, the PROW network could be an ideal location for higher ecological value funded by BNG contributions. Alternatively, there could be opportunities for heritage and/or environmental trails.

What areas might require additional flood risk management strategies?

15.12 Climate change is likely to increase the frequency and intensity of flooding. In line with the NPPF, the BORLP No. 4 have established policies to manage flood risk, including Policy 17 Flood Risk Management and Policy 18 Sustainable Water Management.

15.13 Since the last Local Plan, there have been changes to government policies on flood risk, including for example, on the creation of sustainable drainage systems.⁴ There are other existing flood prevention and mitigation measures which are set out in important evidence such as Flood Risk Assessments (FRA) and Strategic Flood Risk Assessments (SFRA) that support both the plan-making process and development management consideration of planning applications.

15.14 Some new developments have incorporated additional flood risk mitigation measures, such as rainwater storage ponds, permeable pavement⁵ and green roofs.

⁴ Department for Environment, Food & Rural Affairs. (2023, January 10). *New approach to sustainable drainage set to reduce flood risk and clean up rivers*. GOV.UK. <https://www.gov.uk/government/news/new-approach-to-sustainable-drainage-set-to-reduce-flood-risk-and-clean-up-rivers>

⁵ Permeable pavement is a type of surface that allows rainwater to infiltrate into the soil instead of running off. This helps reduce the amount of water that accumulates on roads during storms.

15.15 Some areas within the Borough are more prone to flooding and may require additional flood risk mitigation measures, particularly in locations where new developments are planned.

Q25: In which areas do you think biodiversity should be enhanced?

Q26: What ecological measures are needed in new developments to support biodiversity in Redditch?

Q27: How should we enhance the quality of Green Space?

Q28: How can the Council maximise the functionality and environmental benefits of Public Rights of Way (PROW)?

Q29: Do you think that there are any Natural Environment Issues that the Council has missed? If so, please provide details

Historic Environment

15.16 Implications of the Sustainability Appraisal Scoping Report for the Historic Environment:

- The need to promote high quality design that respects the historic environment
- Adopting climate change technologies without undermining the historic environment

15.17 Redditch Borough contains 2 conservation areas, 163 listed buildings (152 Grade II, 10 Grade II* and 1 Grade I) and 8 Scheduled Ancient Monuments. The two Conservation Areas are Feckenham Conservation Area and Church Green Conservation Area. The former is known for its traditional cottages, narrow lanes, and green spaces that reflect its medieval origins, while the latter is centred around St. Stephen's Church, located in the Town Centre.

What more can we do to protect the historic environment?

15.18 Redditch consists of a range of statutorily protected assets, including Conservation Areas, Listed Buildings and the Scheduled Ancient Monuments. Currently, Policy 36 in the BORLP No. 4 encourages heritage-led regeneration, especially in relation to the Town Centre Strategic Sites. Policy 37 and Policy 38

provide provision for the protection of historic buildings, historic structures and conservation areas. Additionally, Redditch has a list of 'locally listed' buildings as documented in the Schedule of Buildings of Local Interest (2009). A building being on the list carries some weight in the decision-making process but are not legally protected from demolition. The Council need to review and update the policies if necessary for protecting the historical assets in Redditch.

- **Q31: Is there a need to update the list of 'locally listed' buildings in Redditch?**
- **Q32: Is the existing historic environment policy sufficient to protect our historic heritage assets?**

Appendix A: Glossary

Page	Para ref.	Terminology
		Adoption The final confirmation of a Local Plan as a statutory document by the Local Planning Authority
		Affordable Housing Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following: Social rent, Shared ownership, First Homes, Rent to buy, Other affordable routes to home ownership
		Biodiversity Net Gain (BNG) A policy to ensure the habitats for wildlife are left in a better state after the development. Developers are required to deliver a minimum of 10% BNG under Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021).
		Borough of Redditch Local Plan (BORLP)/ Local Plan A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004, with updates from the Levelling-up and Regeneration Act 2023. The local plan can consist of both strategic and local policies.
		Green Belt Designated areas of countryside around towns and cities. It serves the following 5 main purposes stated in the National Planning Policy Framework (NPPF 2024) para 143: (a) to check the unrestricted sprawl of large built-up areas;

		(b) to prevent neighbouring towns merging into one another; (c) to assist in safeguarding the countryside from encroachment; (d) to preserve the setting and special character of historic towns; and (e) to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.
		Green Infrastructure (GI) The network of green spaces and natural elements that intersperse and connect our cities, towns and villages. It is the open spaces, waterways, gardens, woodlands, green corridors, wildlife habitats, street trees, natural heritage and open countryside. Green Infrastructure provides multiple benefits for the economy, the environment and people
		Grey Belt It is defined as previously developed land in the Green Belt and/or other land that does not contribute to any of the purposes (a), (b), or (c) in the NPPF (2024) para 143.
		Climate Change An increase in the mean annual surface temperature of the earth's atmosphere, due to increases in atmospheric concentrations of greenhouse gases (GHGs) such as Carbon Dioxide (CO ₂), Methane (CH ₄) and Nitrous Oxide (N ₂ O)
		Climate Emergency The Redditch Borough Council declared a climate emergency in 2019. It is demonstrated by the Council's commitment to achieve Net Zero by 2040.
		Climate Resilience To ensure development fully mitigates against the effects of climate change and minimises the potential impacts of climate change now and in the future
		Employment land requirement Employment demand forecasting which includes forecasts of employment demand by linking property and economic analysis and identifying the priority sectors of the local economy. Includes forecasting of future floorspace needs and their uses
		Flood and Water Management Act 2010 The Act is designed to improve the management of flood risk. It mandates the implementation of Flood Risk Assessment (FRA) and Sequential Testing, promotes the integration of Sustainable Drainage System (SuDS) and requires cooperation with Lead Local Flood Authorities (LLFAs) to mitigate flood risk in local areas.
		Habitat Regulations Assessment The purpose of the Habitat Regulations Assessment (HRA) is to identify any aspects of the emerging Local Plan that would have the potential to cause a likely significant effect on Natura 2000 or European sites (Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Ramsar sites), (either in isolation or in combination with other plans and projects), and to identify appropriate avoidance and mitigation strategies where such effects were identified. There is a legal requirement for all Local Plans to be subject to an HRA. The need for HRA is set out within Article 6 of the EC

		Habitats Directive 1992, and interpreted into British law by the Conservation of Habitats and Species Regulations 2017
		Housing completions The number of new homes built in a 12-month period (1 April to 31 March), which includes private market and affordable housing completions. Affordable housing is only secured on sites of 11 or more dwellings. The housing completions figure includes sites of less than 11 dwellings where no affordable housing contribution has been secured. Therefore, the number of completed affordable housing units will always be less than (up to) 40% of all housing completions
		Local affordability ratios Housing affordability is calculated by dividing house prices by annual work place-based earnings. In 2023 Redditch's affordability ratio was 7.85, which is better than Worcestershire (8.63), West Midlands (7.18) and England (8.26).
		District Centres District Centres include a range of small shops of a local nature, serving a small catchment. Typically, district centres might include, amongst other shops, a small supermarket, a newsagent, a sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette. District centres may also provide the focus for other community social facilities including health or education
		Local Development Scheme (LDS) Sets out the programme for developing the Local Plan and other Local Development Documents
		Local Housing Need The number of homes identified as being needed through the application of the standard method set out in the planning practice guidance.
		National Planning Policy Framework (NPPF) The NPPF was first published in March 2012, replacing past Planning Policy Statements/Guidance (PPSs/PPGs), and was revised and republished in December 2024. It sets out the Government's planning policies for England, how these are expected to be applied and the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities
		Neighbourhood Plan A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead

		<p>Plan-making and Decision-taking Processes</p> <p>Plan-making is the process of preparing and producing a Borough Plan/ Local Plan. Decision making is the process of determining planning applications, which should be done in accordance with the Borough Plan/Local Plan unless material considerations indicate otherwise</p>
		<p>Planning Practice Guidance</p> <p>The National Planning Practice Guidance (NPPG) is a web-based resource which brings together planning guidance on various topics into one place. It was launched in March 2014 and coincided with the cancelling of the majority of Government Circulars which had previously given guidance on many aspects of planning.</p>
		<p>SA Scoping Report</p> <p>The first stage of the Sustainability Appraisal (SA) process, which appraises baseline data, plans, policies and programmes and sets out the approach to undertaking SA</p>
		<p>Safeguarded Land</p> <p>Formerly referred to as Areas of Development Restraint (ADRs). Areas of land taken out of the Green Belt in the Borough Plan/ Local Plan which have been identified as possible land for new development when required in the future</p>
		<p>Self-build plots</p> <p>Must have access to a public highway and have connections for electricity, water and wastewater at the plot boundary</p>
		<p>Sites of Special Scientific Interest (SSSIs)</p> <p>Relates to specifically defined areas where protection is afforded to sites of national wildlife or geological interest. Natural England is responsible for identifying and protecting these sites</p>
		<p>Sustainability Appraisal (SA)</p> <p>Appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development</p>
		<p>Test of Soundness</p> <p>Soundness means founded on a robust and credible evidence base and the most appropriate strategy when considered against the reasonable alternatives. For something to be sound it must also be positively prepared, justified, effective and consistent with national policy</p>
		<p>The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended up to 2024</p> <p>These Regulations set out the legislative procedures that need to be followed throughout the plan-making process</p>

If you have any queries regarding any aspect of this consultation, please contact a member of the Strategic Planning Team on: **XX** or email strategicplanning@bromsgroveandredditch.gov.uk

REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE**

18th March 2025

PRIMATE KEEPER LICENSING

Relevant Portfolio Holder	Councillor Stringfellow
Portfolio Holder Consulted	No
Relevant Head of Service	Simon Wilkes – Director of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1** The Animal Welfare (Primate Licences) (England) Regulations 2024 were made in March 2024 and are due to take effect from 6 April 2025. The regulations introduce a new licensing regime for those that keep primates in England.
- 1.2** Under these regulations, the Council will be responsible for considering and determining applications for licences as well as undertaking compliance and enforcement activities.
- 1.3** This report has been prepared to provide the Licensing Committee with information on the background and details of the licensing regime that is coming into effect.

2. RECOMMENDATIONS**2.1 Members are asked to:**

- i. Note the contents of the report and the implications of the Animal Welfare (Primate Licences) (England) Regulations 2024 on the Council.**
- ii. Recommend to Council that the fees applicable to Primate Keeper Licence applications are set.**

3. KEY ISSUES**Summary****3.1 BACKGROUND TO THE REGULATIONS**

- 3.2** The RSPCA estimates that there are up to 5000 primates that are owned privately in Britain. The most commonly kept species are believed to be common marmosets, tamarins and squirrel monkeys.
- 3.3** Primates are highly intelligent, long-lived animals who form intricate social

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relationships with each other and experience emotions, and suffer, in a similar way to humans. Meeting the complex physical and behavioural needs of these wild animals in captivity is incredibly difficult and even modern zoos and research facilities, with all their resources and expertise, are still trying to overcome serious welfare problems.

- 3.4 Some of the consistent areas of concern for primates kept as pets that can cause serious suffering are:
- Social isolation
 - Early weaning
 - Cramped and inappropriate housing
 - Poor diet
- 3.5 Animal welfare organisations, including the RSPCA and Born Free have campaigned for over 20 years to end the keeping of primates as pets.
- 3.6 At the 2019 general election, the Conservative, Labour and Liberal Democrat manifestos all contained commitments ban the keeping of primates as pets.
- 3.7 Following the Conservative victory at the 2019 general election, a call for evidence was undertaken in which 98.7% of respondents expressed support for a ban on keeping, breeding, acquiring, gifting, selling or otherwise transferring primates, apart from to persons licensed to keep primates to zoo-level standards.
- 3.8 Measures to end the keeping of primates as pets were then included in the DEFRA “Action Plan for Animal Welfare” and formed part of the Animal Welfare (Kept Animals) Bill laid before Parliament. However the government took the decision in May 2023 to drop this bill amid concerns about “scope-creep.” The government announced that they would instead bring forward measures contained in the bill individually during the remainder of the Parliament.
- 3.9 In June 2023, DEFRA consulted again on making regulations under section 13 of the Animal Welfare Act 2006 to introduce a licensing regime and high standards of care and welfare for primates kept as pets.
- 3.10 On 5 March 2024, the Animal Welfare (Primate Licences) (England) Regulations 2024 were made under section 13 of the Animal Welfare Act 2006. This is the same primary legislation under which licensing regimes have previously been implemented for those involved in:
- Selling animals as pets
 - Providing or arranging for the provision of boarding for cats or dogs
 - Hiring out horses
 - Breeding dogs
 - Keeping or training animals for exhibition
- 3.11 THE ANIMAL WELFARE (PRIMATE LICENCES) (ENGLAND) REGULATIONS 2024**
- 3.12 The Animal Welfare (Primate Licences) (England) Regulations 2024 will come into

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force in two phases on 6 April 2025 and 6 April 2026.

- 3.13 It will become an offence to keep a primate in England without a licence from 6 April 2026. The only exemptions to the requirement to hold a licence will be where the primates concerned are being kept in a licensed zoo or a place specified in a licence under section 2C of the Animals (Scientific Procedures) Act 1986.
- 3.14 Applications for licences can begin to be made from 6 April 2025 onwards. The licensing authority for the purposes of the regulations is the local authority in whose area the premises at which a primate is kept or is to be kept are situated.
- 3.15 An application may not be made by an individual who is under the age of 18 or who is disqualified from keeping primates under any of the following:
- section 34(2) of the Animal Welfare Act 2006
 - section 1 of the Protection of Animals (Amendment) Act 1954
 - section 40(1) of the Animal Health and Welfare (Scotland) Act 2006
 - section 33(1) of the Welfare of Animals Act (Northern Ireland) 2011
- 3.16 On receipt of an application for a licence, the local authority will be required to arrange for a suitable person to inspect the premises specified in the application to determine whether the licence conditions are likely to be met if the application were to be granted.
- 3.17 Following that inspection, if satisfied that the licence conditions are likely to be met, the local authority must grant the applicant a primate licence with effect from such date as it may determine. If the local authority is not satisfied that the licence conditions are likely to be met, it must refuse the application. Licences will normally be granted for a period of three years and then expire.
- 3.18 The licence conditions that must be met are set out in Schedule 1 of the regulations and will be supported by detailed guidance that will be given by the Secretary of State in accordance with regulation 20. The conditions will set high care and welfare standards similar to those that are required to be met when primates are kept in licensed zoos.
- 3.19 The regulations also contain provisions relating to inspections and enforcement. A local authority that has granted a primate licence may, during the licence period, arrange for a suitable person to inspect the premises specified in the licence to determine whether the licence conditions are being met and must do so at least once in that period unless the licence was granted for a period of less than one year.
- 3.20 It will be an offence for a licence holder to fail to comply with a licence condition. The offence carries a penalty of an unlimited fine. Local authorities will also have the power to serve a “rectification notice” as an alternative to prosecuting a licence holder who fails to comply with a licence condition.
- 3.21 A rectification notice must:

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- state that the local authority considers that the holder of the licence is failing to meet a licence condition, and why;
 - specify the steps that the local authority considers that the holder of the licence needs to take to comply with the licence condition;
 - specify a period not exceeding two years in which those steps are to be taken (“the rectification period”);
- 3.22 Where a rectification notice has been given, the local authority cannot bring proceedings for non-compliance with any of the licence conditions identified in the notice before the end of the rectification period and if the required steps are taken during the rectification period, no proceedings can be brought subsequently for that non-compliance. The local authority may extend the rectification period, and may do so more than once, so long as the rectification period as extended does not exceed two years.
- 3.23 A local authority that has granted a primate licence may also revoke or vary the licence if the local authority is satisfied that the holder of the licence has failed to:
- comply with a licence condition;
 - allow access for an inspection;
 - pay a fee charged; or
 - take the steps specified in the rectification notice.
- 3.24 This reference to varying a primate licence means varying it by:
- reducing the number of any primates of any species that is authorised to be kept under the licence; or
 - removing any species of primate specified in the licence
- 3.26 **PREPARATION AND NEXT STEPS**
- 3.27 Officers are currently preparing for the implementation of the regulations. A dedicated webpage has been created on the Councils website to provide information about the new licensing requirements. The webpage will continue to be developed as further information becomes available. The implementation of the licensing regime will also be publicised with the help of the Council’s Communications Team.
- 3.28 The proposed fees have been calculated. The fees that will be charged for licences are as follows:
- | | |
|--|---------|
| Application for the grant of a licence | £366.00 |
| Application for renewal of a licence | £300.00 |
| Application for variation of a licence | £267.00 |
| Inspections fees | £182.00 |
- 3.29 Back-office systems are also in the process of being updated to enable applications to be logged and processed and to enable licences to be issued.

REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE**

18th March 2025

- 3.30 Officers are also working to try and gather information and intelligence from relevant professionals and the public in order to try and identify any primates that are being kept in the Council's area and whose keepers will need to apply for a licence.

3.31 CONSULTATION

- 3.32 No consultation is required.

3.33 MONITORING

- 3.34 The Secretary of State may require a local authority to provide any of the following information to the Secretary of State:
- the number of primate licences in force in the authority's area;
 - the number of primates by species in the authority's area kept under primate licences;
 - the level of fees charged by the authority under the regulations;
 - any other information relating to the discharge of the authority's functions under the regulations that the Secretary of State may reasonably require.
- 3.35 The Secretary of State may require any relevant information is provided within such period as they may reasonably require, which must be at least a period of one month from the date on which the information was requested.

4. FINANCIAL IMPLICATIONS

- 4.1 Local authorities can charge a fee in respect of any application relating to a primate licence and can also charge a fee in respect of any inspection which it must or may arrange under the regulations. Licence fees should be calculated based on cost recovery and will be reviewed annually to ensure they are set at the right level.

5. LEGAL IMPLICATIONS

- 5.1 The Animal Welfare (Primate Licences) (England) Regulations 2024 have been made under section 13 of the Animal Welfare Act 2006 and place powers and responsibilities on the Council in respect of the licensing of those that keep primates in their area.

6. RISK MANAGEMENT

- 6.1 Failure to implement the new licensing regime correctly would leave mean that the Council is not fulfilling its statutory obligations as the licensing authority for licences issued under the Animal Welfare (Primate Licences) (England) Regulations 2024.

REDDITCH BOROUGH COUNCIL**LICENSING COMMITTEE****18th March 2025**

- 6.2 Any primate being kept in the Council's area otherwise than in accordance with the prescribed licence conditions, may experience serious suffering as a result.

7. BACKGROUND PAPERS

- 7.1 The Animal Welfare (Primate Licences) (England) Regulations 2024

AUTHOR OF REPORT

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Licensing Committee

Tuesday, 18th March, 2025

MINUTES

Present:

Councillor David Munro (Chair), and Councillors Juliet Barker Smith, Brandon Clayton, Matthew Dormer, Sharon Harvey, Sid Khan, Gary Slim, Jen Snape, Ian Woodall and Paul Wren

Officers:

Michelle James and Vanessa Brown

Democratic Services Officers:

Gavin Day

33. REPORT ON PRIMATE LICENSING

The Interim Principal Licensing Officer, Worcestershire Regulatory Services (WRS), presented the report to Members. The purpose of the report was for Members to note the report and recommend to Council that the applicable Fees and charges are set.

Officers detailed that in March 2024, The Animal Welfare (Primate Licences) (England) Regulations 2024 was made, due to go into effect from 6th April 2025 and being enforceable from 6th April 2026.

As the regulation was determined by central government, a consultation was not required by Local Authorities and therefore members were asked to note the report and Recommend to Council that the applicable licence fees were set.

Officers detailed that from information provided by the Royal Society for the Prevention of Cruelty to Animals (RSPCA), approximately 5000 primates were being kept privately within Britain, the most common of which being Marmosets, Tamarins and Squirrel Monkeys.

During 2019 following manifesto commitments, a call for evidence was undertaken which found that 98.7% of respondents expressed

Chair

Licensing Committee

Tuesday, 18th March, 2025

support for the ban of keeping, selling, breeding or otherwise transferring ownership of Primates unless appropriately licenced. It was further detailed that there was strong support for any licence holder being required to maintain their care to “Zoo Level Standards”.

In 2023 the Department for Environment, Food and Rural Affairs (DEFRA) were consulted on introducing a licencing regime and on 5th March 2024, Animal Welfare (Primate Licences) (England) Regulations 2024 were made under section 13 of the Animal Welfare Act 2006.

Officers detailed that the regime would come into effect on 6th April 2025 and it would be illegal to own a primate without an appropriate licence from 6th April 2026.

The legislation did not detail the level of qualification which inspectors had to attain, nor clarify if further training was required. WRS would be monitoring this detail and would act accordingly when new information was available.

A web page had been implemented by WRS to inform the public of the new legislation, Officers commented that it would be difficult to identify private owners of primates but that they were relying on information provided by Members of the public, however, they would also contact veterinary practices which may be aware of owners who they have assisted previously.

After questions from Members, the following was clarified:

- No guidance had been given as to what would happen to Primates whose owners did not intend to pursue attaining a licence.
- That a licence would have a maximum duration of 3 years before expiry when it needed to be renewed.
- Fees were a best estimate, based on current fee amounts. Should it cost more than expected to undertake the work, an amendment would be put forward by WRS to the relevant body to adjust the fees.
- That inspections would be undertaken at random, it was detailed that an inspection would be undertaken at the start/renewal of the licence and it was intended for there to

Licensing Committee

Tuesday, 18th March, 2025

be one unannounced inspection during its 2 or 3 year duration.

Members were generally in support of the regulation of keeping Primates and that it would promote safe keeping and handling. It was noted that more random inspections to maintain standards would be preferred, however, Members appreciated that the guidance was determined within the legislation.

On being put to a vote it was:

RESOLVED that

- i. The contents of the report be noted.

RECOMMENDED that

- ii The fees applicable to Primate Keeper Licence applications, as detailed below, be approved by Council.

Application for the grant of a licence	£366.00
Application for renewal of a licence	£300.00
Application for variation of a licence	£267.00
Inspections fees	£182.00

The Meeting commenced at 7.00 pm
and closed at 7.55 pm

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